Ⓐ**利用調整において重要な事項を記載しております。必ず全て確認し、チェックをしてください。**

Ⓑ**申込み全般について**		Ⓒ確認済
1	保育園入園の申込みに際して、「渋谷区保育園入園のご案内」を十分に理解した上で申込みます。	☐
2	虚偽の申込みをした場合は、利用内定や決定を取消します。	☐
3	支給認定要件及び利用調整指数などの申請に関する諸事項については、締切り日時点の書類に基づき、利用調整会議にて最終決定されます。また、締切日を過ぎて提出された書類は、翌月以降の利用調整に反映します。取下届の提出は申込締切日まで有効です。	☐
4	就労以外の要件での申込み：保育園に通園できる期間について理解しました。（入園のご案内P.23）	☐
5	今回の保育園利用申込みの有効期間は、年度内です。次年度分は新たに申込みを行う必要があります。（令和９年度は令和１０年１月入園まで有効です。）有効期間内に待機である証明が必要な場合は「認可保育園の利用調整結果照会依頼書」の手続きが必要です。	☐
6	以下に該当する場合、申込みはできません。また、申込み後に以下に該当することが発覚した場合、申込みは取下げとなります。 ・他の保育サービス等（認可外保育施設、インターナショナルスクール、ベビーシッター等）を継続的に利用し、認可保育園が主たる保育の場でなくなった場合 ・習い事等を理由として認可保育園の利用が著しく少ない場合	☐

Ⓓ**提出書類について**		Ⓒ確認済
1	書類不備の場合は受付けできません。また、提出された書類は返却できません。あらかじめご自身でコピーをしてからご提出ください。	☐
2	必要な情報は全て書類に記載してください。書類に記載のない事情は考慮いたしません。	☐
3	同じ内容で重複して申込みした場合は、最新の申込みを保育の変更届として取扱います。	☐
4	希望園は入りたい順番・通える範囲で書いてください。（希望する認可保育園・幼保一元化施設・小規模保育施設は7か所以内、区立保育室・居宅訪問型保育事業は３か所以内）	☐

Ⓔ**利用調整について**		Ⓒ確認済
1	指数は、提出書類を基に利用調整会議にて決定します。制度等について事前に何らかの説明を行っていた場合でも、最終的な指数をお約束するものではありません。	☐
2	きょうだいで同時に内定となった場合、１人のみの辞退はできません。（上の子が４月入園一次内定、下の子が二次内定の場合も含む）	☐
3	4月入園一次で内定となったお子さんは、4月入園二次の利用調整の対象外です。ただし、一次で区立保育室または居宅訪問型保育事業に内定した場合、二次で認可保育園に内定となる場合があります。	☐
4	⑴申込み時点と入園時点で就労状況や家庭状況が異なる場合、利用内定や決定を取消すことがあります。 例：申込み時点の勤務先から転職した、育児休業復職後の就労時間が大幅に下回る、妊娠が判明したなど ⑵上記のように申込み後に状況が変わった場合は、至急必要資料を提出してください。 提出がない場合は、利用内定や決定を取消すことがあります。	☐
5	転園は新規入園の人に比べて不利になる場合があります。 ・同一指数の場合は、新規入園のお子さんの後に利用調整対象となります。 ・０歳児園から１歳児園への転園（１歳児クラスのみ対象）及びきょうだいが通っている保育園への転園は新規申込みと同様の扱いです。	☐
6	入園希望日において６５歳未満の同居の祖父母がいる場合、当該祖父母が保育できないことを証明する資料の提出がないと、利用調整の時に減点や不利になる場合があります。	☐
7	就労実績と収入実績に整合性がない場合、利用調整の時に不利になる場合があります（育児休業中は除く）。 ※収入実績は東京都の最低賃金と比較して判断します。 ※自営業等の場合で直近の確定申告書、源泉徴収票の提出がない場合は、「登記簿謄本、開業届、営業許可証等」と「直近２～３か月分の収入状況が確認できる資料」の２点の提出により、就労実態を確認させていただきます。	☐
8	現職での雇用期間が６か月に満たない場合でも、前職の退職日から現職の採用日までの期間が２か月以内であれば、調整指数番号13が適用されます。ただし、前職の在籍期間のわかる書類が提出された場合に限ります。	☐
9	保育士等の職に従事されている人は、保育士等優先入園申立書を確認し同一指数時の優先順位の適用について確認しました。	☐
10	同一指数となった場合、「入園のご案内」P.19に記載の「同一指数となった場合の優先順位」に基づいて順位付けを行います。	☐
11	お子さんの状態（障がいや疾病、発達の遅れ、気になることがあるなど）によっては、申込みをした保育園の状況により、利用する保育園や入園時期を調整させていただくことがあります。なるべく複数の園をご検討ください。 また、利用申込み時に上記内容の申し出がなく、内定後に判明した場合は内定を取消す場合があります。（出生前申込み含む）	☐

Ⓕ**※裏面もチェックしてください※**

Ⓐ	The following is a list of important items for admission adjustment. Be sure to read each item and make a check mark (☑) to indicate that you understand them.
Ⓑ	Applications in general
Ⓒ	Understood
1	Upon submitting an application for my child to enter a nursery school, I will fully understand the "Shibuya City Admission Guidelines to Nursery School" before applying.
2	If a false application is made, your acceptance will be canceled.
3	A final decision will be rendered by the Admission Adjustment Council on requirements for the certification of payment, the admission adjustment index and various other matters pertaining to your application based on documents at the time of the deadline. Note that documents submitted after the deadline has passed will be factored into admission adjustment for the following month and beyond. You may submit a withdrawal notice until the application deadline.
4	For non-work-related applications: I understand the period of time that my child can attend nursery school. (See “Admission Guidelines to Nursery Schools,” p. 23)
5	The nursery school enrollment application is valid only for the current fiscal year, so you must submit a new application for the following fiscal year. (For FY2027, the application remains valid for enrollment up to January 2028.) If you need proof that you are on the waiting list during the validity period, you must submit a request for inquiry on results of enrollment coordination for licensed nursery schools.
6	You may not apply in the cases below. In addition, if it is discovered that you fall into one of these categories after you apply, your application will be canceled. ・If your child continuously attends another childcare service, etc. (such as an unlicensed childcare facility, international school, or babysitter) and this service ceases to be primarily provided by a licensed nursery school ・If your child barely attends a licensed nursery school for reasons related to learning, etc.
Ⓓ	A Note on Documents for Submission
1	Documents for submission will not be accepted if they are inadequate. Note that documents, once submitted, cannot be returned. Please submit the documents after making copies on your end in advance.
2	Be sure to provide all necessary information in your application documents. Any circumstances not stated in the documents will not be considered.
3	Should you make overlapping applications with the same content, your most recent application will be treated as a notification for a change in nursery care.
4	Please write your desired nursery schools in order of preference and within your commuting range. (Up to seven certified nursery schools, integrated kindergarten and preschool facilities, or small-scale childcare facilities, and up to three municipal childcare rooms and home-visit childcare services)
Ⓔ	A Note on Admission Adjustment
1	The adjustment index will be determined at the admission adjustment meeting based on the documents you submitted. Even if we have provided some prior explanation regarding the system or similar matters, we cannot guarantee what the final index will be.
2	If you apply for siblings at the same time and receive informal acceptance, you cannot decline acceptance for only one child. (This includes cases where the older child received informal acceptance in the first round for April enrollment and the younger child received informal acceptance in the second round.)
3	Children who receive informal acceptance in the first round for April enrollment are not eligible for a second round of admission adjustment for April enrollment. However, there are cases in which a child may receive informal acceptance for a certified nursery school in the second round even after receiving informal acceptance for a city childcare room or home-visit childcare service during the first round.
4	(1) Should your work and/or household situation differ between the time of your application and the time of your child's enrollment in a nursery school, your informal offer of and decision on admission may be rescinded. Ex.: You changed jobs from your place of employment at the time of your application/Your working hours after returning from childcare leave are considerably lower than those before taking that leave/You are found to be pregnant (2) If your situation changes after submitting your application in the manner described above, please submit the required documents immediately. If you do not submit those documents, your informal offer of and decision on admission may be rescinded.
5	Transferring to a new nursery school may be disadvantageous compared to new enrollments. ・If the coordination score is the same, the admission adjustment for the child transferring will be conducted after new applications are considered. ・Transferring from a nursery school for newborns to a nursery school for one-year-olds (only for transfers to a class for one-year-olds) and transferring to a nursery school attended by a sibling are considered the same as a new application.
6	If a grandparent under sixty-five years old is living in the same household on the desired date of enrollment, failure to submit documentation proving that the grandparent is unable to care for the child may reduce the score or be a disadvantage during the admission adjustment.
7	Inconsistent employment and income records may be a disadvantage during the admission adjustment (except during childcare leave). Notes: 1. Income records will be reviewed based on a comparison with the minimum wage in Tokyo. 2. If you are self-employed and cannot submit your most recent tax return or withholding tax statement, you must submit the following two documents to confirm your actual employment status: 1) a certified copy of registration, a notice of opening of business, a business license, etc.; and 2) documents that confirm your income for the last two to three months.
8	Even if you have been in your current job under six months, adjustment index no. 13 will be applied as long as the period between the date you resigned from your previous job and the date you were hired for your current job is not more than two months. Please note that this is limited to cases in which you have submitted documents clearly indicating the period of employment at your previous job.
9	If you are employed as a childcare worker or the like: I have confirmed the application form for priority admission for childcare workers, etc., and confirmed that my priority may be adjusted if I have the same score as a different applicant.
10	Should your index be identical, your priority will be adjusted based on the "Priority when index is identical" stated in the "Admission Guidelines to Nursery Schools," p. 19.
11	Depending on the condition of your child (condition including disabilities, illnesses, developmental delays or other concerns) the nursery school of admission and enrollment timing may be adjusted based on the status of the nursery school applied to. Please consider applying to multiple nursery schools as much as possible. Note if the above information is not provided at the time of application and is discovered after informal acceptance, acceptance may be rescinded. (This includes applications made prior to birth.)
Ⓕ	Continues on back

Ⓖ(裏面)

Ⓗ内定後の注意事項について

Ⓒ	確認済
1	内定後、入園前面談と健診を受けないと利用開始できません。	☐
2	お子さんが新しい環境に馴染めるよう、入園後しばらくの間は保育時間を短縮して保育（ならし保育）します。なお、転園の場合もならし保育を実施します。	☐
3	保育時間は、各保育園の開園時間内で、支給認定証に記載された保育必要量の範囲内で保育園が決定します。なお、保護者のいずれかが平日休みなどで保育可能な日は、家庭保育、または9:00～17:00の利用となります。 保育時間について、園と合意できない場合は、内定が取消しとなる場合があります。	☐
4	入園後、新たにお子さんを出産する場合の継続通園の特例の条件や利用期間について理解しました。（入園案内P.24）	☐
5	入園後に以下のいずれかに該当した場合、退園となる場合があります。 ・保育を必要とする事由（就労、妊娠、疾病、介護など）が消滅した場合 ・正当な理由なく3か月以上連続して利用がない場合、または利用開始月に一度も利用がない場合 ・他の保育サービス等（認可外保育施設、インターナショナルスクール、ベビーシッター等）を継続的に利用し、認可保育園が主たる保育の場でなくなった場合 ・習い事等を理由として認可保育園の利用が著しく少ない場合 ・渋谷区外に転出し、転出後も同じ保育園を継続して利用しない場合（継続して通園を希望する場合、在籍園や区内在勤の有無で在園可能期間が異なります。（入園案内P.25参照））	☐
6	就労要件で入園し、在園中に退職した場合、退職日から2か月以内に就労開始しない場合は退園となります。 上記に限らず、就労状況や家庭状況に変更が生じる場合は、必ず入園相談係宛に変更を届け出てください。 届け出方法についての詳細は渋谷区ホームページを確認してください（右QRコード）	☐
7	食物アレルギー等により食べられない食材がある場合、各保育園で対応を検討します。なお、安全な給食提供が困難な場合は、ご家庭より弁当の持参をお願いすることがあります。	☐
8	内定した園（区立保育室・居宅訪問型保育事業を含む）を辞退した場合は、東京都のベビーシッター事業への申込みはできません。	☐

Ⓘ区立保育室・居宅訪問型保育事業について（共通事項）

Ⓒ	確認済
1	認可保育園の利用調整後、待機になった人の中で選考を行います。定員を超えて申込みがあった場合は、認可保育園の利用調整基準により選考を行います。	☐
2	区立保育室及び居宅訪問型保育事業は、待機児童対策事業のため、利用開始後も引き続き認可保育園の利用調整の対象となります。 利用中は、認可保育園の申込み取下げはできません。（申込み取下げした場合は利用終了となります。）	☐
3	認可保育園に内定した場合や、認可保育園の内定を辞退した場合は利用終了となります。	☐
4	区立保育室及び居宅訪問型保育事業の申込みが必要なくなった場合は、入園相談係までご連絡ください。	☐

Ⓙ区立保育室について

Ⓒ	確認済
1	就労を理由に入園した場合に限り、在園中に下の子を出産し、産後休暇終了後に育児休業を取得する場合は、在園期間の末日（最長で年度末）まで継続し通園することが可能です。 ※次年度にきょうだいで申込みをし、待機児童となってしまった場合、在園中の上の子は翌年度も通園できますが、下の子の状況に関わらず復職が条件となります。	☐
2	下の子の育児休業中に、認可保育園へ内定した場合は、認可保育園入園月の翌月1日までに復職することが条件となります。	☐

Ⓚ居宅訪問型保育事業について

Ⓒ	確認済
1	居宅訪問型保育事業を希望する場合は、入園のご案内P.36-37および渋谷区ホームページ（右QRコード）を読み、事業内容についてご承諾いただいたうえで申込みをしてください。	☐

Ⓛ上記各項目について、全て同意の上で申込みます。

Ⓜ年　月　日　保護者署名

Ⓝ
児童名１（　年　月　日生）
児童名２（　年　月　日生）
児童名３（　年　月　日生）

Ⓖ	(back)
Ⓗ	Points to Note After You Receive a Provisional Admission Offer
1	After the informal acceptance, a pre-enrollment interview and medical checkup are required before you can start using the service.
2	To help your child adjust to a new environment, childcare hours will be shortened for a while after enrollment (gradual entry). A gradual entry will also be provided to children who transfer from another nursery school.
3	Each nursery school determines its childcare hours within its open hours and within the range of the childcare requirements indicated on the approval certificate. However, on days when a parent/guardian is available to care for the child (such as a weekday off), the child will either be cared for at home or at the nursery school from 9:00 a.m. to 5:00 p.m. only. If you cannot reach an agreement with the nursery school regarding childcare hours, your provisional admission offer might be withdrawn.
4	I understand the conditions and duration of use of the special exception for continued nursery school attendance in the event of the birth of a new child after enrollment. (See “Admission Guidelines to Nursery Schools,” p. 24)
5	If you fall into any of the categories below after enrollment, your child might be withdrawn from the nursery school. ・If your reason for requiring childcare (work, pregnancy, illness, nursing care, etc.) no longer applies ・If your child does not attend the nursery school for three months or more consecutive without a good reason or if your child does not attend the nursery school once during the first month of planned use ・If your child continuously attends another childcare service, etc. (such as an unlicensed childcare facility, international school, or babysitter) and this service ceases to be primarily provided by a licensed nursery school ・If your child barely attends a licensed nursery school for reasons related to learning, etc. ・If you move out of Shibuya City and your child no longer attends the same nursery school after you move. (Note that, if you want your child to continue attending the nursery school, the period when this is possible differs depending on the facility where your child is enrolled and whether you are employed in the ward. (For information on enrollment, see p. 25.))
6	If you enroll your child because doing so is necessary due to your work and then you resign, if you do not start working again within two months of your date of resignation, your child will be withdrawn from the nursery school. Regardless of the above, if there are any changes to your work status or household status, be sure to notify the Admission Information Section. For details on how to submit this notification, visit the Shibuya City website (QR code on the right).
7	Each facility will do its best to accommodate food allergies and other food restrictions. However, if it proves difficult for the facility to provide a safe school lunch, you may be asked to prepare a lunch for your child to bring.
8	If you decline the assigned nursery school (including city childcare rooms and home-visit childcare services), you will not be eligible to apply for the Tokyo Metropolitan Government’s babysitter support program.
Ⓘ	City childcare rooms / Home-visit childcare services (common matters)
1	Selections will be made from among those on the waiting list for licensed nursery schools after admission adjustment. If there are more applicants than available spaces, a selection will be made according to the adjustment criteria for certified nursery schools.
2	Since city childcare rooms and home-visit childcare services are measures to address the needs of children on waiting lists, children using these services will remain subject to admission adjustment for licensed nursery schools. You cannot withdraw your application for a certified nursery school while using these services. (If you withdraw your application, you will no longer be able to use these services.)
3	If your child is informally accepted to a licensed nursery school or you decline the acceptance, you will no longer be able to use these services.
4	If you no longer need to apply for the use of city childcare rooms and home-visit childcare services, contact the Admission Information Section.
Ⓙ	City childcare rooms
1	If your child is using a municipal childcare room due to the parent/guardian’s employment and you give birth to another child and will be taking childcare leave after your maternity leave is over, the older child may continue to use the service until the period of use ends (up to the end of the school year). Note: If you apply for both of your children the following year and are placed on the waiting list, the older child may continue to use the service the following year, but you must return to work regardless of the situation of your younger child.
2	If your child is informally accepted to a licensed nursery school while you are on childcare leave, you must return to work by the first of the month following the month in which the child enters the licensed nursery school.
Ⓚ	Home-visit childcare services
1	If you wish to apply for the home-visit childcare service, please read p. 36-37 of the “Admission Guidelines to Nursery Schools” and the Shibuya City website (QR code on the right) and agree to the details of the service before applying.
Ⓛ	I agree to all of the items above.
Ⓜ	Date: YYYY MM DD Parent/guardian’s signature:
Ⓝ	Child name 1: Born: YYYY MM DD Child name 2: Born: YYYY MM DD Child name 3: Born: YYYY MM DD