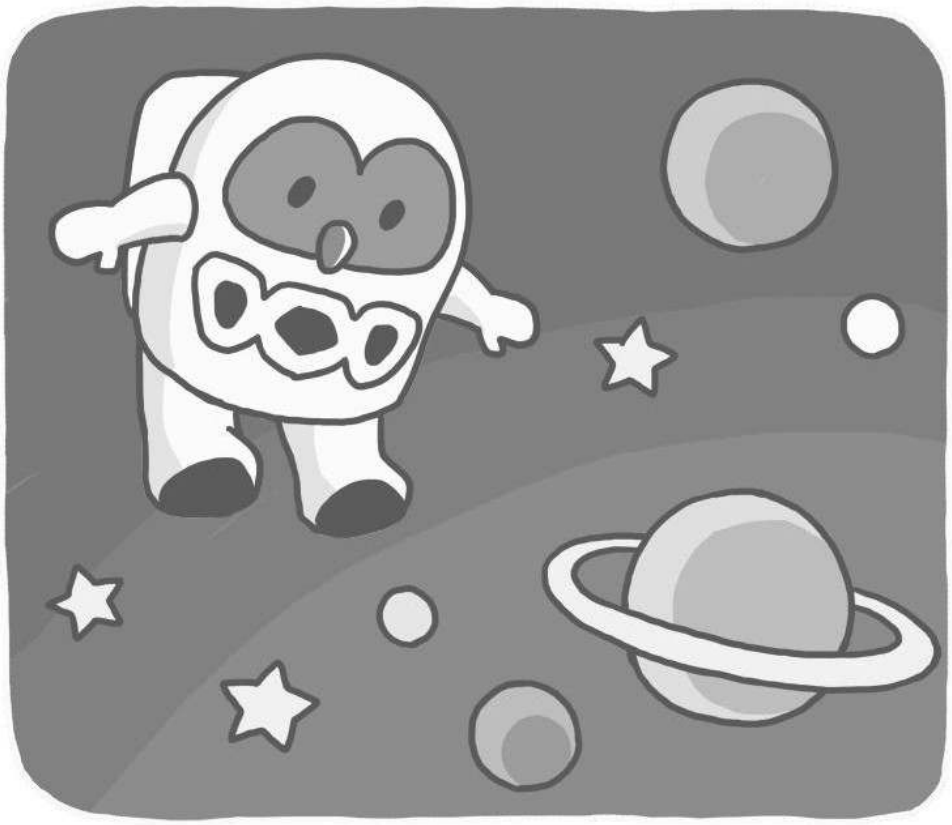
Daycare Center Admissions Guide

From April 2027 to March 2028



Contact Information

The Childcare Institutions Management Division,
Children Services Department of Tsukuba City
1-1-1 Kenkyu-gakuen Tsukuba, Ibaraki, 305-8555

Phone: 029-883-1111

Official website of Tsukuba City
(Page on daycare centers)

Contents

- Daycare Centers: What is *Hoikusho?* 1
- Eligibility Approval (*Nintei*) 3
- How to apply for use 6
- Inter-municipal daycare application 15
- Points to Note 17
- Required Procedures after Application and Admission 21
- Childcare Fees 23
- Q&A (Frequently Asked Questions) 29

Daycare Centers: "What is *hoikusho*?"

Daycare centers (*hoikusho*) are places which provide childcare services for parents and guardians who cannot take care of their child during the day due to work, illness, or other reasons. Regarding types of daycare centers, there are ***Ninka Hoikusho*** (authorized daycare centers), ***Nintei Kodomoen*** (certified centers for early childhood education and care), and ***Chiikigata Hoiku Jigyo*** (community daycare services), all of which are referred to as 'daycare centers' in this guide.

Please note that you cannot send your child to a daycare center for the purpose of providing education or experiences among other children, getting ready for elementary school, or taking care of the child's younger siblings. If you would like to use childcare services for above-mentioned reasons, please consider using other childcare services such as a kindergarten or temporary childcare.

Ninka Hoikusho (authorized daycare centers) are operated in accordance with the Child Welfare Law in regard to the capacity, number of staff and size of premises. Tsukuba City accepts applications, authorizes admissions and collects childcare fees for both public and private authorized daycare centers in the city.

Nintei Kodomoen (certified centers for early childhood education and care) are childcare facilities that provide both kindergarten (*yochien*) and daycare center childcare services in the same location. Please note that application for kindergarten (Approval Category 1) at *Nintei Kodomoen* is accepted at the respective facility, while application for daycare center (Approval Category 2 and 3) at *Nintei Kodomoen* is accepted at Tsukuba City Hall. Childcare fees are collected at the respective facility.

Chiikigata Hoiku Jigyo (community daycare services) in Tsukuba City offers small-scale childcare services (the number of children is less than *Ninka Hoikusho*) for children aged 0 to 2 in small groups. The application for *Chiikigata Hoiku Jigyo* is accepted at Tsukuba City Hall, while the fees are collected at the respective facility.

Eligible Age for Childcare Services

Classes by age for FY2027 (Classes are determined by the age of children as of April 1, 2027.)

Classes by age	Date of birth	Childcare services can be offered until school starts*
Age 0	April 2, 2026 -	Until March 31, 2033
Age 1	April 2, 2025 - April 1, 2026	Until March 31, 2032
Age 2	April 2, 2024 - April 1, 2025	Until March 31, 2031
Age 3	April 2, 2023 - April 1, 2024	Until March 31, 2030
Age 4	April 2, 2022 - April 1, 2023	Until March 31, 2029
Age 5	April 2, 2021 - April 1, 2022	Until March 31, 2028

* Small-scale childcare services accept children until the end of March of the fiscal year in which they turn 2-years-old class.

Precautions for FY 2027 Application

1. **Application will be accepted online as a general rule.**
   Note: If you are not able to read Japanese, have problems with your device, or have any other difficulties with online application, contact the Childcare Institutions Management Division.

2. **You should apply for daycare center places where you can pick-up and drop-off your child.** We recommend you visit daycare centers before you apply, though you can apply without visiting.

3. Collect the documents you need for your application in advance. Please refer to page 10 and 11 for details of which documents you need to provide.

4. If you wish to apply for a daycare center placed outside Tsukuba City because you are going to move out of the city, you need to apply to the municipal office of the area where your preferred daycare center is located. Please see page 15 for details.

5. Application period for April admission
   First-round : From Sun. November 1, 2026 to Fri. November 13, 2026 (by 4:30 pm)
   Second-round : From Wed. January 6 , 2027 to Fri. February 5 , 2027 (by 4:30 pm

☆Changes Effective from FY2027

The deadline for returning to work following parental leave, in cases where a child is enrolled in a childcare facility, will be revised as follows.

Before the Revision (through March 2027)	After the Revision (from April 2027)
Return to work by the end of the month of enrollment.	Return to work by the first day of the following month.

Eligibility Approval (Nintei)

1 Eligibility Approval to Use an Educational and Childcare Facility

- If you wish to send your child to a daycare center or a kindergarten, **you are required to get eligibility approval** from Tsukuba City. The approval is called *Kyoiku Hoiku Kyufu Nintei* (Eligibility Approval to Use Educational and Childcare Facility).
- Application for a daycare center and eligibility approval are merged into one form, so you can complete applications at the same time.
- Regardless of being offered a place or not, all applicants will receive a written Eligibility Approval called *Kyoiku Hoiku Kyufu Nintei Kettei Tsuuchisho*（教育・保育給付認定決定通知書）.
- If you wish to use kindergarten, please contact the facility directly.

2 Details of Eligibility Approval

Eligibility Approval contains 4 items; Approval category, childcare hours, reason for requiring childcare, and approved period.

1. Approval category is determined by the child's age and the type of facility.

Category	Types of Childcare Facility	Eligible Age
1	Facility which provides early childhood education	3 years old or above
2	Facility which provides childcare (daycare center) services	
3		From 0 to under 3 years old

2. Childcare hours:

Either one of the following childcare hours will be approved according to your application reasons and other conditions.

a. Standard childcare hours: **11 hours maximum** (Calculated based on full-time working hours)

b. Short childcare hours: **8 hours maximum** (Calculated based on part-time working hours)

3. Reason for requiring childcare and approved period　4. Certification Period

<table>
<tr><th>Reasons</th><th>Approval Period</th><th>Eligible Childcare Hours</th></tr>
<tr><td>Work</td><td>Until your child starts school</td><td rowspan="3">Standard childcare hours: Hours of working or attending a school/university are 120 hours or more per month.
Short childcare hours: Hours of working or attending a school/university are less than 120 hours per month.
(Childcare hours are determined based on either one of the parents' working hours, whichever shorter.)</td></tr>
<tr><td>Study</td><td>Until you graduate</td></tr>
<tr><td>Caring for someone who is ill or disabled</td><td rowspan="2">Until the day specified in a medical certificate issued by a hospital or other relevant documents</td></tr>
<tr><td>Being ill or disabled</td><td rowspan="3">Standard childcare hours
or
Short childcare hours</td></tr>
<tr><td>Pregnancy or childbirth*</td><td>From 6 weeks prior to the due date (14 weeks for pregnancy with twins or more) to the end of the month in which 8 weeks and one day after giving birth fall</td></tr>
<tr><td>Disaster recovery</td><td>Until deemed necessary</td></tr>
<tr><td>Parental leave</td><td>Until the end of a parental leave (This reason is approved if your children already goes to a daycare and you wish them to stay in the same daycare during the parental leave.)
★ Please see page 19,20 for information about parental leave.</td><td rowspan="2">Short childcare hours</td></tr>
<tr><td>Seeking a job</td><td>Up to 3 months from the day you start job hunting or your child starts a daycare center</td></tr>
<tr><td>Other</td><td colspan="2">Please inquire at the Childcare Institutions Management Division.</td></tr>
</table>

・Other conditions such as actual working hours, and pick-up and drop-off time will be taken into consideration.

・You can send your child to a daycare center **during an approval period only.**

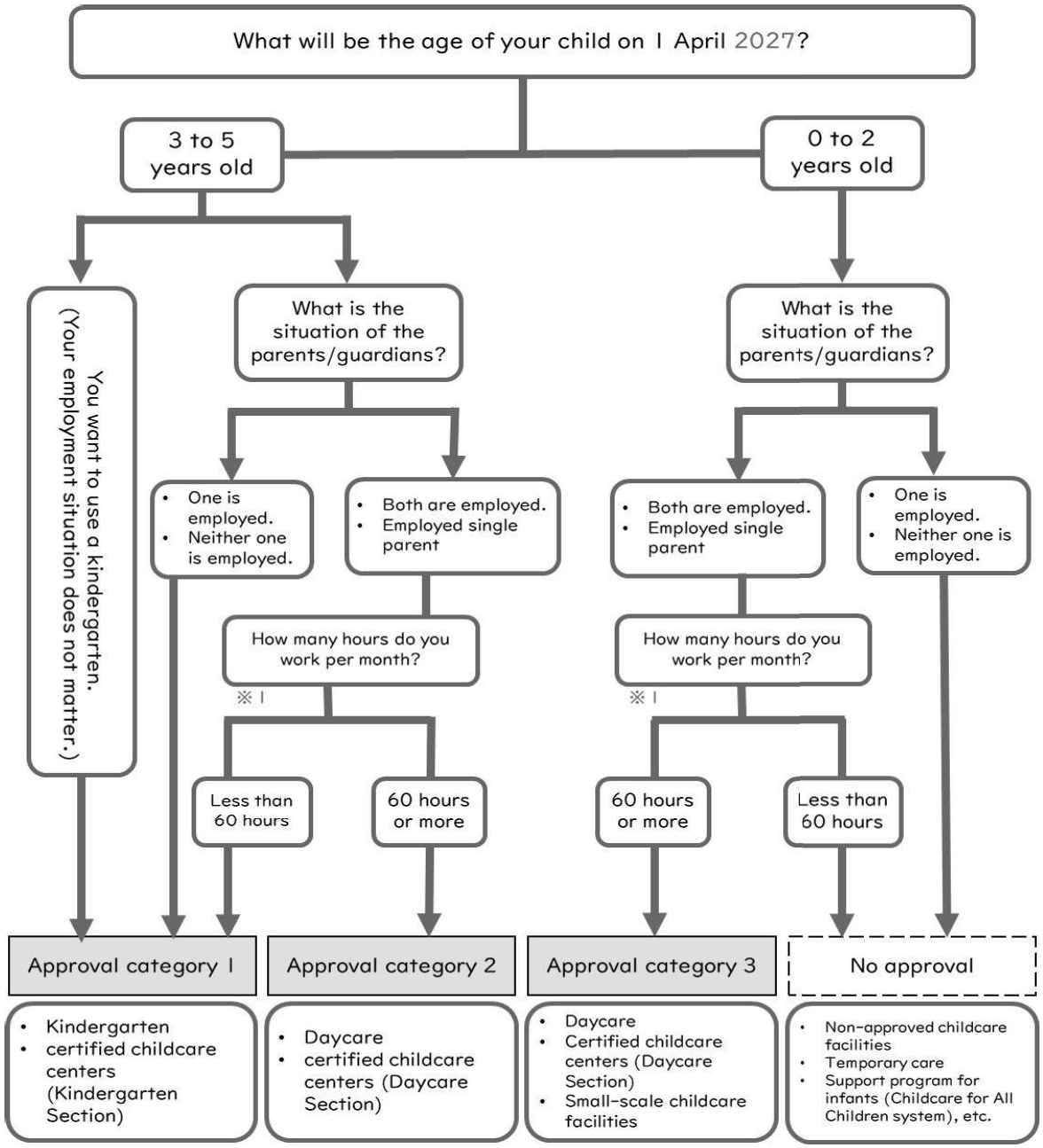
・If you are approved for standard childcare hours, you may opt for short childcare hours.

For pregnancy or childbirth, your child will have to leave after an approval period. If you have a valid reason for using childcare, you may continue enrolling. Please complete certification change procedure. Please see page 22 for details.

3 Eligibility Approval to Use an Educational/ Childcare Facility and the facilities that can be used

The type of facility depends on the reason for using childcare and the age of the child. Please check the following diagram for Eligibility Approval to Use an Educational/ Childcare Facility and the facilities that can be used.

*This chart uses "employment" as an example of the "reason for needing childcare" listed on page 4. Please replace "employment" in the diagram below with another reason such as "school attendance."



* Your child is in the 2-year-old class but less than 3 years old who can be accepted in Approval category 1 on reaching the age of three.

※ Even if a household is eligible for category 1 to 3 approval, they can still use unlicensed daycare or temporary daycare if they wish.

※ Children in unlicensed daycare and temporary daycare may be eligible for free pre-school education and childcare services. Please see the Tsukuba City website for details.

※1 Refers to the parent who works fewer hours.

How to apply for use

1 Flow from application to use (for use in fiscal year 2027)

Choosing a facility

We recommend visiting facilities in advance. Please check their atmosphere, childcare policies, pick-up and drop-off times, etc. before applying. (You can apply without visiting a facility.)

If you're having trouble choosing a facility, please consult our "Childcare Concierge."

Document Preparation

Please prepare the required documents, such as a certificate of employment.

Certificates must be dated no more than three months from the application date.

For details on required documents, see page 9

Certification Admission Application

Apply through the "Ibaraki Online Application and Registration Services (Tsukuba City) "

*We can help you if you are unable to apply online. Please visit us at the Childcare Institutions Management Division located on the first floor of Tsukuba City Hall.

For details on how to apply, please see page 14

Utilization adjustment (selection)

Utilization adjustment (selection) will be made based on the level of childcare needs and facility availability.

Notification of Results

Results will be sent around the 17th of each month.
(Except for admission in April)
*Notices do not necessarily have to arrive by the 17th.
*We cannot answer inquiries about selection results over the phone.

If your child is accepted for admission

Receipt of Results

You will receive a "Notice of Acceptance of Facility Use". (①施設利用内定通知書)

Interview / Health examination

There will be an interview with the facility and a health check by the end of the month before your admission.

Acceptance for admission / Fee Determination

You will receive a "Facility Use Approval Notice"* (②施設利用承諾書) and a "User Fee Determination Notice." (③利用者負担額決定通知書)

*Excluding certified childcare centers and small-scale childcare facilities

Admission

Admission to Daycare

In case of pending admission

Receipt of Results

You will receive a "Notice of Pending Daycare Enrollment" (④保育所入所保留通知書) (first month only).

- If your first, second, or third choice facility has been put on hold and you requested this option at the time of application, we will send you information about applying to facilities with available spaces. (First month only)
- If you would like to receive a "Notice of Admission Pending" or "Information about Non-Preferred Facilities" from the following month onwards, please contact the Childcare Institutions Management Division.

Utilization adjustment (selection)

Unless you withdraw your application for admission, you will be subject to monthly usage adjustments (selection) until admission in March 2028.

- If you wish to withdraw your application, please do so by the monthly application deadline.
- Selection will be based on the content of the application in the first month, so if your situation has changed since you applied (getting a job, changing jobs, quitting your job, taking a leave of absence, becoming pregnant, etc.), you will need to submit a new certificate stating that you are unable to provide childcare.

☆Notification of Results and Other Information

（①–④、Kyoiku Hoiku Kyufu Nintei Kettei Tsuuchisho（教育・保育給付認定決定通知書））

In Tsukuba City, documents such as notifications of results regarding applications for admission to childcare facilities submitted online are issued by email as electronically signed PDF files instead of paper documents. These documents will be sent to the email address registered with the “Ibaraki Electronic Application and Notification Service (Tsukuba City).

Please note that, due to system-related circumstances, some documents may be issued in paper form.

*** Selection method**

(Please refer to the "Tsukuba City Daycare Admission Criteria Table" on the Tsukuba City website.)

(1) The adjustment index is added to and subtracted from the base index to calculate the total index.

(2) Selection will be made in order of the child with the highest total index.

(3) If the total indexes are the same, selection will be made starting from the child highest on the priority list.

(4) If the priorities are the same, selection will be made the child who ranked the facility higher.

(5) If the preference orders for the facilities are also the same, selection will be made by lottery.

*Tsukuba City is currently considering issuing notifications such as admission offer letters and pending notices for Daycare admission applications received online in digital form with an electronic signature instead of the traditional paper form. Notifications such as selection results may be issued digitally. We ask for your understanding.

2 Application Period

1） Application for admission in April:

	Application period	When to send the screening result
First round application	From Sun. November 1 to Fri. November 13, 2026 (Closed at 4:30 p.m.)	Around Wed. January 27, 2027(The exact date will be updated on the official website of Tsukuba City.)
Second round application	From Wed. January 6 , 2027 to Fri. February 5 , 2027 (Closed at 4:30 p.m.)	Around Wed. March 3 , 2027 (The exact date will be updated on the official website of Tsukuba City.)

・If your child is not offered a place for the first-round application, the result will not be issued and your application will continue to be assessed automatically for the second-round application. You do not have to do anything to be assessed, but we will send you information about changing your referred daycare centers online or by post. If you wish to change your preferred daycare centers, please do so by the end of the second-round application. Your ‘Admission on Hold’ letter will be issued after the second-round assessment.

・If you wish your application to continue to be assessed for the second-round application though your child is offered a place for the first round, you need to apply again.

・We will **notify you of the availabilities of daycare centers other than your 3 preferred daycare centers** after the second-round application screening (late February) on a request basis (for April admission only).

・If you miss the deadline of the second-round application, your child cannot start in April.

2) Application for admission in a month other than April (Closed 4:30pm on the last day of each deadline.)

Admission month	Application period	Admission month	Application period
May.	Fri. Mar. 5 - Mon. Apr. 5, 2027	Nov.	Tue. Sep. 7 - Tue. Oct. 5, 2027
Jun.	Tue. Apr. 6 - Thu. May. 6, 2027	Dec.	Wed. Oct. 6 - Fri. Nov. 5, 2027
Jul.	Fri. May. 7 - Mon. Jun. 7, 2027	Jan.	Sat. Nov. 6 - Mon. Dec. 6, 2027
Aug.	Tue. Jun. 8 - Mon. Jul. 5, 2027	Feb.	Tue. Dec. 7 - Wed. Jan. 5, 2028
Sep.	Tue. Jul. 6 - Thu. Aug. 5, 2027	Mar.	Thu. Jan. 6 - Mon. Feb. 7, 2028
Oct.	Fri. Aug. 6 - Mon. Sep. 6, 2027		

Availability will be updated on the City's official website around the 25th of the 2 months prior to the month in which you would like your child to start a daycare. You may change preferred daycare centers until the deadline of each month.

3 Points to note for children starting a daycare center in April

1) When applying for April enrollment, please prepare certificates based on your parental status from April 1st onwards. For example, even if you are employed at the time of application, if you quit your job by April 1st, you cannot apply as employed.

2) If you are expecting a baby by March 4, 2027, who will be registered as a resident of Tsukuba, you may apply for daycare center places before your baby is born. However, please note that if your baby is born on March 5, 2027 or after, April admission will be cancelled and you need to apply for May admission separately.
N.B. Please submit a form, 'Child Health and Development Questionnaire (児童の健康・発育調査票 *Jidono Kenko Hatsuiku Chosahyo*)' as soon as your baby is born.

3) If you have decided to turn down decline your application, please submit a cancelation form. Otherwise, your application will be continued to be assessed until the end of the fiscal year.

4) Your child will start a gradual transition period (see page 10) in April. **Please note that a gradual**

transition period cannot be started in March if your child is offered a place to start in April.

5) If your application reason is 'work (scheduled to be employed)', you need to submit a 'Certificate of Employment (就労証明書 *Shuro Shomeisho*)' in April. You also need to change your 'Eligibility Approval to Use an Educational or Childcare Facility' (see page 22).

6) If your application reason is seeking a job, you need to start working within 3 months after your child starts a daycare center and submit a Certificate of Employment. You also need to change your Eligibility Approval to Use an Educational or Childcare Facility.

7) If your application reason is "Parental Leave," you must return to work by the first day of the month following the month your child starts daycare.
For example, if your child starts daycare in April, you must return to work by May 1.
Within one month after returning to work, you must submit a Certificate of Employment that clearly shows your return-to-work date. (Online submission is also accepted.

8) If your child is provisionally accepted at a public daycare center, you will receive an offer letter along with 'Pre-admission Health Check Form (入所前身体検査票 *Nyusho Mae Shintai Kensahyo*)'. Please fill out the form and take your child for a health check at an affiliated healthcare facility. You and your child will then have an interview at the daycare center, based on which the facility will decide whether or not your child is suited for group nursing. If considered suited, he/she will be officially offered a place. If your child is provisionally accepted at a private daycare center or other type of daycare center, please follow instructions included in an offer letter, because the procedures depend on each facility.

9) **If your child is accepted into a private daycare, certified childcare center, or small-scale childcare facility:** Please have an interview and a health check with the facility before enrolling. Procedures vary depending on the facility, so please follow the instructions provided by the facility.

4 Required documents Take clear photos of required documents and upload them to the online application form.

1) Proof of being unable to look after your child during the day (Both parents' proof required)

- The proof is required for persons aged 18 to under 65 living with your child as of April 1 of the application year.
  (Not required for the child's uncles, aunts, siblings who are students.)
- **The required documents must be less than 3 months old.**
- **For documents marked with '●', use a form designated by Tsukuba city.**

Application form for daycare center admission

For reasons ① to ⑥, a minimum of 60 working hours or attending a school per month is required.

(You need the permission to work, if your visa status is student or dependent. Without the work permit, you cannot apply for daycare center places under the reason of work.)

Application reasons		Required Documents	Notes
① **Work**		● **Certificate of Employment (就労証明書** *Shuro Shomeisho*)	If you are thinking about changing jobs, you will need certificates from your previous and future employers.
② **Parental leave**		● **Certificate of Employment (就労証明書** *Shuro Shomeisho*)	When you apply, you will need to provide a certificate stating the period of your parental leave. When you return to work, you will need to provide another certificate stating your return date and date of issuing the certificate which must be after the date of return.
③ **Scheduled to be employed**		● **Certificate of Employment (就労証明書** *Shuro Shomeisho*)	Within one month of your child starting daycare center, you will need to provide the certificate **(Date of issue must be after your employment date).**
④ **Self-employed Farm work**		① ● **Certificate of Employment (就労証明書** *Shuro Shomeisho*) ② **Copy of Starting Business Notification Form(開業届** *Kaigyo Todoke*) or **Copy of both page 1 and 2 of Tax Return (確定申告** *Kakutei Shinkoku*) ※For contract-based work ① ● **Certificate of Employment** ②**Copy of Contract Farming Agreement (業務委託契約書** *Gyomu Itaku Keiyakusho*)	You will need to provide both ① and ②.
⑤ **For students**	**For schools operated by a national or local government, or by a school corporation**	① **Certificate of Enrollment issued by university/school (在学証明書** *Zaigaku Shomeisho*) ② ● **Curriculum** *The certificate must contain your academic year or Job Training Instruction.	You will need to provide both ① and ②. Hours of attending a school must be at least 60 hours per month.

	For vocational training schools and similar institutions	①Training Instruction（訓練指示書）or Document or Employment Support Plan（就労支援計画書） ②● **Curriculum**	
⑥ Caring for a family member who is ill or disabled*2		① ● **Medical Certificate** (**Nursing Care**) (**診断書 介護** *Shindansho Kaigo*) or **a copy of Nursing Insurance Certificate** (**介護保険被保険者証** *Kaigo Hoken Hihokenshasho*) ② ● **Nursing Care Report** (**看護等状況申告書** *Kangotojokyo Shinkokusho*) ③ (If this applies to someone in your family) Please submit a copy of their physical disability certificate, rehabilitation certificate, mental disability certificate, disability pension certificate, etc.	You will need to provide both ① and ②. The requirement is that you spend at least 60 hours per month to care for a family member who is ill or disabled.
⑦ Being sick or disabled *2		● **Medical Certificate** (**of yourself**) (**診断書 本人** *Shindansho Honnin*) or **a copy of a certificate including Physical Disability Certificate** (**身体障害者手帳** *Shintai Shogaisha Techo*), **Rehabilitation Certificate** (**療育手帳** *Ryoiku Techo*), **Mental Disability Certificate** (**精神障害者保険福祉手帳** *Seishin Shogaisha Hoken Fukushi Techo)* and **Disability Pension Certificate**(**障害年金証書**(*Shogai Nenkin Shosho*)	
⑧ Childbirth *1		**A copy of your Maternal and Child Health Handbook** (**母子健康手帳** *Boshi Kenko Techo*) (Page showing parents' names and expected due date)	
⑨ Disaster recovery *2		**Disaster Damage Certificate** (**り災証明書** *Risai Shomeisho*)	Certificate showing the extent of damage caused by a natural disaster.
⑩ Risk of abuse or domestic violence		Please consult at the Child Institutions Management Division	
⑪ Seeking a job or preparing to start business and cannot take care of your child once the job starts		● **Job-Seeking Report** (**求職活動に関する申立書** *Kyushoku Katsudo ni Kansuru Moshitatesho*) N.B. You must start working within 3 months from the day your child starts daycare center and provide a Certificate of Employment otherwise your child will have to leave the daycare center.	If you go to a job center called "Hello Work", please submit a document issued by the center.

***1**: If your application reason is #⑧, your child will start daycare center from 6 weeks (14 weeks for twins or more) prior to the due date to 8 weeks after the childbirth (more precisely, until the end of the month in which 8 weeks and the day after giving birth fall). Depending on the situation, your child may stay depending on your circumstances. If you wish your child to stay in the same daycare, you need to complete change of eligibility approval

procedures.

Example: If your baby is due on Wednesday, August 18, 2027, the approval period is from Thursday, July 8 which is 6 weeks before the due date to Sunday, October 31, 2027 which is the last day of the month in which the next day of 8 full weeks after childbirth (Thursday, October 14) falls. Please notify the Childcare Institutions Management Division when the baby is born, if your baby is not born on the due date, because the approval period will be adjusted accordingly.

***2**: If your application reason is #⑥、⑦ or ⑨, the approval period will be determined according to the period of the certificate. If the duration of care, hospitalization, or recovery work from disaster becomes longer than expected, you need to submit the certificate again before the end of your approval period.

2) Specific documents ①

Household circumstances			Required Documents
Temporary transfer without your family. (単身赴任)			**Employment certificate stating the address of the employee's work-away-from-home location and the period in the "Duration of Work Away From Home" （単身赴任期間）column.** (No bonus points will be awarded if the period is not stated.)
For single parents. ※Living separately and maintaining separate households	Receiving the Child-Rearing Allowance or the Single-Parent Welfare Benefit from Tsukuba City.		**The Child Rearing Allowance Certificate or a copy of the Tsukuba City Welfare Benefit Eligibility Notification for Single-Parent Families.**
	Not receiving the Child-Rearing Allowance or the Single-Parent Welfare Benefit from Tsukuba City.	unmarried	**A copy of the family register (for foreign nationals, a certificate of single status)**
		divorced	**A copy of the family register or a certificate of acceptance of the divorce notification (for foreign nationals, a certificate of single status)**
		in divorce mediation	**Any one of the following documents: a certified copy of the contents-certified mail concerning the request for divorce by mutual agreement, a notice to appear for divorce mediation, a certificate of a pending case issued by the Family Court, or a certificate of unsuccessful mediation.**
You, your spouse and/or your child is foreign national.			・If you have a valid residence card: A copy of all your family members' Residence Cards or Residence Certificates (住民票 Juminhyo) ・If you do NOT have a valid residence card: －A copy of all family members' Special Permanent Resident Certificate (特別永住者証明書 Tokubetsu Eijusha Shomeisho), or their Residence Certificate (住民票 Juminhyo) －A copy of Permission to engage in an activity other than those permitted by the status of residence previously granted (資格外活動許可証 Shikaku Gai Katsudo Kyoka Sho)
If you have another child or children aged under 18 living in a separate household who you support financially. (Limited to cases where they share a livelihood)			A copy of the Residence Certificate (*Juminhyo*) of the child living in the separate household (Additional document to prove that you support the child financially may be required.) and Declaration of Child Custody and Separate Residence (別居監護申立書 Betsukyo Kango Moushitatesho)

If one of your household members has a disability certificate, you may be eligible for reduction for a family in need.	A copy of a disability handbook or a copy of recipient certificate of the Child Rearing Allowance or the Basic Disability Pension
You have a preschool child who is not enrolled in a daycare center and receives services from a Child Development Support Center, Home-Based Child Development Support, or a Children's Psychological Treatment Facility.	Please inquire at the Child Institution Management Division.
Foster parent household	Foster Parent Registration Certificate or Foster Care Placement Decision Notice

3) Specific documents ②

You wish to have your points back which were deducted because your parental leave was extended. (Deducted 9 points will be added.)	Form to add the deducted points called *Ikuji Kyugyono Enchono Kyoyoniyoru Chosei Shisu Gensanno Tekiyo Torisagesho* (**育児休業の延長の許容による調整指数減算の適用取下書**)

4) Prospective resident

Childcare fees are determined based on the municipal taxation. If either of the conditions below applies to you, you should provide one of the documents accordingly. Without the document, your eligibility may be affected and you may be charged the highest childcare fee of level 15 (see page 27).

Persons applying for admission between April and August 2027 and were not registered as a resident of Tsukuba City as of January 1, 2026	Tax/Tax Exemption Certificate (*Kazei Shomeisho/Hikazei Shomeish*) of FY2026 issued by the municipal office of your residence as of January 1, 2026
Persons applying for admission after September 2027 and are not registered as a resident of Tsukuba City as of January 1, 2027	Tax/Tax Exemption Certificate (*Kazei Shomeisho/Hikazei Shomeisho*) of FY2027 issued by the municipal office of your residence as of January 1, 2027

- This is required for both parents. It is also required in cases where one parent is living away from home for work.
- If you are moving to Tsukuba City from overseas, please submit the Overseas Income Declaration Form and your pay slips.
- You need to report your income of the previous year if you have not yet.

5 Online Application Process

Those who have both a My Number Card and a device capable of reading the card can apply online without submitting a paper application.

Either a smartphone that can read your My Number Card, or an IC card reader and a computer.

have

Scan your My Number card and submit the application.

What you need to prepare

- A smartphone that supports My Number Card reading, or an IC card reader and a computer.
- The primary parent/guardian's My Number Card.
- Documents certifying that the parent/guardian is unable to provide childcare

don't have

Apply without scanning your My Number card.

What you need to prepare

- A smartphone or a computer
- The primary document
- Documents to verify the designated primary parent/guardian's My Number
- Documents certifying that the parent/guardian is unable to provide childcare

Go to the online application form from the Tsukuba City website

April enrollment

Enrollment outside of April

Enter the following items.

- Application Form for Approval of Eligibility to Apply for a Daycare Center/Enrollment
- Confirmation Form for Enrollment
- Child Health and Development Assessment Form
- Checklist for Application

Attach a photo or PDF of supporting documents, including proof that you are unable to provide childcare (e.g., an Employment Certificate) and any documents required only for applicable applicants (e.g., single-parent households or foreign nationals etc).

※If there are any issues with the attached documents, your application may be considered incomplete, which could result in a lower adjustment score.

If your My Number card can be scanned

Application Completed

Without Scanning Your My Number Card

Please attach both documents (1) and (2) to the Individual Number (My Number) Form and mail them to the Early Childhood Education and Care Division.

(1) Proof of identity of the primary parent/guardian

Examples: the front side of your My Number Card, driver's license, passport, etc.

(2) Document confirming the primary parent/guardian's Individual Number (My Number)

Examples: the back side of the My Number Card, a Notification Card, a certificate of residence showing the Individual Number (My Number), etc.

Inter-municipal daycare application

1 If you are moving to Tsukuba City

1) **Where to apply**: The Childcare Institutions Management Division of Tsukuba City (Online application)

2) **Required documents:** Please refer to page 10.

3) **Important points to note**

・To enroll your child, he/she must be registered as a resident of Tsukuba by the end of the month the admission month. Please inform the Early Childhood Education and Care Division after you register your child.

・If you do not register your child by the date above, you will be canceled the daycare center place.

・If you are offered a place, you will receive a document called Provisional Admission (**入所内定** *Nyusho Naitei*), and if not, Admission on hold (**入所保留** *Nyusho Horyu*).

・If your child was in a daycare center before you move to Tsukuba City or if you are going to apply for daycare center both in and outside the city, you may need to complete separate procedures. Please inquire about the relevant division of your previous municipal office.

2 If you reside outside Tsukuba City and wish to apply for daycare center places in Tsukuba City: (Your child will attend a daycare center in Tsukuba City while residing outside the city, or your child is currently attending a daycare center in Tsukuba City and you wish to continue using it after moving out of the city.)

1) **Where to apply:** A division in charge of daycare centers in your current municipality.

2) **Required documents**

i .Application form and documents required by the municipality where you currently reside.

ii .**広域入所確認シート** *Koiki Nyusho Kakunin sheet* (Downloadable from Tsukuba City official website.)

3) **Important points to note**

・Your child can stay in a daycare center until the end of March at the latest.

If you wish your child to stay for the following year, you are required to apply again.

・Infants under 1-year-old are not accepted. (However, infants whose parents are a childcare worker, a nursery or a kindergarten teacher, or a nurse working in authorized daycare centers in Tsukuba are eligible for a place. Also, if you have moved out of the city in the middle of a fiscal year but would like your baby to stay in the same daycare center, you can do so.)

・If you are applying for a daycare center due to employment, school attendance, or caregiving/nursing care, you must meet Tsukuba City's requirement of at least 60 hours per month.

・If your child goes to a *Nintei-kodomoen* (certified centers for early childhood education and care), and if you wish to change the type of services from kindergarten (Approval Category 1) to daycare center

(Approval Category 2)You need to apply for that.

・You may list up to three preferred daycare centers, the same as Tsukuba City residents.

・**Please check Tsukuba City official website for information on Utilization adjustment (selection) if you live outside the city.**

3 If you are applying for daycare center outside Tsukuba City due to moving out of the city

1) **Where to apply:** The municipal authority of your new address which handles childcare facilities

2) **Required documents:** Please check with the municipal authority.

3) **Important points to note:** We do not accept applications at Tsukuba City Hall. Please inquire about the municipality which you are moving to.

4 If you reside in Tsukuba City and wish to apply for daycare outside the city (or if you moved to Tsukuba from another area but wish your child to stay in a daycare outside the city)

1)**Where to apply**: The Childcare Institutions Management Division, Tsukuba City Hall (In person)

2)**Required documents:** Required documents of both Tsukuba City and the municipality where the daycare center is located.

3)**Important points to note**

・Your child can stay in a daycare center until the end of March at the latest.
If you wish your child to stay for the following year, you are required to apply again.

・Please check required documents, deadline, and eligible age with the municipality where the daycare center you wish to send your child is located and apply **7 days prior to the deadline of the municipality**.

・Please be sure to check the application requirements of each municipality before applying, as some municipalities may have restrictions on applications. (For example, applications may not be accepted for the 0-year-old class, or applications may only be accepted if the parent's workplace must be located in that municipality.)

・If your child goes to a *Nintei-kodomoen* (certified centers for early childhood education and care), and if you wish to change the type of services from kindergarten (Approval Category 1) to daycare center (Approval Category 2)You need to apply for that.

・You cannot apply online or by post. You must come to the city hall to apply in person.

・Tsukuba City will inform you of the screening result over the phone.

Points to note

I Points to note regarding admission in general

1) **Please note that you will need to apply separately for 2026 and 2027 daycare center.**

2) If you wish to withdraw your application or decline an acceptance offer, please submit a Cancellation Form (**保育施設入所申込取下げ届** *Hoiku Shisetsu Nyusho Moshikomi Torisage Todoke*) (available online). **By turning down the offer, your application will be automatically cancelled. If you wish to be wait-listed for other daycare centers, you will have to start the application process all over again.** We will not issue an Admission on hold (**入所保留通知** *Nyusho Horyu Tsuchi*) if you withdraw an offer.

3) You can change your preferred daycare centers online as long as it is before the deadline.

4) Even if your child is provisionally offered a place, the facility could still cancel the offer if they determine that your child is not suited for group childcare based on an interview and health check. Please also note that depending on the degree of illness or disability of your child, there may be cases where you are asked to provide a medical certificate stating that your child is capable of group childcare or your child is asked to wait until the daycare center is ready to accept your child safely. Please note that information contained medical certificate and other documents will be accepted by the city and may be shared with the daycare.

5) **The starting day of a daycare center is normally the first day of a month.** (Excluding enrollment following childbirth or parental leave.)

6) **Please note that if you requested to change daycare centers and the change is approved, your child can no longer stay in the current daycare center, because another child is offered a place.**

7) If there are any changes to your application reasons or family circumstances after you submitted application, please submit extra documents required for the change or contact us at the Childcare Institutions Management Division, otherwise, your child will have to leave the daycare center.

8) If you move out of Tsukuba City, your child will have to leave the daycare center at the end of the month of moving out. If you wish your child to stay afterwards, you will have to meet requirements both by Tsukuba and the other municipality, and complete procedures for it (page 15).

9) **If you wish to apply while you are on parental leave, you need to return to your workplace by the 1st day of the month following the month in which your child starts daycare. Your child will have to leave the daycare center if either one of #①-④ below applies to you:**

   ① **You have resigned from your workplace. (Excluding a case where you are starting a new job by the end of the month in which your child starts daycare center.)**

   ② **You do not return to your workplace by the 1st day of the month following the month in which your child starts daycare.**

③ Your working hours will become shorter than before. (Excluding the use of shorter working hours for childcare.) The same rule applies in case of job change.

④ You have a contract with a dispatch company, but they do not offer any job opportunities.

⑤ Your child will also have to leave his/her daycare center if you do not return to your workplace by the 1st day of the month after your child starts daycare center due to being on paid holiday, your child being ill or other reason.

10) If you are a childcare worker or nurse working at an authorized daycare in the city, extra points will be added. Please indicate the conditions in the notes section of the Certificate of Employment.

2 Adaptation Period at Daycare Centers (*Narashi hoiku*)

It is difficult for infants and small children to get used to a new environment immediately. To reduce their mental and physical stress, anxiety, and fear little by little, some daycare centers have a period called 'Adaptation period (short-time childcare)' so that they can gradually get used to being separated from their parents. Children who start daycare centers for the first time or transfer to a different daycare center will normally have 5 weekdays for an adaptation period at the beginning. If your child's daycare center has this period, you should be aware that your child cannot stay for long hours at the beginning.

NOTE1: The period usually lasts 5 days but can be extended depending on child's condition.

NOTE2: Your child cannot start the daycare before the 1st day of the admission month.

3 Children who may need additional support care

- Children who need additional support include; Children who may need help with speech and/or physical support (including children with developmental delay regardless of having a medical/disability certificate); Children with illness or disability; And children who use a hearing aid or glasses.
- Even if your child does not find it inconvenient at all at home, he/she might need special attention in a group environment. Even if an acceptance offer is made, you may be placed on a waiting list until the daycare facility is ready to receive your child.
- We recommend that you visit daycare centers before you apply.
- Please contact the Childcare Institutions Management Division in advance if your child has a medical condition which requires medical care, such as sputum suction, tube feeding, and urinary conduction. Please refer to the official website of Tsukuba City for details of how to apply for public daycare centers.

Scan the 2-demensional code to see the details of how children requiring Medical care are accepted at public daycare centers.

4 If you are going to give birth after your child starts at the daycare center, and take parental leave

・If you are going to give birth after your older child starts daycare center under the reason of work, and you are planning to take a parental leave after giving birth, your older child can stay in the daycare center.

Important points to note:

1. **You cannot change your child's daycare centers during your maternity and parental leave (excluding small-scale childcare facilities).**

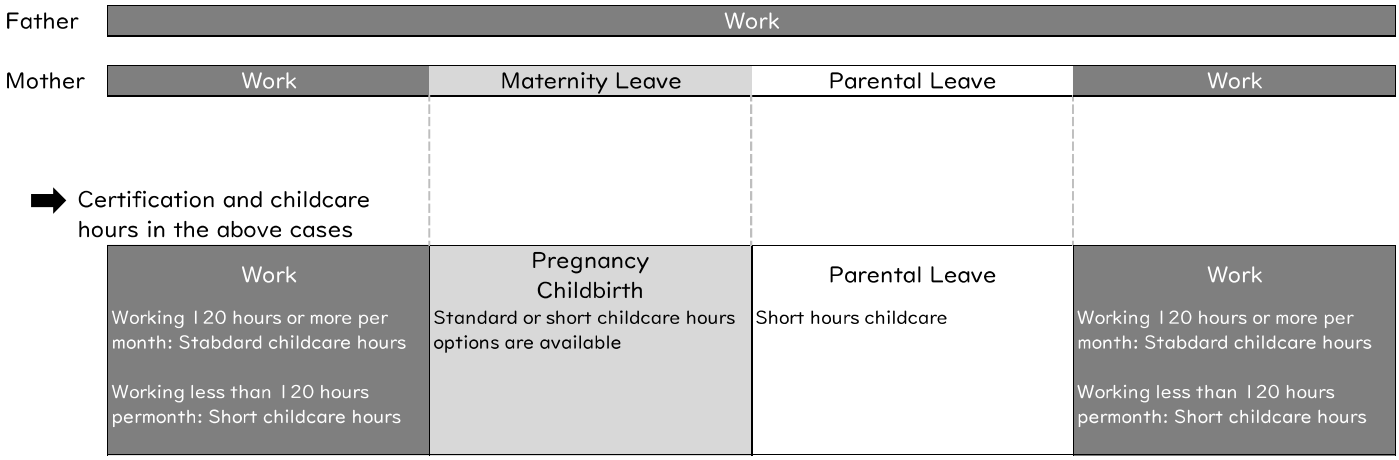
2. **When you take your parental leave, you must submit a Certificate of Employment (就労証明書 *Shuro Shomeisho*) that clearly shows the period of the parental leave. When you return to work, you must submit another Certificate of Employment (issued after returning to work) which clearly shows the date you return to work and request a change in your 'Eligibility Approval'.**

3. **If you quit your job and don't return to work, your child will be considered to have left the facility. However, if you get a different job with the same or longer working hours as at the time of application, your child will not be considered to have left the facility.**

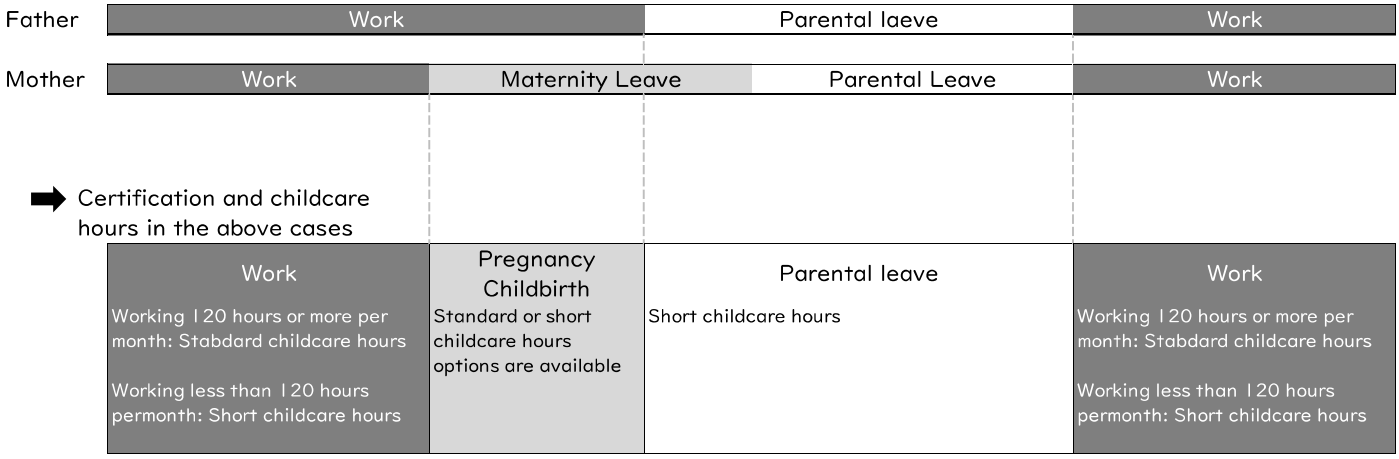
★ **If one parent takes Parental leave, the childcare eligibility reason will be changed to "Parental leave" and the childcare hours will be changed to short childcare hours to coincide with the start date of the leave.**

Please see the examples on the next page.

Example 1) The mother takes maternity leave and Parental leave, and the father continues to work



Example 2) The mother takes maternity leave and Parental leave, and the father takes Parental leave after the child is born.



★ **Please see page 23 for details on how to apply for a change of certification.**

Required Procedures after Application and Admission

You must notify the Childcare Institutions Management Division of the following changes regardless of whether you are in the application process or your child is already in a daycare center. Depending on the change, your Eligibility Approval, points, and/or childcare fees may be subject to change.

1) There are changes to your circumstances including your address. (Such as moving out or in, leaving Japan, returning to your home country, and changing your phone number.) If you are moving out of the city, please return the written Eligibility Approval before moving out.
2) You become able to take care of your child at home (e.g., getting job, recovering from illness, and taking parental leave). Please note that there may be cases you are asked to return your written Eligibility Approval.
3) Your household condition has been changed (e.g., birth, death, divorce, remarriage, and other cases – such as separation, moving away, receiving livelihood protection).
4) There have been changes to your work or school conditions (e.g., change of workplace, working days or hours, and curriculum).
5) You wish to change your approval period (e.g., leaving the daycare or extending the approval.)

Procedures for Changing Daycare Centers

If you wish to change your child's daycare centers, you need to complete the same procedures as applying for daycare center for the first time. Do not forget to cancel the application for changing daycare centers, if you no longer wish to do so. Please note that your child will have to go through an adaptation period at a new daycare center.

Points to note:

- If your child is offered a place at a different daycare center, please submit a form (退所届 *Taisho Todoke*) to the current daycare center to inform that your child is going to leave to the Childcare Institutions Management Division.
- **If you are on a maternity leave or parental leave, you cannot change daycare centers (excluding small-scale childcare facilities). However, you may request a change after your maternity or parental leave ends.**
- **Please note that if you have requested to change daycare centers and the request is approved, your child can no longer stay in the current daycare center, because another child is offered the place.**

Procedures for Leaving a Daycare Center

If your child is going to leave his/her daycare center due to moving out of the city or other reason, submit a form called **退所届 *Taisho Todoke*** (downloadable from Tsukuba city official website) to the Childcare Institutions Management Division before your child's last day at his/her daycare center.

Changing Eligibility Approval

★ **If your younger child is provisionally offered a place, you do not have to go through any procedures for your older child. If required childcare hours are not the same for your younger and older child, then procedures are required.**

1) Changing your Eligibility Approval to Use an Educational or Childcare Facility

If you need to make any changes to your approved conditions such as childcare hours (short or standard hours), application reason, and/or approval period, please notify these changes by submitting a change request (e.g., you are going to take a maternity/parental leave, and you are going to quit your job and start job-hunting).

2) Required documents for requesting a change (You need to submit ① and ② documents below.)

① **Change request form for Eligibility Approval of Using an Educational or Childcare Facility**
(教育・保育給付認定変更申請書　*Kyoiku Hoiku Kyufu Nintei Henko Shinseisho*)
The form is available at the Childcare Institutions Management Division or at each public daycare center. You can also download the form from Tsukuba city official website.

② **Proof of being unable to look after your child during the day (see page 10)**
If you cannot get the proof ready by the end of the month prior to the month in which your approved conditions change, please submit the above mentioned document ① and ② first and then submit the proof at a later date.

3) How to apply

By Online (requires reading your My Number Card), postal mail, or in person at the Childcare Institutions Management Division

◎ Important Notices

(1) Please inform your current facility of the changes in advance.
(2) If the facility usage time changes, be sure to check with the facility in advance.
(3) If you have an " Eligibility Approval" (Shikyu Ninteisho) showing the previous settings, please return it to the Childcare Institutions Management Division.

Changing your Eligibility Approval to Use an Educational and Childcare Facility

Childcare Fees

Information on childcare fees

Information on direct debit

I Payment of childcare fees

Childcare fees should be paid by direct debit generally.

Please submit a direct debit request form to your bank in person (form available at a financial institution in Tsukuba City) or online after admission. Paying by direct debit will prevent you from missing a payment, so please make payments in this way where possible.

If you choose not to pay by direct debit, it is possible to pay at any banks or convenience stores, or by a 2-demensional code or credit card, using a fee payment slip.

- If your child is going to a daycare center run by '*Nintei-kodomoen* (certified centers for early childhood education and care)' or small-scale childcare services, ask the facility directly regarding the payment procedures.
- It is possible to deduct the childcare fees from your child allowances. Please inquire at the Childcare Institutions Management Division for details.

◎Regarding the sending of user fee determination notices (fee notices)

- For April admissions, user fee determination notices will be sent around mid-April.
- For those entering mid-year, user fee notices will be sent around the end of the month prior to the month of admission.
- If your fees will change from September onwards, user fee notices will be sent around late August.

◎Payment destination for childcare fees and other expenses (amounts determined by the facility, such as school lunch fees and daily necessities fees)

Use facility (in Tsukuba)	Where to pay	
	Childcare fees	Other fees
Public Daycare	Tsukuba City	Tsukuba City
Private Daycare	Tsukuba City	Various facilities
Nintei-kodomoen	Various facilities	Various facilities
Small-scale childcare services	Various facilities	Various facilities

Use facility (outside of Tsukuba)	Where to pay	
	Childcare fees	Other fees
Public Daycare	Local governments	Local governments
Private Daycare	Tsukuba City	Various facilities
Nintei-kodomoen	Various facilities	Various facilities
Small-scale childcare facilities	Various facilities	Various facilities

2 How childcare fees are calculated

Childcare fees are calculated based on the total amount of both parents' income-based component of the municipal tax. (If the child and his/her parents are dependent on their relative for tax and/or health insurance tax, or if their relative is the actual head of the household, the relative's municipal tax will be added to calculate childcare fees.)

	Fees from April to August	Fees from September to March
Calculation basis	Income-based portion of FY 2026 municipal tax (calculated based on your income in 2025)	Income-based portion of FY 2027 municipal tax (calculated based on your income in 2026)

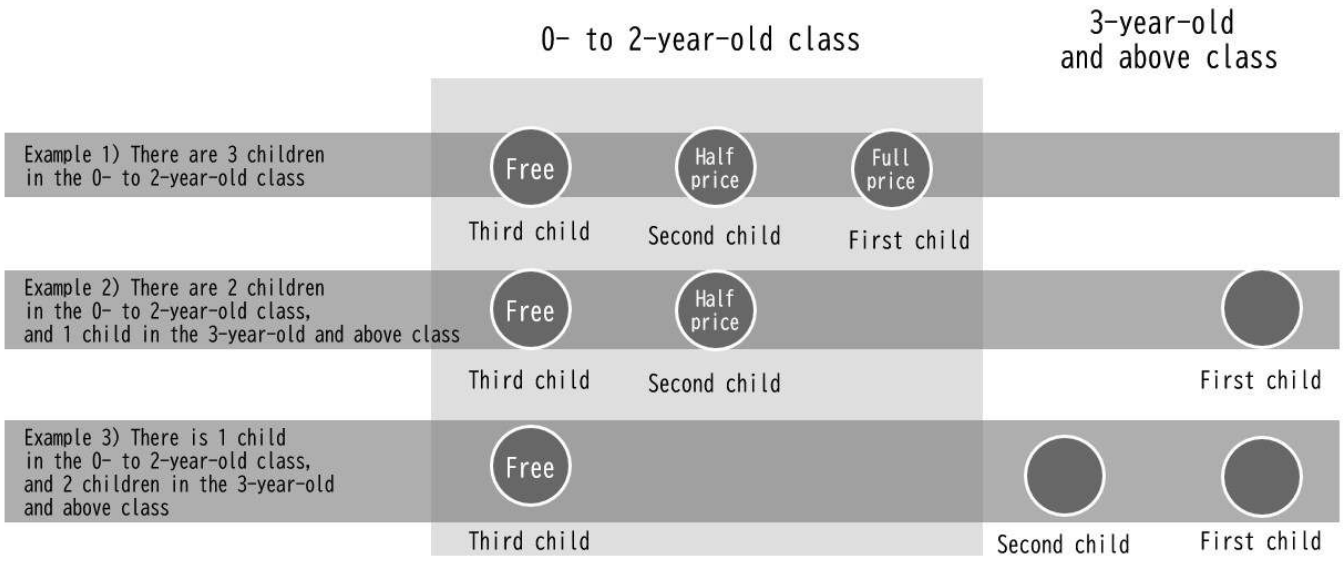
- Income-based component of the municipal tax used to calculate childcare fees does not include certain tax credits such as a dividend credit, foreign tax credit, special deduction for housing loan, and deduction on donations. If you fail to report your income, your childcare fee may be calculated based on the highest level of 15 (see page 27). Please report your income or provide tax documents to the Tax Division or Tax Office as soon as possible and contact the Childcare Institutions Management Division.
  The childcare fee will be re-calculated for the current fiscal year only.
- You need to inform the Childcare Institution Management Division of the following changes, if any as your childcare fee of the fiscal year may be subject to change; You have married or divorced; Your child has left his/her daycare center in the middle of a fiscal year; The child's sibling has left or started to go to daycare center; Or your municipal tax amount has changed.
- **If both parents are exempted from tax, childcare fees may be calculated on the basis of the total amount of municipal taxes paid by relatives living with the child, such as grandparents.**
- If someone other than a relative is living with the child, the person's municipal tax will be added to calculate childcare fees.
- If your child leaves or starts in the middle of a month, childcare fees will be calculated based on the number of days. Fees will not be reduced even if your child misses a day or days.
- Childcare fees are free of charge for children enrolled in classes for 3- to 5-year-olds.

3 Delinquency in payment

Please keep in mind that if you are late with payments, it is not fair on other parents/guardians who make payments without any delay, or who are on waiting lists. Furthermore, late payments can interrupt stable operations of daycare centers. Please also note that failure to pay childcare fees may result in the collection of unpaid fees from your child allowance or the seizure of assets, including property, savings, and wages. Additionally, there are cases where we make inquiries to parents'/guardians' workplaces regarding their salary.

4 Reduction of user fees (childcare fees, etc.) for Multi-child Households

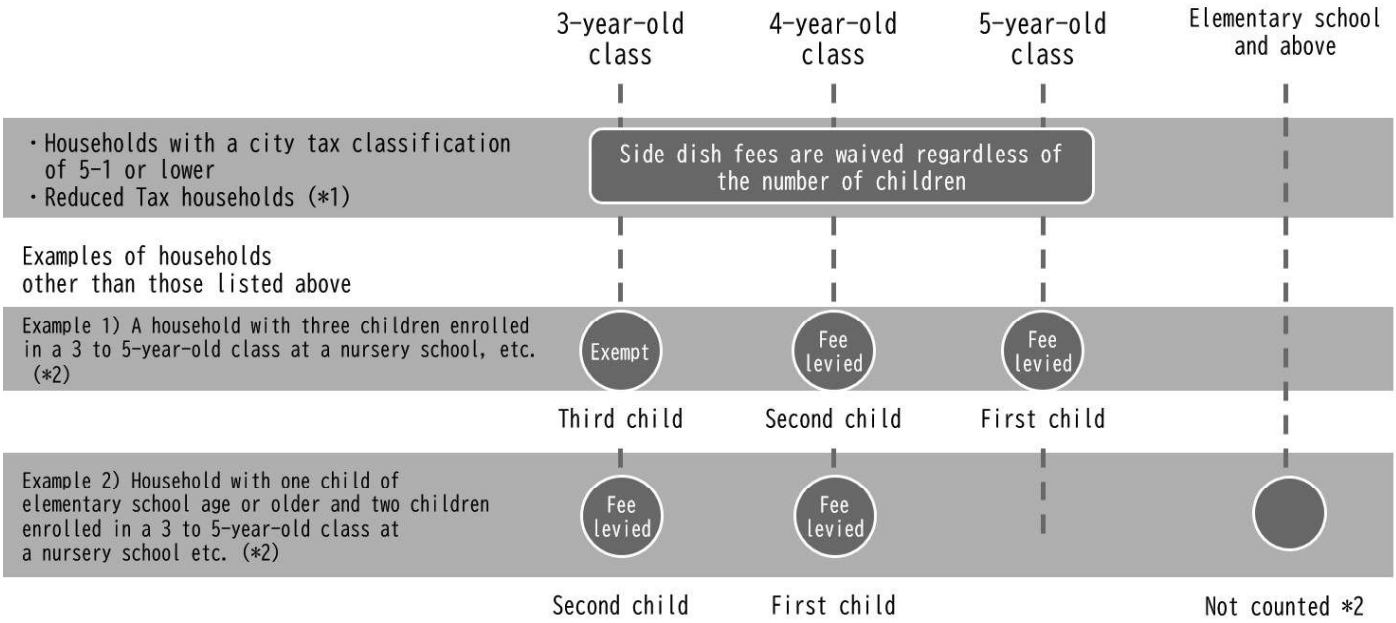
For households with siblings, (including dependent siblings who may be adults) living in the same household, regardless of the household income, the second child will be charged half price, and the third child and beyond will be free.



* For Tax Reduced households (*1), all children starting with the second child are free.

5 Regarding exemptions from side meal expenses (costs for side dishes, snacks, etc.)

- Households with a city tax classification (see page 27) of 5-1 or lower (resident tax income levy amount less than 57,700 yen) and households eligible for reduced tax rates (*1) are exempt from side dish expenses (costs for side dishes, snacks, etc.) from the school lunch fee for children enrolled in classes for 3-5year olds.
- Even for households other than those listed above, the number of children who are under school age and enrolled in a daycare center or other childcare facility (including kindergartens), or in an unlicensed childcare facility (limited to company-led childcare facilities), will be counted. The side meal expenses will be exempted for the third child and beyond.
- Staple Food (costs of rice, bread, etc.) are not exempt for all households.



*1 Reduction households are single-parent households or households in which one of the households members have a disability certificate (including a rehabilitation certificate), and whose income-based municipal tax amount is less than 77,101 yen.

* The above standards are for Approved category 2 (Daycare and childcare part of certified childcare centers). In the case of Approved category 1 (kindergartens and the educational part of certified childcare centers), the standards are different.

6 Quick reference guide for childcare fees

The chart below shows the updated childcare fees from April 2026.

1) Childcare fees for 3 to 5-year-old classes

Childcare fees	Free
Staple food expenses (rice, bread, etc.)	Amount determined by each facility
Side meal expenses (costs of side dishes, snacks, etc.)	

2) Childcare fees for 0 to 2-year-old classes

National government brackets	Municipal city brackets	Category details		First child		Second child		Third (and any younger) child	
		Income-based component of municipal tax		Childcare fees		Childcare fees		Childcare fees	
				Standard childcare hrs.	Short childcare hrs.	Standard childcare hrs.	Short childcare hrs.	Standard childcare hrs.	Short childcare hrs.
1	1	Welfare-recipient households		0	0	0	0	Free of charge regardless of age, amount of income, or hours of childcare service.	
2	2	Municipal tax-exempt households		0	0	0	0		
2	3	Pre-capita municipal tax-paying households		9,000	8,800	4,500	4,400		
		Single-parent households		3,000	2,900	0	0		
3	4	Income-based component of municipal tax (JPY)	Less than 48,600	12,000	11,700	6,000	5,850		
			Single-parent households	5,000	4,900	0	0		
4	5-1		48,600 to less than 57,700	14,000	13,700	7,000	6,850		
			Single-parent households	7,000	6,850	0	0		
	5-2		57,700 to less than 61,000	14,000	13,700	7,000	6,850		
			Single-parent households	7,000	6,850	0	0		
	6-1		61,000 to less than 77,101	18,000	17,600	9,000	8,800		
			Single-parent households	9,000	8,800	0	0		
	6-2		77,101 to less than 79,000	18,000	17,600	9,000	8,800		
	7		79,000 to less than 97,000	21,000	20,600	10,500	10,300		
5	8		97,000 to less than 125,000	28,000	27,500	14,000	13,750		
	9		125,000 to less than 169,000	31,000	30,400	15,500	15,200		
6	10		169,000 to less than 234,000	40,000	39,300	20,000	19,650		
	11		234,000 to less than 301,000	45,000	44,200	22,500	22,100		
7	12		301,000 to less than 397,000	53,000	52,100	26,500	26,050		
8	13		397,000 to less than 480,000	61,000	59,900	30,500	29,950		
	14		480,000 to less than 570,000	69,000	67,800	34,500	33,900		
	15		570,000 or more	78,000	76,600	39,000	38,300		

·There are restrictions on sibling discount for your second child if you fall into the tax level of 5-2 to 9 by the city, and for your third child if you fall into the tax level of 5-2 to 15, but these restrictions are waiver based on the support program for families with more than 2 children by Tsukuba City and Ibaraki Prefecture. Please note that the program is subject to change due to the budget.

I Questions about admission

Q&A

Q1 Are children accepted on a first-come-first-served basis?

A1 No, it is not first-come-first-served basis. We adopt a point system where parents/guardians with higher points are offered a place. Please refer to 'Application Process' on page 6. If other parents with the same points have applied for the same daycare center, priority may be given to parents who have waited longer within the fiscal year.

Q2 How many daycare centers can I apply for?

A2 You can apply for up to 3 daycare centers, but you may apply for fewer than 3.

Q3 Can I apply for a daycare center even if it has no availability?

A3 Yes, you can. Even if there is no availability at your preferred daycare center, there may be cases where it becomes available because some children leave or go to other daycare centers. The latest availability will be updated on the Tsukuba city official website around the 25th of the 2 months prior to the month in which you would like your child to start a daycare, though you can apply before the update. You can also change preferred daycare centers before the deadline of each month.

Q4 How can I arrange a prior visit to daycare centers?

A4 Please inquire at the daycare center directly that you would like to visit.

Q5 Do I have to provide a Certificate of Employment each time I apply for a daycare center?

A5 You can use the same certificate as long as it is within 3 months old.
Once submitted, documents cannot be returned or copied. Please keep this for your records.

Q6 I am currently unemployed but seeking employment soon. Can I apply for daycare center?

A6 Yes, you can. However, you must find a job within 3 months after your child starts a daycare and provide a Certificate of Employment. Your child will have to leave the daycare if you are not able to provide the certificate.

Q7 Can I apply for both daycare center and kindergarten places?

A7 Yes, you can. For a daycare center, please apply to the Childcare Institutions Management Division, and for a kindergarten, apply directly to the facility of your choice.

Q8 I reside outside Japan. In March 2027, we are planning to move to Tsukuba City and would like to send my child to a daycare center starting in April. What procedures do I need to complete?

A8 Please apply online by the application deadline of Tsukuba City. If required documents such as certificate of employment and tax certificates are written in a foreign language, you will have to have them translated into Japanese.

Q9 My child has changed daycare centers. Does my child need to start from an adaptation period at the new daycare center, even though this is not his/her first time going to a daycare center? And if it is required, how long does this period last?

A9 Yes, because a lot of children find it difficult to get used to a new environment, all children including those who went to a different daycare, also must go through an adaptation period. This usually lasts 5 days but can be extended. This means that your child will have to leave the daycare center earlier at the beginning. Please contact childcare facilities for information about their hours and days.

Q10 Is their priority admission for children with disabilities?

A10 No. Please note that after you have received an offer letter from a daycare center based on the application screening process, there are cases where the offer is canceled, if the daycare center considers your child is not suited for group childcare based on the interview and/or health check results. Also, depending on the degree of illness or disability, there are cases where you may be asked to provide a medical certificate stating that your child is capable of group childcare, or you may be asked to wait until the daycare center is ready to accept your child safely. We recommend that you visit your preferred daycare center in advance.

Q11 If I decline an offer from a daycare center, would it be a disadvantage for my future application?

A11 You will not lose any points by declining an offer. However, if other parents, who have the same points and conditions as you, apply for the same daycare center in the future, they may be given priority based on the number of months being waitlisted. Due to declining, we have problems where there are delays in the screening process or persons who have got a place are not able to get a place in time. Please visit your preferred daycare centers in advance and apply for ones where you definitely would like your child to go. If you decide to decline an offer, please inform both the Childcare Institutions Management Division and the daycare center as soon as possible.

Q12 I am currently on parental leave and applied to a daycare center for my two children. My 3-year-old was offered a place, but my younger child who is under 1-year-old was not. Is it possible for me to delay going back to work?

A12 No, you cannot delay going back to work. If you do not go back to work in the month your elder child starts the daycare center, the offer will be canceled, or your child has to leave the daycare center. Please consider applying for an unlicensed daycare center for your younger child.

Q13 I am on parental leave at the moment and have received an offer letter from a daycare center. Is there anything that I should be aware of when I return to work?

A13 'Return to work' means that you go back to your workplace which approved your parental leave. If any of the following conditions apply to you, the offer from a daycare center will be canceled or your child will have to leave the daycare center.

1.You have resigned from your workplace. (Excluding a case where you are starting a new job by the end of the month in which your child starts daycare center.)

2.You do not return to your workplace by the 1st day of the month following the month in which your child starts daycare.

3.Your working hours will become shorter than before. (Excluding the use of shorter working hours for childcare.) The same rule applies in case of job change.

4.You have a contract with a dispatch company, but they do not offer any job opportunities.

5.Your child will also have to leave his/her daycare center if you do not return to your workplace by the 1st day of the month after your child starts daycare center due to being on paid holiday, your child being ill or other reason.

Q14 My child will be absent for more than two months. Will they be withdrawn from day care?

A14 Your child does not have to leave the daycare center as long as he/she comes once during two consecutive months. However, if your child does not come to the daycare center for two consecutive months, that would make us assume that you no longer need childcare services and there may be cases where your child will have to leave the daycare center. Please note that childcare fees will not be reduced even if your child misses a day or day.

Q15 I do not live with my spouse because we are going to divorce. Do I still need to provide proof of being unable to look after my child during the day for my spouse?

A15 If you started divorce negotiation, you are required to submit documents indicated in page 12.
If you are not able to submit them, you are required to provide proof for your spouse.

Q16 I live with my parents (the child's grandparents). Do I need to provide any additional documents?

A16 If the child's grandparents are under 65 as of April 1, 2027, they will also need to provide proof of being unable to look after your child during the day (see page 10). Without the document, you will lose 5 points.

Q17 May I apply for daycare center both in Tsukuba and another municipality?

A17 Yes. However, some municipalities may not allow this, so please ask the municipal office you are

applying for. If you are offered a place from both municipalities, please decline one of the offers.

Q18 I am planning to move out of Tsukuba. Can my child continue to attend daycare?

A18 If the following ① and ② are met, continued your enrollment is possible until the end of the fiscal year.

① Be able to receive certification for education and childcare benefits in the destination municipality.

② The child must meet the requirements set by Tsukuba City for reasons requiring childcare. (See page 3)

※ If you wish your child to continue attending daycare in the following fiscal year, you must apply for enrollment for April of the following fiscal year, as applications will be subject to a selection process. (Please also refer to page 15,16)

2 Questions about Eligibility Approval

Q19 I have a Category 2 approval (an approval given to working parents). Can I get a Category 1 approval, send my child to a kindergarten, and use of after-school care services?

A19 Yes, you can. If you wish to use after-hour childcare services at a kindergarten, please inquire at the kindergarten directly. If you wish to apply for the tuition-free subsidy, You need to submit a form, '子育てのための施設等利用給付認定申請（法第 30 条の４第２号・第３号）*Kosodateno Tameno Shisetsuto Riyo Kyufu Nintei Shinsei*' online, in advance. Please note that after-school care services at public kindergartens are only provided during long holidays such as summer holidays.

Q20 May I have an Eligibility Approval to Use an Educational or Childcare Facility, even if I do not apply for a daycare center? In this case, what do I need to do?

A20 Yes, you may. If you only need an Approval, please submit the following documents.

Required documents (Please also refer to page 10):

1 Application Form for Eligibility Approval to Use an Educational or Childcare Facility

2 Proof of being unable to look after your child during the day

Q21 What should I do if my Written Eligibility Approval (*Shikyu Ninteisho*) has expired?

A21 In principle, if you wish to extend the validity of the approval, you must submit the following documents in person or via post to the Childcare Institutions Management Division one month before the validity expires. You may submit online if you have an electronical device compatible with My Number card. The form is available at Tsukuba city official website.

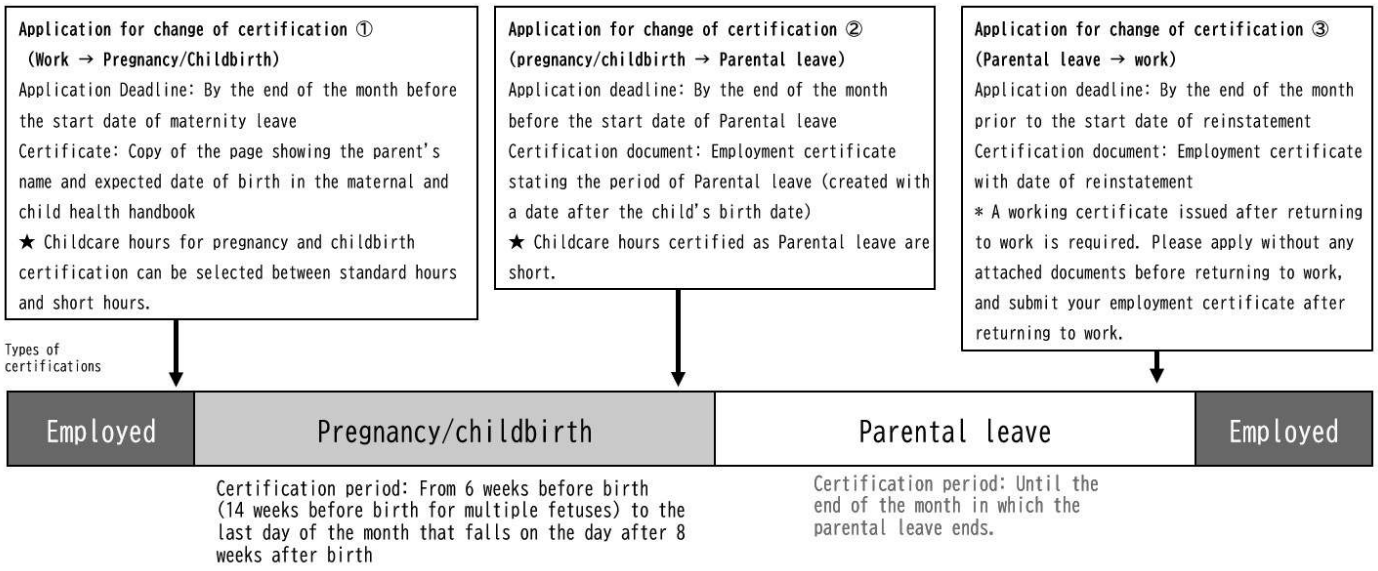
1. Change request for Eligibility Approval to Use an Educational or Childcare Facility

2. Proof of being unable to look after your child during the day

Please note that your child must leave his/her daycare center if you do not complete this procedure.

Q22 I am working and sending my older child to a daycare. When my younger child was born, I decided to take mataenity leave as well as parental leave. What procedures do I need to take if I want to continue sending my older child to daycare?

A22 You need to change the certification according to the flow shown below. Please refer to page 23 for the application method. Please also refer to page 19,20 regarding certification of Parental leave.



3 Questions about Childcare Fees

Q23 What happens if I childcare fees are overdue?

A23 If you fail to pay your childcare fees on time, a written reminder will be sent to you. If you do not respond to the demand for payment, you will be subject to collection measures, such as automatic deduction from your child Allowance or seizure of your assets. We will conduct an inquiry into your salary with your employer. Please contact the Childcare Institutions Management Division if you would like to consult regarding your payment schedule.

(For example, we can arrange installment payments or deduct the fees from your child allowance.)

Q24 I forgot to pay the childcare fee, and my fee payment slip has expired. How can I make payment?

A24 Even if your fee payment slip has expired, you can still use it at a financial institution or Childcare Institutions Management Division, so please make the payment as soon as possible. If you wish to make payment at a convenience store, please contact the Childcare Institutions Management Division.

Q25 What should I do if the balance in my account is insufficient to pay a childcare fee?

A25 If a childcare fee cannot be deducted from your bank account, a payment slip will be sent to you. Please pay the fee using the payment slip as soon as possible. As long as it is within the deadline, you can use the

payment slip at a convenience store or bank.

Q26 Does it matter if the name written in the application form and the name of account holder are not the same?

A26 As long as it is the name of the child's parent/guardian, it does not matter.

Q27 Are their fees that I need to pay other than childcare fees?

A 27 Please inquire at the facility directly because it depends on each facility.