

**Tsukuba day care center admission criteria**  
**(applicable from admission review in May 2018 onward)**

◎ Standard index

Reason	Notes	Index
No father/mother	41 points for neither father nor mother	21
Disaster recovery	Guardian is recovering from an earthquake, storm, flood, fire or other disaster	20
Guardian is hospitalised / handicap 1st and 2nd class	Including persons with mental health and welfare notebook 1st grade, intellectual disability notebook class A or higher	20
Sickness / handicap grade 3	Including persons with mental health and welfare notebook grade 3 or higher, intellectual disability notebook B	18
Handicap grade 4	Including persons with intellectual disability notebook C	16
Guardian is going to hospital 8 days or more per month		17
Nursing etc.	Guardian is constantly nursing at home for those who need full-time care (meals, excretion, bathing, etc.) in daily life at home for more than 8 hours per day and more than 5 days per week	19
	Guardian is constantly nursing at home for those who need some assistance in daily life (persons requiring nursing care level 3 or higher, those with Physically Disabled Person's Handbook 2 or higher, those with mental health and welfare notebook grade 2 or higher, or those with intellectual disability notebook B or higher), for 5 hours or more and 5 days or more in a week	16
	Guardian needs to be accompanied, or needs to accompany someone for more than 5 hours a day and more than 5 days a week to hospital / facility	16
	When nursing other than the above is performed	13
Outside work / self-employed (business owner and full-time employee with annual income of 1,030,001 yen or more)	8 or more hours per day	19
	7 or more, under 8 hours per day	18
	6 or more, under 7 hours per day	17
	5 or more, under 6 hours per day	16
	4 or more, under 5 hours per day	15
Full-time employee with annual income of 1.03 million yen or less	8 or more hours per day	17
	7 or more, under 8 hours per day	16
	6 or more, under 7 hours per day	15
	5 or more, under 6 hours per day	14
	4 or more, under 5 hours per day	13
Side work	8 or more hours per day	16
	7 or more, under 8 hours per day	15
	6 or more, under 7 hours per day	14
	5 or more, under 6 hours per day	13
	4 or more, under 5 hours per day & handicap grade 5 or less	12
Student	6 or more hours per day	13
Delivery	Applicable for entry during the period between 6 weeks before the expected date of delivery and the end of the month to which the next day after 8 weeks of childbirth falls	16
Job hunting	Conducting job search continuously, including preparation for starting a business	12
4 or more preschool children		9

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- Selection will be conducted based on household index by summing up both parents' standard indices.
  - If there are multiple reasons, the selection will be based on the reason with the highest index.
  - Working hours include break time. Even when working shortened time for childcare, selection will be done based on the regular hours.
  - For employees, work must be at least for 4 hours per day and 15 days per month.
  - Even if the applicant is working at the time of application, if the desired date of admission overlaps with the prenatal/postpartum period, the selection reason must be "delivery".
  - "Student" means a student going to national or public school, or school run by an educational corporation, or vocational school for at least 15 days per month. Home study is not considered an applicable reason.
  - "Student" can apply as outside worker if the applicant earns income due to employment, etc. and submits work certificate. (However, only in case the applicant works at least 4 hours per day and 15 days a month)
  - Application under "nursing, etc." is conditional on submitting "nursing situation report" that proves nursing (care) status.

◎ Adjustment index

Adjustment classification	Adjustment items	Index
Substraction	Working for 17 days or more but less than 20 days per month	-1
	Working for 15 days or more but less than 17 days per month	-2
	Scheduled to work	-1
	Family member under the age of 65*1 can look after the child	-5
Addition 1 *2 *5 (related to childcare situation)	Mother (father, grandparents, etc.) is looking after the child	0
	Mother (father) is looking after the child while working (other than side work)	2
	Mother (father) is looking after the child while working (side work)	1
	Currently going to childcare facility in the office	2
	Somebody else is looking after the child every day	2
	Relative who lives separately is looking after the child every day	1
	Currently going to a licensed nursery	3
	Currently going to non-licensed or temporary daycare for at least 4 hours per day and 15 days per month	3
	Currently going to non-licensed or temporary daycare for at least 4 hours per day and 12 days per month	2
	Currently going to non-licensed or temporary daycare for at least 4 hours per day and 8 days per month	1
	The child is left alone at home (nobody else is at home)	4
	The child is left to be looked after by someone other than the child's immediate relatives	4
	Entry after childcare and maternity leave (only during leave)	3
Addition 2*6 (related to priority use)	One of the parents is transferred outside the prefecture	1
	Application for nursery school where the child's sibling goes to	2
	When there is a need for social care, such as when there is a risk of child abuse or domestic violence toward one of the guardians*7	30
	Household under livelihood protection	1
	Graduating from licensed nursery with age limit (including community-based childcare business)* Except when the applicant has chosen not to proceed to the designated facility for own convenience	5
	Either father or mother work at a licensed nursery in the city as a nursery teacher, etc.+3,4 for at least 8 hours a day	9
	Either father or mother work at licensed nursery in the city as a nursery teacher, etc. for 4 to less than 8 hours per day	8

\*1 Grandparents at the same address (including separate household on the same premises). Uncle, aunt or student siblings excluded.

\*2 If one or both parents are scheduled to work or are seeking a job, points described in "Addition 1" will not be awarded.  
One of the Items relating to "non-licensed / temporary daycare" is applied to the child currently going to Kindergarten according to the amount of time spent there.

\*3 Nursery teachers, etc. refer to nursery teacher, kindergarten teacher, certified children centre teacher, and nurse.

\*4 If both father and mother are nursery teachers, only the larger point of either of them is added.

\*5 When multiple items within the Addition 1 are applicable, only one item having the largest point is applied.

\*6 For Addition 2, all applicable items shall be summed up.

\*7 Document is required to prove that Article 1-5 (8) of the Regulation for Enforcement of the Child and Child Care Support Act is applicable. (Example: Notification of cancellation of measures from Child Guidance Centre)

<Selection method>

- 1 Add or subtract the adjustment index from the standard index to obtain the total index.
- 2 Eligible children are selected in descending order of total indices.
- 3 If the total indices are the same for two or more children, seat will be allocated in descending order of preference for the facility.
- 4 If the total indices and the preference ranking are the same, children are selected in descending order of priority in the following priority table.
- 5 If the rankings are still the same using the priority list, selection will be made by lottery.

○ Priority table

\* If the total indices and the ranking of preferred facilities are the same, the following criteria are applied until the ranking is determined.

Priority	Condition
1	When there is a risk of child abuse or domestic violence by one parent to the other
2	When the mother/father needs to work in single-parent household
3	Graduating from licensed nursery with age limit (including community-based childcare business) in Tsukuba and wanting to be admitted to another nursery
4	When parents correspond to (1) disability / illness, (2) disaster recovery, or (3) transfer to outside of the Prefecture of Ibaraki alone, priority will be given in descending order from (1) to (3).
5	When wanting to enter or to change to the facility where a sibling goes to
6	In the case siblings are applying at the same time
7	Long waiting period within the application year (calculated in months)
8	Raising many children under elementary school age as of the application year
9	Currently working and using childcare service outside of licensed nurseries
10	Households with low per income levy which is used for calculating childcare fees * Calculation will be made by the sum of parents
11	Households that have been registered and residing in Tsukuba for a long time * Calculated from the most recent resident registration date

<Notes on priority>

- The item 2 "single parent" refers to a household that one parent provides childcare due to being unmarried, divorced, or bereaved. Does not apply to separation during divorce mediation or a parent with a common-law partner.
- The item 3 does not apply if there is a partner facility and the applicant is not wishing to go there with no justifiable reason.
- If taxation proof to be used for childcare fee calculation is not submitted on the application deadline, the item 10 does not apply.
- For the item 11, longer period of one of the parents is applied.