

Are we  
eligible?

What kind of  
procedures do  
we need?

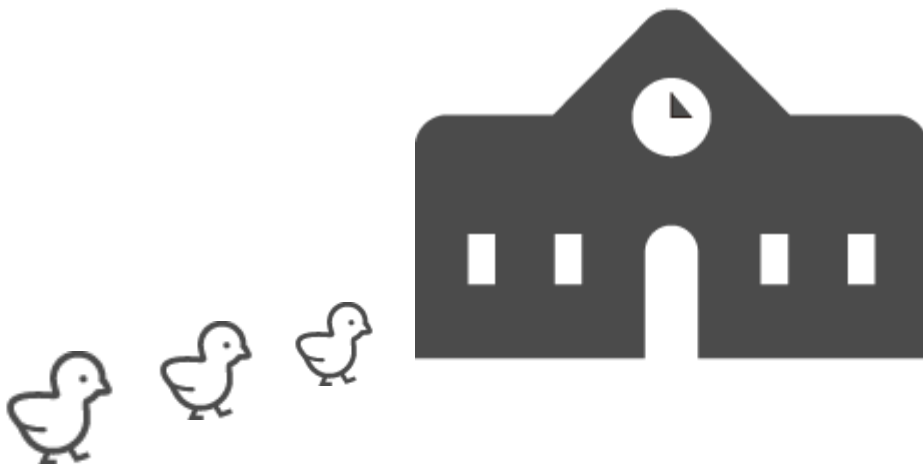
What documents  
do we need to  
submit?

# Learn about free preschool education and childcare

Childcare Institutions Management Division,  
Children Services Department, Tsukuba City Hall

# About the free-of-charge system

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# Licensed daycare

## 3 to 5-year-old daycare fees are free

- Guardians are responsible for meal, teaching materials and event expenses.
- Children of households with an annual income of less than 3.6 million yen, and the third and younger children are exempted from fees for side meals (side dishes and snacks).
- For residence tax-exempt households, 0 to 2-year-old daycare fees are free.
- There is a reduction and exemption system for the cost of daily necessities and stationeries for the households receiving welfare.

# Community-based daycare

(Small-scale daycare, etc.)

## Daycare fee for children aged 2 and younger of residence tax-exempt households are partially free

- Guardians are responsible for meal, teaching materials and event expenses.
- There is a reduction and exemption system for the cost of daily necessities and stationeries for the households receiving welfare.

### Notes:

Those who use licensed daycare, the fees of other childcare facilities (Temporary daycare or Nursing care for sick children, etc.) are not free.



# Certified Kodomo-en




## Kindergarten Childcare Service

### 3 to 5-year-old daycare fees are free

- Guardians are responsible for meal, teaching materials and event expenses.
- Children of households with an annual income of less than 3.6 million yen, and the third and younger children are exempted from fees for side meals (side dishes and snacks).
- There is a reduction and exemption system for the cost of daily necessities and stationeries for households receiving welfare.

### Short-time daycare fees are partially free

- For children aged 3 years old (*Nensho*) to 5 years old (*Nencho*) with the necessity of childcare, the daily fee of 450 yen multiplied by the number of days [max.11,300 yen per month] are free.
- For children aged 3 years old with the necessity of childcare of households exempted from resident tax, the daily fee of 450 yen multiplied by the number of days [max.16,300 yen per month] are free.
- In principle, guardians are required to pay admission fee to the facility and go through procedures to receive a refund of the fee later.



Only those who use the facilities that take care of children for **less than 8 hours on weekdays or less than 200 days in a year**, can add up the daycare fees of other facilities (Non-licensed daycare, Temporary daycare, Nursing care services for sick children and Family support center). The free-of-charge system will cover the daycare fees.

※The hours and days are office hours of the facilities.

※All the certified *Kodomo-en* in Tsukuba City are not eligible, because they are open for more than 8 hours and more than 200 days.



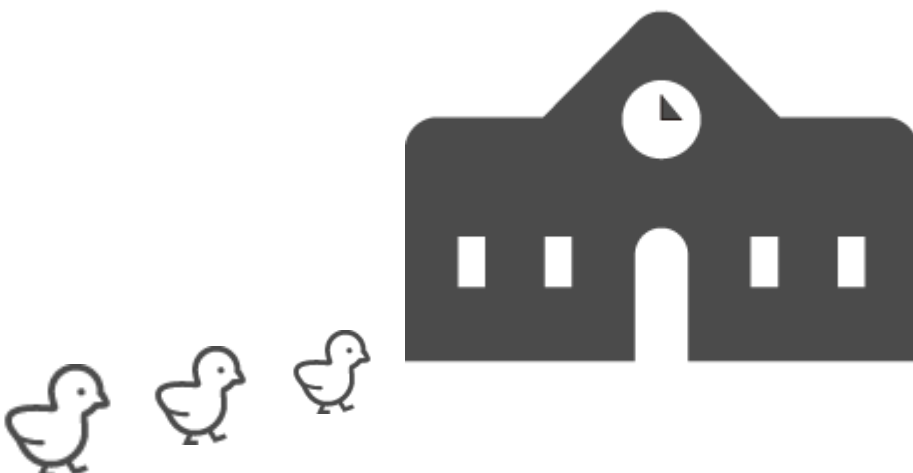
# Daycare Center Service

## 3 to 5-year-old daycare fees are free

- Guardians are responsible for meal, teaching materials and event expenses.
- Children of households with an annual income of less than 3.6 million yen, and the third and younger children are exempted from fees for side meals (side dishes and snacks).
- For residence tax-exempt households, 0 to 2-year-old daycare fees are free.
- There is a reduction and exemption system for the cost of daily necessities and stationeries for households receiving welfare.

### Notes:

Those who use certified *Kodomo-en* (Daycare center service), the fees of other facilities (Temporary daycare or Nursing care for sick children, etc.) are not free.



# Kindergartens



## Kindergartens not shifted to the New System

(Yoshinuma, Inaho, Academia, Tsukuba Shiraho)※As of October,2023

(吉沼・いなほ・アカデミア・つくば白帆)

### 3 to 5-year-old daycare and admission fees are partially free

- **The childcare fee and the admission fee (the first year's entrance fee) are free up to 25,700 yen per month.**

The admission fee is divided as given below.

The amount is added as follows,  
From April: the admission fee / 12 months  
From June: the admission fee / 10 months

#### **The fee for the free-of-charge system :**

The first year ▶ a monthly childcare fee + (admission fee / months)  
From the second year ▶ a monthly childcare fee

- Guardians are responsible for meal, teaching materials and event expenses.
- Children of households with an annual income of less than 3.6 million yen, and the third and younger children are eligible for free side meals (side dishes and snacks).

### Short-time daycare fees are partially free

- For children aged 3 years old (*Nensho*) to 5 years old (*Nencho*) with the necessity of childcare, the daily use of 450 yen multiplied by the number of days [max.11,300 yen per month] are free.
- For children aged 3 years old with the necessity of childcare of residence tax-exempt households, the daily use of 450 yen multiplied by the number of days [max.16,300 yen per month] are free.
- In principle, guardians are required to pay admission fee to the facility and go through procedures to receive a refund of the fee later.



# New System Kindergarten

(Tsukuba municipal kindergartens, *Aobadai Daini* Kindergarten )


(あおば台第二)

## 3 to 5-year-old daycare fees are free

- Guardians continue to pay for meals, teaching materials and event expenses.
- Children of households with an annual income of less than 3.6 million yen, and the third and younger children are exempted from fees for side meals (side dishes and snacks).
- There is a reduction and exemption system for the cost of daily necessities and stationeries for households receiving welfare.

## Short-time daycare fees are partially free

- For children aged 3 years old (*Nensho*) to 5 years old (*Nencho*) with the necessity of childcare, the daily use of 450 yen multiplied by the number of days [max. 11,300 yen per month] are free.
- For children aged 3 years old with the necessity of childcare of residence tax-exempt households, the daily use of 450 yen multiplied by the number of days [max.16,300 yen per month] are free.
- In principle, guardians are required to pay for the daycare fee and go through procedures to receive a refund of the fee later.



Only those who use the facilities that take care of children for less than 8 hours on weekdays or less than 200 days in a year can add up the daycare fees of other facilities such as **Non-licensed daycare, Temporary daycare, Nursing care services for sick children** and **Family support center**. The free-of-charge system will cover the fees.

- ※ The hours and days are office hours of the facilities.
- ※ All of the private kindergartens in Tsukuba City are not eligible, because they are open for more than 8 hours and more than 200 days. The facilities are not eligible.

# Other Facilities

## Company-led day care fees for 3 to 5-year-old are partially free

- Three to 5-year-old day care fees are partially free up to the national base amount of the day care fees. Please check with the facilities for details.
- Guardians are responsible for meal, teaching materials and event expenses.
- For children of residence tax-exempt households, fee for 0 to 2-year-old day care are partially free.
- Procedures are different depending on the facilities and the quota.  
Please check with the facilities for details.

### For **employee quota** program

- ▶ Pre-application not required, in principle.  
(※Some facilities might request some documents.)

### For **community quota** program

- ▶ Application for Certification of the Necessity of Childcare Service  
(認定申請書・利用申込書 *nintei shinsei-sho and riyo moshikomi-sho*)
- ▶ Certificate of the Necessity of Childcare  
(e.g. Certificate of employment 勤務証明書 *kinmu shomei-sho, etc.*)

Submit **enrollment reports or withdrawal reports** to the facilities without delay, if any of the following apply to you. Please note the report forms are different depending on the municipalities.  
For more information, please contact the facilities or your municipality.

Tsukuba City Website ▶ <https://www.city.tsukuba.lg.jp/kosodate/kosodate/1007930/1008404.html>



**Enroll in**  
Company-led daycare facility



**Submit an enrollment report of your municipality**

**Withdraw from**  
Company-led daycare facility



**Submit a withdrawal report of your municipality**

**Move into Tsukuba City**  
while using  
Company-led daycare facility



**Submit the enrollment report of Tsukuba City, and the withdrawal report of the municipality you lived before**

**Move out of Tsukuba City**  
while using  
Company-led daycare facility



**Submit the enrollment report of your new municipality, and the withdrawal report of Tsukuba City**



▲  
Please  
download



- Non-licensed daycare facilities (Except company-led daycare)
- Temporary daycare
- Nursing care services for sick children
- Family support center

## Other Facilities

### Daycare fee for children aged 3 to 5 years old: are partially free

- **Up to 37,000 yen per month in total is free**, for children aged 3 to 5 years old who use Non-licensed daycare, Temporary daycare, Nursing care services for sick children and Family support center.
- Guardians are responsible for the cost except the daycare fees.
- Children at licensed daycare, certified *Kodomo-en* or kindergarten are not eligible.
- After paying the fee, guardians can ask for a refund by following required procedures, in principle.

### Daycare fee for children aged 2 and younger of residence tax-exempt households are partially free

- **Up to 42,000 yen per month in total is free**, for children aged 2 and younger (of residence tax-exempt households only) who use Non-licensed daycare, Temporary daycare, Nursing care services for sick children, and Family support center.
- Guardians are responsible for the cost except the daycare fees.
- Children at licensed daycare, certified *Kodomo-en* and kindergartens are not eligible.
- After paying the fee, guardians can ask for a refund by following required procedures, in principle



Those who use Non-licensed daycare, Temporary daycare, Nursing care services for sick children, and Family support center can sum up the fees. The free-of-charge system will cover the total fees.

# Application for certification

## Step ① Check who is eligible

Three to five years old:	A family without the necessity of childcare (One of the parents is staying at home, etc.)	A family with the necessity of childcare (Parents/guardians cannot take care of their children at home during the daytime due to work, illness, etc.)
Certified daycare ( <i>hoiku-en</i> or <i>hoiku-sho</i> )	—	Free
Certified ( <i>Ninteï</i> ) <i>Kodomo-en</i>		Free
New System Kindergarten		Free <sup>※ 2</sup>
Kindergarten not shifted to the New System		Free (Up to 25,700 yen per month)
Short-time daycare service at Kindergarten or Certified <i>Kodomo-en</i>	Not eligible	Free <sup>※ 3 ※ 4</sup> (daily fee of 450 yen x days of use) [max. 11,300 yen per month]
Company-led daycare	—	Free (Up to the national base amount)
Non-licensed daycare		
Temporary daycare		
Nursing care services for sick children	Not eligible	Free <sup>※ 5</sup> (Up to 37,000 yen per month in total)
Family support center		
Development support for preschool children with disabilities		Free <sup>※ 6</sup>



**What is a family with the necessity of childcare:**  
Parents/guardians should meet any of the following requirements.

※Marked with ‘★’ will be changed to “60 hours or more per month” from April 1, 2023.

- ① Working outside the home (★more than 4 hours per day and more than 15 days per month)
- ② Working at home (except housekeeping) and cannot take care of his/her child (★more than 4 hours per day and more than 15 days per month)
- ③ Being pregnant or in the postpartum period (from 6 weeks before childbirth to the end of the month that includes the next day when 8 weeks have passed after childbirth)

<b>Zero to two years old:</b> <small>(only households exempt from residence tax are eligible.)</small>	<b>A family without the necessity of childcare</b> <small>(One of the parents is staying at home, etc.)</small>	<b>A family with the necessity of childcare</b> <small>(Parents/guardians cannot take care of their children at home during the daytime due to work, illness, etc.)</small>
<b>Licensed daycare</b> <small>(hoiku-en or hoiku-sho)</small>	—	<b>Free</b>
<b>Certified (<i>nintei</i>) <i>Kodomo-en</i></b>	—	<b>Free</b>
<b>Community-based daycare</b> <small>(Small-scale daycare, etc.)</small>	—	<b>Free</b>
<b>Company-led daycare</b>	—	<b>Free</b> <small>(Up to the national base amount)</small>
<b>Non-licensed daycare</b> <b>Temporary daycare</b> <b>Nursing care services for sick children</b> <b>Family support center</b>	Not eligible	<b>Free</b> <sup>※ 5</sup> <small>(Up to 42,000 yen per month in total)</small>

- ※ 3 When extended daycare hours are less than the national base amount, you can add up the fees of other facilities such as non-licensed daycare in the total expense.  
(Max.11,300 yen will be exempted per month.)
- ※ 4 From the date when your child turns 3 years old to the first March 31, only households exempt from residence tax are eligible. (max.16,300 yen per month)
- ※ 5 Only those who don't use licensed daycare, certified *Kodomo-en*, kindergarten, or other facilities are eligible.
- ※ 6 Children can also use other preschool or childcare facilities.

- 4 Having illnesses or disabilities
- 5 Constantly taking care of sick or disabled members in the family for a long period (★more than 4 hours/day and ★more than 15 days/month)
- 6 Working on disaster recovery initiatives.
- 7 Attending school (including job-training schools) as a student.
- 8 Seeking for a job continuously (It is required to start working within 3 months after you have received the certification of the necessity of childcare.)
- 9 There is a risk of child abuse or domestic violence.

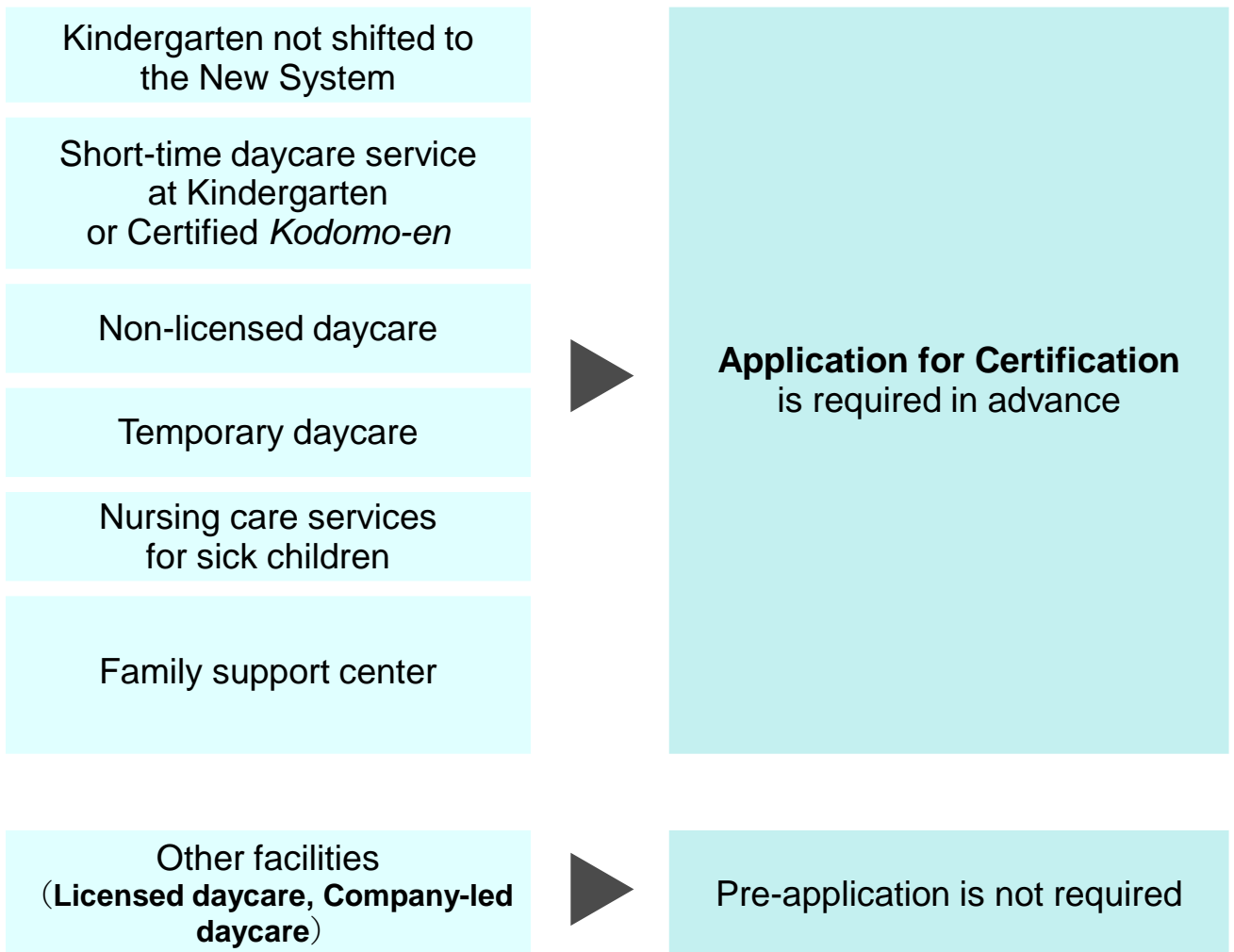
# Step 2 Check the eligible facilities

## List of eligible facilities ▶

<https://www.city.tsukuba.lg.jp/kosodate/kosodate/1007930/1007926.html>



# Step 3 Necessary Procedure



- Those who apply for **Kindergarten not shifted to the New System**  
(※ Those who don't use short-time daycare)



Application for Certification (Change) of the Necessity of Childcare Service

(施設等利用給付認定・変更申請書 *nintei/henko shinsei-sho*)

(Article 30-4 of the Act **No.1**)

- Those who apply for **Short-time daycare service, Non-licensed daycare, Temporary daycare, Nursing care services for sick and Family support center**

※ Refer to Page 7 for Company-led daycare



Application for Certification (Change) of the Necessity of Childcare Service  
(Article 30-4 of the Act **No.2, No.3**)

Certificates to prove that you cannot take care of your child all day  
(e.g. certificate of employment 勤務証明書 (*kinmu shomei-sho*), etc.)

Please submit the documents to the Childcare Institutions Management Division, Children Services Department, Tsukuba City Hall. **(Those who live outside Tsukuba City, please apply to the office of your municipality.)**

Please submit the application forms of the facilities or the form downloaded from Tsukuba City website.



<https://www.city.tsukuba.lg.jp/kosodate/kosodate/1007930/1007931.html>



# Ways of Making Preschool Education and Childcare Services Free



There are different ways of making preschool education and childcare services free of charge, depending on the facility or services you use. Please refer to page 14 for details.

## Parents/Guardians request reimbursement.

One way is for parents/guardians to pay the full amount of childcare fee to the facility and get it reimbursed (refunded) at a later date from Tsukuba City. Parents/Guardians are **required to request a refund.**

How it works:

<Childcare facility/service>



← 1. Pay childcare fee  
2. Issue a receipt. →

<Parents/Guardians>



3. Request a refund. →  
← 4. Make a refund

<Tsukuba City>



## Tsukuba City makes payments directly to facilities/services.

The other way is for facilities to accept childcare fees from the City. Parents/Guardians are **not required to request a refund.**

How it works:

<Parents/Guardians>



1. Pay childcare fee. →  
(If childcare fee is within the upper limit of this free childcare scheme, parents/guardians are not required to pay any childcare fees.)

<Childcare facility/service>



2. Request payment. →  
← 3. Make payment.

<Tsukuba City>



# Ways of Making Preschool Education and Childcare Services Free

Fees for extended childcare services at kindergartens and centers for early childhood education and care

Fees for childcare services at unlicensed nurseries

Fees for temporary childcare services

Fees for childcare services for unwell children

Fees for family support center services



Parents/Guardians request reimbursement.

Monthly childcare fees at kindergartens and centers for early childhood education and care (Excluding fees for extended childcare services)

Monthly childcare fees at licensed daycare centers and municipal-level (small-scale) childcare services



Tsukuba City makes payments to facilities and services.

## When to request reimbursement



**Reimbursement can be requested every 3 months (July, October, January, and March to April).**

Reimbursement details will be updated in Tsukuba City's newsletter, "CITY NEWS TSUKUBA", as well as the City's official website. Also, persons eligible for reimbursement will receive notifications in advance.

**The following documents** issued by the facility/service you use **will be required when you request reimbursement**, so please be extra careful not to lose them.

- Receipt of payment to childcare facility/service
- Certificate of providing specific support for children and parenting (特定子ども・子育て支援提供証明書)
- Activity report (Required to submit only if you use services run by family support centers.) (活動報告書)

Pictures on the cover: (www.pakutaso.com), photo by すしばく, model by あんじゅ  
Picture on the back cover: Childcare Institutions Management Division, Tsukuba City Hall

## Q&A



If one of the parents is working, is “the necessity of childcare” certified ?

Each should meet the requirements on Page 9 and 10.



What kind of guardian households are considered to be tax-exempt?

Households that are exempted from municipal residence tax based on their annual income. Those who pay the tax by the statement of payment or whose taxes are deducted from their salary are not applicable.





How can I receive the refund of the daycare fees I have paid?

Please submit the invoice specified by the municipality along with the receipts issued by the eligible facilities. Tsukuba City has set an application period every 3 months. We will inform the details on the Tsukuba City’s website and at the facilities.



Children Institutions Management Division,  
Children Services Department, Tsukuba City Hall

 Kenkyugakuen 1-1-1, Tsukuba City

 029-883-1111

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