

List of Confirmation Documents Concerning the 2025 Guidance Audit of Specified Child and Childcare Support Facilities, etc. [International School Facilities]

Practical guidance will be checked using a written report in line with the following. Please prepare the following documents [documents to be prepared] by the day of practical guidance. The documents can be either data or paper-based.

[Documents to be prepared]

• Please enter a “✓” in the ☐ on the left for prepared documents.

* The documents to be prepared are for children who have received the facility use benefit authorization (partial subsidy for childcare fees).

[FY2024 documents]

- ☐ 1. Childcare diaries (records of specified child and childcare support for individual certified children)
- ☐ 2. Attendance confirmation sheet (an attendance book is also possible)
- ☐ 3. Contract for use (application forms are also possible)
- ☐ 4. Letters of consent from guardians regarding personal information (documents with which it can be understood that consent has been obtained)
- ☐ 5. Explanatory materials related to fees at the time of admission (admission brochures, management rules, explanations of important matters, etc.)
- ☐ 6. Copies of the receipts issued by your facility for guardians to receive benefits for use of the facility, etc.
- ☐ 7. Copies of the “Certificate for Specified Child and Childcare Support” issued by your facility for guardians to receive benefits for use of the facility, etc.
- ☐ 8. [Receipt by statutory representative] Copies of the detailed statements or certificates of provision submitted with the requests to the municipality
- ☐ 9. [Receipt by statutory representative] Copies of the notifications of the amount to the authorized guardians (documents showing that they have been notified of the amount)
- ☐ 10. [Receipt by statutory representative] Copies of the receipts issued by your facility when additional amounts are collected from guardians other than those paid by municipalities.
* We will only confirm the documents of 8 to 10 above at facilities that implement procedures as statutory representatives.

<< Supplement >> “Receipt by statutory representative” means that the child care facility charges a part or all of its care fees to the municipality and charges the guardians the amount calculated by deducting from fees the amount received from the municipality.

- ☐ 11. Copies of the notifications concerning authorized guardians to the municipality
*Only if there were subject cases

[Latest documents]

- ☐ 12. Complaint processing book (an oral receipt book is also possible)
- ☐ 13. Safety plan
- ☐ 14. Accident reports (format specified by Okinawa Prefecture)
- ☐ 15. Copies of employees' qualification certificates
- ☐ 16. Employee attendance book (from which the state of attendance can be understood)
- ☐ 17. Labor contracts (employment contracts)
- ☐ 18. Approval of establishment * Issued by Okinawa Prefecture (a copy of the application for establishment is also possible)
- ☐ 19. Notification of confirmation of specified child and childcare support facilities, etc. *Issued by the municipality (a copy of the application form for confirmation is also possible)

[Documents to be confirmed (on-site)]

• The following documents show the period from 2020 to 2023 and are documents whose retention on-site for a period of five years will be confirmed. On the day of practical guidance, we will confirm the place and state of storage, and we will confirm the content of documents as required.

- ☐ 20. Childcare diaries (records of specified child and childcare support for individual certified children)
- ☐ 21. [Receipt by statutory representative] The detailed statements or certificates of provision submitted with the requests to the municipality * Only at facilities that implement procedures as statutory representatives.
- ☐ 22. Copies of the notifications concerning authorized guardians to the municipality *If there are subject cases