
Daycare Center Admissions Guide

From April 2024 to March 2025

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つくば市イメージキャラクター フックン船長

Contact Information



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Contents

- Daycare Centers: *What is Hoikusho?*
- Eligibility Approval (*Nintei*)
- Application Process
- For Tsukuba residents applying for a daycare center place outside the city and non-Tsukuba residents applying for a daycare center place in the city.....
- Points to Note
- Required Procedures after an Application and Admission
- Childcare Fees
- Q&A (Frequently Asked Questions)
- List of Daycare Centers.

Daycare Centers: “What are *hoiku-sho*?”

Daycare centers (*hoikusho*) are places which provide childcare 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 temporarily childcare.

Ninka Hoikusho (authorized daycare centers) are operated in accordance with the Child Welfare Law in regards 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 that of *Ninka Hoikusho*) for children aged between 0 and 2. 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 FY2024 (Classes are determined by the age of children as of April 1, 2024.)

Classes by age	Date of birth	Childcare services can be offered until school starts*
Age 0	April 2, 2023 -	Until March 31, 2030
Age 1	April 2, 2022 – April 1, 2023	Until March 31, 2029
Age 2	April 2, 2021 – April 1, 2022	Until March 31, 2028
Age 3	April 2, 2020 – April 1, 2021	Until March 31, 2027
Age 4	April 2, 2019 – April 1, 2020	Until March 31, 2026
Age 5	April 2, 2018 – April 1, 2019	Until March 31, 2025

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








Precautions for FY 2024 Application

1. Application will only be accepted online and will NOT be accepted over the counter or by post. Note: However, if you have any difficulties with online application, please 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 6 for details of which documents you will need to provide.
4. If you wish to apply for a daycare center place 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 9 for details.
5. Application period for April admission
First round: From Wednesday, November 1, 2023 to Monday, November 20, 2023 (by 4:30 pm)
Second round: From Tuesday, November 21, 2023 to Tuesday, February 13, 2024 (by 4:30 pm)
Online application form: <https://www.city.tsukuba.lg.jp/kosodate/kosodate/hoikujo/index.html>
(only available in Japanese)

We will improve facilities of our public daycare centers to meet the new earthquake resistance standards.

To secure safe childcare environment, we are going to rebuild facilities or transfer the operation of our nine public daycare centers in Tsukuba City (Kami-zakai, Inaoka, Ue-no-muro, Kami-hirooka, Kami-yokoba, Takamihara, Shiroyama, Iwasaki and Oda daycare centers) which do not meet the new earthquake resistance standards because they were built before the standards had been applied. With safety as the top priority, we will start working on the daycare centers with lower earthquake resistance and aim to complete the improvement projects in FY2025.

How and when the improvement projects will be completed

Daycare centers	How	School year 2023	School year 2024	School year 2025	School year 2026
Kami-zakai	Transfer the operation of the daycare center to a private daycare center		The operation starts at a private daycare center in FY2024.		
Inaoka	Transfer the operation of the daycare center to a private daycare center			The operation starts at a private daycare center in 2025.	
Ue-no-muro	Transfer the operation of the two daycare centers to a private daycare center			The operation starts at a private daycare center in 2025.	
Kami-hirooka					
Kami-yokoba	Transfer the operation of the daycare center to a private daycare center				The operation starts at a private daycare center in 2026.
Takamihara	Transfer the operation of the two daycare centers to a private daycare center				The operation starts at a private daycare center in 2026.
Shiroyama					
Iwasaki	Rebuild the building of Iwasaki Daycare Center on the site of Iwasaki Kindergarten		The operation starts in the newly build public daycare center in 2024.		
Oda	Other public daycare centers carry on its mission.				The operation starts at another public daycare center in 2026.*

Children who started one-year-old to three-year-old classes at Oda Daycare Center in school year 2024 will be offered a place at public daycare center in the Northern part of Tsukuba City including Hojo and Oho Daycare Centers in 2026. Please note that your preferred daycare center may not be available.

Frequently asked questions

Q1: Why are the operations of public daycare centers transferred to private daycare centers?

A1: With safety as top priority and in response to growing population and diversified needs of childcare services, we are going to transfer the operation of our nine public daycare centers in Tsukuba City which do not meet the new earthquake resistance standards to private daycare centers so that the improvements can be made in a short span of time. We will choose private daycare centers which are operated by trusted social welfare corporations, school corporations and other organizations.

Q2: Will the nine daycare centers stop accepting new children?

A2: They will continue to accept new children until the school year when they start transferring their operation with the safety measures of buildings in place.

Q3: How will children change their daycare centers?

A3: Children going to one of the nine public daycare centers will change their daycare centers to a new daycare center when it is ready. Please note that you will need to complete the procedure to change daycare centers if you wish to change daycare centers before the transfer process starts..

Q4: I am concerned that changing daycare centers may be stressful for children.

A4: As soon as we know which private daycare center children will go to, we will hand over all the necessary information to the new daycare center, and also send the childcare workers at the public daycare center to the new private daycare center to provide childcare services together so that we can keep the stress minimum for children.

Q5: Are the current daycare center buildings which do not meet the new earthquake resistance standards dangerous for children?

A5: Structural faults were detected in daycare center buildings in the anti-earthquake assessment in 2017. Among these faults, we have already completed a type of repair that can be made easily and quickly for each building. We will also continue to work on safer childcare environment by checking the safety of the buildings on a daily basis and repairing if required.

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 kindergarten transitioned to new system which offers daycare services, **you are required to get an 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 place and eligibility approval are merged into one form, so you can complete applications at the same time.
- Whether or not your child is offered a place at a daycare center, all the applicants will receive a written Eligibility Approval called *Shikyu Ninteisho*. Please keep it at home.

2 Details of Eligibility Approval

An 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 a facility.

Category	Types of Childcare Facility	Eligible Age
1	Facility which provides early childhood education	Kindergarten age (3 years old or above)
2	Facility which provides daycare center services	Children aged 3 to 5 (From one day before turning 3 to one day before starting school)
3		Children aged 0 to 3 (Until 2 days before turning 3)

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

- Standard childcare hours: 11 hours maximum (Calculated based on full-time working hours)
- Short-time childcare hours: 8 hours maximum (Calculated based on part-time working hours)

3. Reason for requiring childcare

Reasons	Approval Period	Required Childcare Hours
Work	Until your child starts school	- If your working or credit hours are 120 or more hours/month, you are eligible for <u>standard childcare hours</u> . - If your working or credit hours are less than 120 hours/month, you are eligible for <u>short-time childcare hours</u> . (Childcare hours are determined based on either one of the parents' working hours or credit hours, whichever shorter.)
Study	Until you graduate	
Caring for someone who is ill, disabled or has other condition	Until the day specified in a medical certificate issued by a hospital or other relevant documents	Standard childcare hours or Short-time childcare hours
Being ill or disabled		
Pregnancy or childbirth*	From 6 weeks prior to the due date (10 weeks for pregnancy with twins or more) to the end of the month in which the 8th week from the delivery falls	Standard childcare hours or Short-time childcare hours
Disaster recovery	Until deemed necessary	
Parental leave	Until the end of a parental leave (This reason is approved if you take your parental leave after your child have started a daycare center.)	Short-time childcare hours
Seeking a job	Up to 3 months from the day you start job hunting or your child starts a daycare center	
Other	Please inquire at the Childcare Institutions Management Division.	

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-time childcare hours.

***For pregnancy or childbirth, an approval period is limited.** Please see *1 of page 6 for details.

Application Process

1 From application to admission for FY2024

1	Apply for the approval and daycare center places
<ul style="list-style-type: none"> Apply for daycare center places where your child can definitely go to once offered a place. We recommend that you visit your preferred daycare centers in advance though you can apply without visits. Please refer to page 5 for the application period. 	



2	Screening
<ul style="list-style-type: none"> We will assess applications based on points and availabilities. Screening is not first-come-first-served basis. 	



3	Screening results will be sent by post around the 17th of each month.
<ul style="list-style-type: none"> We will send screening results by post. If none of your 3 preferred facilities have offered a place, you will receive availability information at facilities other than those 3 under the condition that you requested the information at the time of application. If you wish to send your child to one of available facilities, you need to apply online for a place accordingly by the deadline. Please note that this information will be provided after the first-time assessment only, and it does not mean that you will definitely be offered a place. <u>In principle, we cannot inform screening result over the phone.</u> 	

4-1 If the result is 'Provisional Admission (*Nyusho Naitei* 入所内定)

- If your child is offered a place at a daycare center, you will receive a letter of 'Provisional Admission'. Your child will have an interview and health check at the daycare center by the end of a month before he/she starts the daycare center.
 - Based on the report from the daycare center about the interview, you will receive a letter of admission confirmation and confirmation of childcare fees.
- N.B. If accepted for a certain period of time under a specific reason such as job-hunting, pregnancy, or childbirth, your child will have to leave the daycare center when this period ends.

4-2. If the result is 'Admission On Hold (*Nyusho Horyu* 入所保留)

- If your child is not offered a place, you will receive a letter of 'Admission On Hold (*nyusho horyu* 入所保留)'. This letter will be sent after the first-time assessment only.
 - If you wish to receive the letter and the list of available facilities for the next-time assessment onwards, please contact the Childcare Facility Management Division.
 - Your application will be valid and assessed every month until March, 2025.
- N.B. While your status is 'Admission on Hold', your application will be assessed based on your first application details. If there are any changes to the details such as leaving your job, changing jobs, taking time off from work or being pregnant, please notify us of the change immediately.
- If you wish to cancel your application, please submit a cancellation request form to the Childcare Institutions Management Division by the deadline.

For the details of screening process, please refer to 'Admission Criteria for Daycare Centers in Tsukuba City' on the official website of Tsukuba City.

- All applicants are provided with standard points. Extra points may be added to or deducted from your standard points depending on your application reasons and other conditions.
- Children whose parents have higher points will be prioritized.
- If the number of your total points is the same as another applicant's, a priority list will be referred to in order to decide which child should be offered a place.
- If the result of #3 is the same for you and another applicant, your facility preference ranking will be taken into consideration.
- If all the above conditions are the same as another applicant, it will be decided by lot.

2 Application Period

1) Application for admission in April:

	Application period	When to send the screening result
First round application	From Wednesday November 1 to Monday, November 20, 2023 (Closed at 4:30 p.m.)	Around February 7, 2024 (The exact date will be updated on the official website of Tsukuba City.)
Second round application	From Tuesday, November 21, 2023 to Tuesday, February 13, 2024 (Closed at 4:30 p.m.)	Around March 7, 2024 (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. 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, 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 (around late February), if you requested the notification (for April admission only).

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

Admission month	Application period	Admission month	Application period
May	Wed. March 6 – Fri. April 5, 2024	November	Fri. September 6 – Mon. October 7, 2024
June	Sat. April 6 – Tue. May 7, 2024	December	Tue. October 8 – Tue. November 5, 2024
July	Wed. May 8 – Wed. June 5, 2024	January	Wed. November 6 – Thu. December 5, 2024
August	Thu. June 6 – Fri. July 5, 2024	February	Wed. November 6, 2024 – Mon. January 6, 2025
September	Sat. July 6 – Mon. August 5, 2024	March	Wed. November 6, 2024 – Wed. February 5, 2025
October	Tue. August 6 – Thu. September 5, 2024		

- Availability will be updated on the Tsukuba City's official website around the 29th of the previous 2 months of the desired month of admission.

Points to note for children starting a daycare center in April

- 1) If your child is provisionally accepted at a public daycare center, you will receive an offer letter along with 'Pre-admission Health Check Form (入所前乳幼児身体検査票 *Nyusho Mae Nyuyoji Shintai Kensahyo*)'. Please fill in 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 suitable, 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.
- 2) 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.** Please ask the starting date of a daycare center directly as it varies depending on each facility.
- 3) If you are returning or starting to work sometime during May, you must apply for May admission. Even if you are returning or starting to work on May 1, your child is not allowed to start a gradual transition period before May 1. This applies to admission in June and onwards.
- 4) If you miss the deadline of the second-round application, your child cannot start in April.
- 5) If you are expecting a baby by March 4, 2024, who will be registered as a resident of Tsukuba City, you can apply for a daycare center place before your baby is born. However, please note that if your baby is born on March 5, 2024 or after, April admission will be cancelled and you need to apply for May admission separately.
- 6) If your application reason is '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 request to change your Eligibility Approval to 'Use an Educational or Childcare Facility' (see page 12). If your application reason is parental leave, you need to return to your work in April and submit a Certificate of Employment (which clearly indicates the date of returning to work and issued after this date) within one month. (You can submit online.) 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 request to change your Eligibility Approval to 'Use an Educational or Childcare Facility'.

- 7) If you have decided to cancel your application, please submit a cancelation form. Otherwise, your application will be continued to be assessed until the end of the fiscal year.

3 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 anyone aged 18 or more to less than 65 living with your child, except students.
 - The proof must be less than 3 months old.**
 - For documents marked with '●', use a designated form (available on the Tsukuba City's official website).

The minimum working or credit hours is 60 hours or more per month if your application reason is between ① and ⑥.

Application reasons	Required Documents	Notes
① Work	●Certificate of Employment (就労証明書 <i>shuro shomeisho</i>)	If you are about to change jobs, you will need certificates from your previous and future employers.
② Parental leave	●Certificate of Employment (就労証明書 <i>shuro shomeisho</i>)	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 <i>shuro shomeisho</i>)	Within one month of your child starting daycare center, you will need to provide another certificate (Date of issue must be after your employment date).
④ Self-employed	① ●Certificate of Employment (就労証明書 <i>shuro shomeisho</i>)	You will need to provide both ① and ②.
⑤ Engaged in farming	② Copy of Starting Business Notification Form (開業届 <i>kaigyō-todoke</i>) or Copy of both page 1 and 2 of Tax Return (確定申告 <i>kakutei-shinkoku</i>)	You will need to provide both ① and ②.
⑥ Student (A school must be run by the national or municipal government, or school corporation.)	Certificate of Enrollment issued by university/school (在学証明書 <i>zaigaku shomeisho</i>) and ●Curriculum N.B. Certificate must contain your academic year; Home schooling (including correspondence college) is not approved as an application reason; Schools must be run by national/municipal government or school cooperation.	Credit hours (hours spent at university/school) must be at least 60 hours per month.
⑦ Caring for a family member who is ill or disabled*2	① ●Medical Certificate (Nursing Care) (診断書 介護 <i>shindansho kaigo</i>) OR a copy of Nursing Insurance Certificate (介護保険被保険者証 <i>kaigo hoken hihokenshōsho</i>) ② ●Report on Nursing Care (看護等状況申告書 <i>Kangotojokyo shinkokusho</i>)	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.
⑧ Being sick or disabled *2	●Medical Certificate (of yourself) (診断書 本人 <i>shindansho honnin</i>) OR a copy of a certificate including Physical Disability Certificate (身体障害者手帳 <i>shintai shogaisha techo</i>), Rehabilitation Certificate (療育手帳 <i>ryoiku techo</i>), Mental Disability Certificate (精神障害者手帳 <i>seishin shogaisha techo</i>) and Disability Pension Certificate (障害年金証書 <i>shogai nenkin shōsho</i>)	
⑨ Childbirth *1	A copy of your Mother and Child Health Handbook (母子健康手帳 <i>boshi kenko techo</i>) (Page showing parents' names and expected due date)	
⑩ Disaster recovery *2	Disaster Damage Certificate (罹災証明書 <i>Risai shomeisho</i>)	Certificate showing the extent of damage caused by a natural disaster.
⑪ Risk of abuse or domestic violence	Please consult with Child Institutions Management Division	
⑫ 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 <i>kyushoku katsudoni kansuru moshitatesho</i>) 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 #⑨, your child will start daycare center from 6 weeks (10 weeks for twins or more) prior to the due date to eight weeks after the birth (more precisely, until the end of the month in which eight weeks and one day after giving birth fall). This is called **Limited-Term Admission 期間入所**. If you wish your child to stay in the same daycare center after this period, you need to apply again.

Example: If your baby is due on Monday, August 19, 2024, the approval period is from Monday, July 8 which is 6 weeks before the due date to Tuesday, October 31, 2024 which is the last day of the month in which the next day of 8 full weeks after childbirth (Monday, 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 #⑦, ⑧ or ⑩, 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**.

*3: If your due date is getting close while being waitlisted under a reason other than #⑨, your application reason will become #⑨ which means your child will have to leave the daycare center by the last day of the month in which 8 weeks and one day

fall after giving birth. If you wish your child to stay in the same daycare center, because you are planning to return to work without taking a parental leave, please contact the Childcare Institutions Management Division.

2) Specific documents #① required if you are transferred away from your family on a job assignment, a single parent, foreign national and/or if you wish to change your application status:

Your circumstances	Required Documents
You are transferred outside Ibaraki Prefecture without your family on a job assignment.	A proof of residence such as utility bill or a copy of lease contract which shows that you reside outside the Prefecture. (The document must contain your address and name.)
You live separately from your spouse and are negotiating divorce settlement, though not divorced yet.	One of the following documents: Transcript of the content-certified mail regarding cooperative divorce, subpoena for mediation date, Certificate of Divorce Pendency at Family Court, certificate of mediation failure, etc. (Without the documents, points for single-parents will not be provided.)
You, your spouse and/or your child is foreign national.	<ul style="list-style-type: none"> • If you have a valid residence card: A copy of all family members' Residence Cards or Residence Certificates (<i>juminhyo</i> 住民票) • If you do NOT have a valid residence card: <ul style="list-style-type: none"> - A copy of all family members' Special Permanent Resident Certificate (<i>tokubetsu eijusha shomeisho</i> 特別永住者証明書), or their Residence Certificate (<i>juminhyo</i> 住民票) - A copy of Permission to engage in an activity other than those permitted by the status of residence previously granted (<i>shikaku gai katsudo kyoka sho</i> 資格外活動許可証) (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.)
You chose to defer your child's admission but now wish to send your child to daycare center. (The deducted 20 points will be added.)	Application form called <i>Nyusho horyu kibo kaijo shinsei sho</i> (入所保留希望解除申請書)

3) Specific documents #② required if you are not registered as a resident of Tsukuba City at the time of application including a case where you are transferred away from your family on a job assignment:

Childcare fees are determined based on your state of municipal taxation. If either of the conditions described 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 13 (see page 15).

Persons applying for admission between April and August 2024 and were not registered as a resident of Tsukuba City as of January 1, 2023	Tax/Tax Exemption Certificate (<i>kazei shomeisho/hikazei shomeisho</i>) of FY2023 issued at the municipal office of your residence as of January 1, 2023
Persons applying for admission after September 2024 and are not registered as a resident of Tsukuba City as of January 1, 2024	Tax/Tax Exemption Certificate (<i>kazei shomeisho/hikazei shomeisho</i>) of FY2024 issued at the municipal office of your residence as of January 1, 2024

N.B. If you cannot submit the above-mentioned tax certificate because you were living outside Japan or other reasons, please contact the Childcare Institutions Management Division.

4) Specific documents #③ required if you are eligible for fee reduction:

If you meet the following criteria, you may be eligible for childcare fee discount. If you cannot submit the required document at the time of application, please submit it at a later date before your child starts daycare center. Depending on your taxation status, you may not be approved of the discount. Please inquire at the Childcare Institutions Management Division for details.

1. If you have another child or children aged under 18 living in a separate household who you support financially, you may be eligible for Reduction for Family with Many Children.	A copy of Residence Certificate (<i>juminhyo</i>) of the child living in the separate household
2. If you receive Child Rearing Allowance or Benefit for Single-mother Household from Tsukuba City, you may be eligible for Reduction for Family in Need.	A copy of a recipient certificate (<i>jukyushasho</i>)
3. 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 Child Rearing Allowance or Basic Disability Pension
4. If you are a single-parent with no marriage record, you may be eligible for Reduction for a Deemed Widow(er).	A copy of a mother or father's Family Register (A Family register is issued for Japanese nationals only.)
5. If you are negotiating a divorce, you may be eligible for Deduction for Single Parent provided that you are living in separate households and can prove it by your Certificate of Residence (<i>jumin-hyo</i>).	<p>A transcript of the content-certified mail on demand for divorce by agreement, the subpoena for mediation date, the Certificate of Divorce Pendency at Family Court, a certificate of mediation failure, etc.</p> <p>N.B. You will become eligible for the reduction in the month following the month in which you have provided the document or separated from your spouse, whichever comes later.</p>
6. If you are receiving Livelihood Protection (<i>seikatsu hogo</i>), you may be eligible	A copy of recipient certificate (<i>jukyushasho</i>)

4 How to apply

Application will only be accepted online and will NOT be accepted over the counter or by post. If you have any difficulties with online application, for example you cannot read Japanese or there is something wrong with your computer, contact the Childcare Institutions Management Division.

- 1) **If you have your My Number card, computer, and IC card reader compatible with My Number card:**
Access the official online application and notification services of Ibaraki Prefecture called *Ibaraki Denshi Shinsei Todokede Service Tsukuba City* (いばらき電子申請・届出サービス(つくば市)), fill in the application form after registering yourself as a user, and complete the application by verifying your identity using an IC card reader.
- 2) **If you have your My Number card and smartphone compatible with My Number card:**
Access the official online application and notification services of Ibaraki Prefecture called *Ibaraki Denshi Shinsei Todokede Service Tsukuba City* (いばらき電子申請・届出サービス(つくば市)), fill in the application form, and complete the application by verifying your identity using your smartphone compatible with My Number cards.
- 3) **If neither 1) nor 2) applies to you (Either you do not have a My Number card or you have the card but do not have a device compatible with My Number card):**
Step 1: Access the official online application and notification services of Ibaraki Prefecture called *Ibaraki Denshi Shinsei Todokede Service Tsukuba City* (いばらき電子申請・届出サービス(つくば市)), and complete the application form after registering yourself as a user.
Step 2: Download and print out a My Number Form (マイナンバー記入用紙) from the official website of Tsukuba City, fill it in, attach documents from List 1 and List 2 below to the form and send it to the Childcare Institutions Management Division by post.

List 1: A copy of one of the following documents verifying your My Number

- ① Back of your My Number card ② My Number Notification Card ③ Certificate of Residence showing your My Number
(Please note that a notification letter of your My Number is not valid.)

List 2: Identification Document

<p>A copy of one of the documents listed below:</p> <ol style="list-style-type: none"> 1. Front of My Number card 2. Driver's license or certificate of driving history 3. Basic Residents' Registration card with a photo 4. Passport 5. Physical Disability Certificate, Certification of the Psychiatric Disorder, or Rehabilitation Certificate 6. Residence Card or Special Permanent Resident Certificate 7. Certificate of qualification with photo issued by the national or local government 	<p>If you cannot provide a document on the left, please provide a combination of two documents below:</p> <ol style="list-style-type: none"> 8. Health Insurance card 9. Certificate of child allowance or certificate of child-rearing allowance 10. Pension handbook 11. Student ID (with photo) 12. Identification document issued by the national or local government (with photo)
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- Please note that incomplete attachments, such as unclear images and password-locked files, will be treated as incomplete application and your points may be deducted.
- Please also note that all required documents are valid for 3 months. Documents that are issued more than 3 months prior to the application date will be considered invalid and your points may be deducted.



[Online application for daycare center admission]

- ◀ Please scan the code and see details. (Only available in Japan)

For Tsukuba residents applying for a daycare center place outside the city and non-Tsukuba residents applying for a daycare center place in the city

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 #3 of page 6.
- 3) **Important points to note**
 - **Your child must be registered as a resident of Tsukuba City by the last day of the month prior to the month of admission. Please inform the Division after you register your child.**
 - If you do not register your child by the said date, you will lose the daycare center place.
 - If you are offered a place, you will receive a document called Provisional Admission (*nyusho-naitei* 入所内定). If you are not offered a place, you will receive a document called Admission On-hold (*nyusho-horyu* 入所保留).
 - If your child was in a daycare center before you move to Tsukuba City or if you are going to apply for daycare center places both in and outside the city, you may need to complete separate procedures. Please inquire at 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 go to a daycare center in Tsukuba City from an area outside 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. A document called *koiki nyusho kakunin sheet* 広域入所確認シート (Downloadable from the Tsukuba City's official website.)
- 3) **Important points to note**
 - **Your child will be allowed to stay in a daycare center until the end of March maximum.** 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, nursery or kindergarten teacher, or nurse working in an 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 place due to work or study, you will need to meet Tsukuba City's requirement of at least 60 working or credit hours per month.

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

- 1) **Where to apply:** Division responsible for childcare institutions management of the municipality
- 2) **Required documents:** Please check with the municipality you are going to move to.
- 3) **Important points to note:** We do not accept applications at Tsukuba City Hall. Please tell the municipality which you are moving to that we do not accept applications in Tsukuba.

4 If you are applying for daycare center places outside Tsukuba City without moving out the city

- 1) **Where to apply:** At 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 that you wish to apply is located.
- 3) **Important points to note**
 - **Your child will be allowed to stay in a daycare center until the end of March maximum.** 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.**
 - 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

1 Points to note regarding admission in general

- 1) **Please note that you will need to apply separately for 2023 and 2024 daycare center places.**
- 2) If you wish to turn down the place you were offered, submit a Cancellation Form for Daycare Center Application (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 horyuu tsuuchi*) if you turn down an offer.
- 3) You can change your preferred daycare centers online as long as it is within the deadline.
- 4) Even if your child is provisionally offered a place at a daycare center, 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. These documents will be accepted by the city and may be shared with the daycare center where your child is offered a place.
- 5) **If your application reason is childbirth and your child is approved 'Limited-term Admission 期間入所', you cannot extend the term by changing the application reason to parental leave.**
- 6) **If you are on parental leave for your younger child, you cannot apply for a daycare center place for your older child without going back to work.**
- 7) **The starting day of a daycare center is normally the first day of a month.** (If you are on a parental leave, your child will start daycare center on the first day of the month in which you start working.)
- 8) If you wish to cancel your application, submit **Cancellation Form for Daycare Center Application (保育施設入所申込取下げ届 *hoiku shisetsu nyusho moshikomi torisage todoke*)** downloadable on the official website of Tsukuba City. Without the form, you will be automatically wait-listed. (available online)
- 9) 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.
- 10) If there are changes in application reasons or in family conditions after you submitted application form, please submit extra documents required for the change or contact us at the Childcare Institutions Management Division.
- 11) If you have moved out of Tsukuba City, your child will have to leave his/her daycare center at the end of the month you moved out. If you wish your child to stay after moving out, you will need to complete procedures for it (See #2 of page 9).
- 12) **When you return to your workplace, your child will have to leave his/her daycare center if either one of #① - #④ below applies to you:**
 - ① **You have resigned from your work place. (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 are not going to return to your workplace by the end of the month in which your child starts daycare center.**
 - ③ **Your working days or hours will become shorter than before. (Excluding a case of shorter working hours for childcare.) This rule applies to your new workplace.**
 - ④ **You have a contract with a dispatch company but they do not have a workplace for you.****N.B. Your child will also have to leave his/her daycare center if you do not return to your workplace by the end of the month in which your child starts daycare center due to being on paid holiday, your child being ill or other reason.**
- 13) If you are a nurse working at a licensed daycare center in the city, points will be added. Please indicate the condition in the notes section of the Certificate of Employment.

2 Gradual Transition 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 'gradual transition period (short-time childcare)' so that they can gradually get used to being separated from their parents. Children who start daycare center for the first time or move to a different daycare center will normally have first 5 weekdays as a gradual transition period. If your child's daycare center has this period, you should be aware that your child cannot stay for long hours in the beginning. Please note that a gradual transition period cannot be started before 1st of the month you have offered on.

3 Children who may have special needs

- Children who may need verbal or physical support including children with slow development regardless of he/she has a medical certificate or rehabilitation certificate, and children with illness or disability are considered as children who may have special needs. Children who use a hearing aid or glasses are also considered as children who may have special needs.
- Even if your child does not find it inconvenient at all at home, he/she might need special attention in a group environment at a daycare center. Please note that there may be cases where children who may have special needs have to wait to start a daycare center, if the daycare center requires some more time to accept them safely.
- We recommend that you visit daycare centers which you wish to apply for in advance.
- Please consult with 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 because there will be additional requirements and documents. Please refer to the official website of Tsukuba City for details.

Scan the QR code to see the details of how children requiring medical care are accepted at public daycare centers. (Only available in Japanese)



4 If you are going to give birth after your older child starts daycare center, and take a 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 child can stay in the daycare center for a specific period of time. If you wish your child to stay in the facility after this period, you need to return to work.
- **If you are going to take a parental leave for your younger child while your older child is in a class for ages from 0 to 2:** Your older child can stay in his/her daycare center until the end of March of the year in which your younger child turns 1 year old. If you wish your older child to stay in his/her daycare center after this period, you must return to work.
- **If you are going to take a parental leave for your younger child while your older child is in a class for ages from 3 to 5:** Your older child can stay in his/her daycare center until he/she starts school, provided that you return to work. (Your child will have to leave if you are going to resign.)

Please see the table below for how long your older child can stay in his/her daycare center:

Your younger child's date of birth:	From April 2, 2023 to April 1, 2024	
Your older child's date of birth (Class for FY2024):	From April 2, 2018 to April 1, 2021 (class for ages 3 to 5)	After April 2, 2021 (classes for ages 0 to 2)
Your older child can stay under the reason of parental leave until:	Your older child starts school	March 31, 2025

Important points to note:

1. **You cannot change your child's daycare centers during your maternity and parental leave.**
2. When you take your parental leave, you must submit a Certificate of Employment (就労証明書) 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 to change your 'Eligibility Approval'.
3. **If your child is offered a place at a daycare center before and after your childbirth for a limited period of time, you cannot extend the period by taking parental leave or starting job hunting**
4. If you do not return to work at the end of your maternity leave and have decided to leave the

company, your child must leave the daycare center regardless of the above-mentioned period. (This does not apply to you if you leave your current job to work for another workplace.)

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) You are going to change your address (e.g., you are going to move out or within Tsukuba City, leave Japan for more than one month, return to your home country, and change your phone number). If you are moving out of the city, return the written Eligibility Approval before moving out.
- 2) You have become able to take care of your child at home (e.g., you have quitted your job, recovered completely from illness, and taken a parental leave). Please note that there may be cases where you are asked to return your written Eligibility Approval to the Childcare Institutions Management Division, Tsukuba City Hall.
- 3) Your household condition has been changed (e.g., birth, death, divorce, remarriage, and other cases - such as you have separated from your spouse, moved away from family for work, and started to receive 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., you wish to take your child out from the daycare center before your approval period ends, and you wish to extend your approval period.)

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 **Taisho Todoke** 退所届 (downloadable from the Tsukuba City's official website) to the Childcare Institutions Management Division before your child's last day at his/her daycare center.

Procedures for Changing Daycare Centers

If you wish to change your child's daycare centers, you are required to complete the same procedures as applying for daycare center places for the first time. In general certificates such as a Certificate of Employment are effective for 3 months after they are issued. If the issue date is before 3months, it is invalid. You do not have to ask your workplace to issue another Certificate as long as it was issued less than 3 months ago. 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 gradual transition 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 (called *taisho todoke* 退所届) to inform that your child is going to leave the current daycare center.
- If you are on maternity leave or parental leave, you cannot change daycare centers. However, you may request to change daycare centers 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.

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.

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 all 3 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 the Tsukuba City's official website.

② Your **written Eligibility Approval (*shikyu ninteisho*)**

You will need to return your previous *shikyu ninteisho*, as it will be replaced with a new one. If you cannot find it, please inform the Childcare Institutions Management Division.

③ **Proof of being unable to look after your child during the day (see page 6)**

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.

Important points to note

- 1) Where to submit (accepted via post or in person): Childcare Institutions Management Division at the City Hall (Inform your child's daycare center of the change in advance.)
- 2) To change childcare hours, please inform your child's daycare center of the change in advance.

Childcare Fees

1 Payment of childcare fees

Childcare fees should be paid by direct debit as a general rule. Please submit a direct debit request form to your bank in person 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 QR 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 local-based 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.
- If your child starts in April, you will receive a letter about your childcare fees around mid-April. If your child starts in the middle of a fiscal year, you will receive the letter around end of the previous month. If any changes are made to your childcare fees after September, you will be informed of the change around the mid-August via post.



[Information on childcare fees]
(only available in Japanese)



[Information on direct debit]
(only available in Japanese)

2 Delinquency in payment

Please keep in mind that if you are late in payments, it is not fair on other parents/guardians who make payments without any delay, and parents/guardians who are on waiting lists.

Furthermore, late payments can interrupt stable operations of daycare centers. Please also note that failure to pay childcare fees can result in the seizure of assets, including property, savings, and wages.

3 How childcare fees are calculated

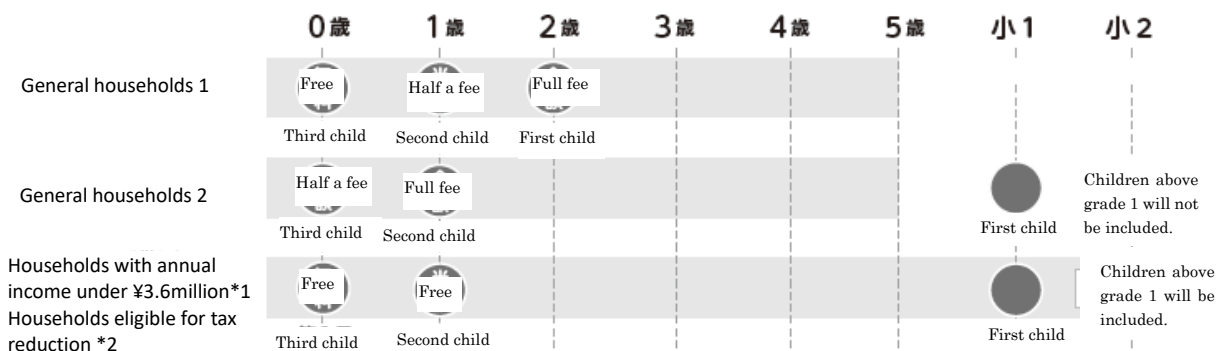
Childcare fees are calculated based on the total amount of both parents' income-based municipal tax. (If the child and his/her parents are dependent on their relative for tax and/or health insurance tax, or if their relative is the actual head of the household, the relative's municipal tax will be added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

	Fees from April to August	Fees from September to March
Calculation basis	Amount of income-based municipal tax for FY 2023 (calculated based on your income from January to December 2022)	Amount of income-based municipal tax for FY2024 (calculated based on your income from January to December 2023)

- Income-based municipal tax used to calculate childcare fees do not include certain tax credits such as a dividend credit, foreign tax credit, special deduction for housing loan, and deduction on donations. If you have failed to report your income, your childcare fee may be calculated based on the highest level of 13 (see page 15). Please report your income at the Tax Division or Tax Office, or provide tax documents to the Childcare Institutions Management Division as soon as possible. The childcare fee will be re-calculated for the current fiscal year only.
- If you have any of the following changes, please inform the Childcare Institution Management Division; 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. Your childcare fee of the fiscal year may be subject to change.
- 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 his/her daycare center 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.

4 Childcare fee reduction for parents/guardians with more than one child

If you have more than one child in preschool facilities such as daycare centers (including corporate sponsored childcare facilities) and public and private kindergartens, the childcare fee for your second child will be half of your first child's and for your third and any younger children, it will be free of charge. Children above school age are not included in this calculation, however, if your annual household income is under 3.6 million or equivalent*1, or if you pay less municipal tax due to household conditions*2, your child or children above school age are included in this calculation.



*1 Household with the amount of income-based municipal tax lower than 57,700JPY.

*2 Single-parent household or household whose member has a disability certificate (including rehabilitation certificate) with the amount of income-based municipal tax lower than 77,101JPY.

5 Free pre-school education and childcare services

Based on the policy to make pre-school education and childcare services free, childcare services for age 3 to 5 classes are free of charge. In addition, lunch and snack fees (excluding fees for staple food such as rice, bread, pasta, etc.) for households with annual income under 3.6 million JPY or equivalent, households eligible for tax reduction, and for the third and any younger children are waived referring the #4 of page14.

6 Quick reference guide for childcare fees

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

Childcare fees	Free
Fees for lunch and snack	Amount determined by each facility (¥4,500 for public daycare centers)
Fees for staple food	Amount determined by each facility (¥1,200 for public daycare centers)

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

Category by national level	Category by municipal level	Category details		First child		Second child		Third (and any younger) child onwards	
		Amount of municipal tax	Age limit for siblings	Childcare fees		Childcare fees		Childcare fees	
				Standard childcare hrs.	Short-time childcare hrs.	Standard childcare hrs.	Short-time childcare hrs.	Standard childcare hrs.	Short-time childcare hrs.
1	1	Households on benefit	No age limit	0	0	0	0	Free of charge regardless of age, amount of income, or hours of childcare service.	
2	2	Households exempted from municipal tax		0	0	0	0		
	3	Households exempted from per income levy of municipal tax		9,000	8,800	4,500	4,400		
		Single-parent households		3,000	2,900	0	0		
3	4	Less than 48,600JPY		12,000	11,700	6,000	5,850		
		Single-parent households		5,000	4,900	0	0		
4	5-1	48,600 – 57,699JPY		14,000	13,700	7,000	6,850		
		Single-parent households		7,000	6,850	0	0		
	5-2	57,700 – 60,999JPY		14,000	13,700	7,000	6,850		
		Single-parent households		7,000	6,850	0	0		
	6-1	61,000 – 77,100JPY		18,000	17,600	9,000	8,800		
		Single-parent households		9,000	8,800	0	0		
6-2	7	77,101 – 78,999 JPY	118,000	17,600	9,000	8,800			
	7	79,000 – 96,999 JPY	21,000	20,600	10,500	10,300			
5	8	97,000 – 124,999 JPY	28,000	27,500	14,000	13,750			
	9	125,000–168,999 JPY	31,000	30,400	15,500	15,200			
6	10	169,000 – 233,999 JPY	40,000	39,300	20,000	19,650			
	11	234,000 – 300,999 JPY	45,000	44,200	22,500	22,100			
7	12	301,000 – 398,999 JPY	60,000	58,900	30,000	29,450			
8	13	397,000 JPY and more	78,000	76,600	39,000	38,300			

- Please also refer to #4 of page 14 for how to calculate the fee for the fourth and any younger child.
- Childcare fees are calculated based on the total amount of both parents' income-based municipal taxes before applying tax credits. If you fail to file a tax return, childcare fees will be calculated based on the highest amount (Category 13).
- In addition to childcare fees, there may be extra fees depending on each facility such as educational material fees, lunch fees, and bus fees. For extra fees, please inquire respective facility.
- The list above is current as of October 2023 and may be subject to change in the future.

Q&A

1 Questions about admission

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

A1 No, it is not first-come-first-served basis. We will use points system where parents/guardians with higher points are offered a place. Please refer to 'Application Process' on page 4. 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 place 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 official website of Tsukuba City around the 29th of the previous 2 months of the desired month of admission, but you can apply before the update. You can also change preferred daycare centers before the deadline.

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 place?

A5 You can use the same certificate as long as it is within 3 months old.

Q6 I would like to look for a job because I do not have one at the moment. Can I apply for daycare center places so that I can start looking for jobs?

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

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

A7 Yes, you can apply for both. For a daycare center, please apply at the Childcare Institutions Management Division, and for a kindergarten, at your preferred kindergarten.

Q8 I reside outside Japan. In March, 2024, we are planning to move to Tsukuba City and would like to send my child to a daycare center from April. What procedures do I need to complete?

A8 Please apply online by the application deadline of Tsukuba City. If required documents such as

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 a gradual transition period at the new daycare center, even though this is not the first time for him/her to go to a daycare center? And if it is required, how long does this period last?

A9 Because a lot of children find it difficult to get used to new environment, all children including those who used to go to different daycare centers have to go through a gradual transition period. This usually lasts 5 days, but can be extended. This means that your child will have to leave the daycare center earlier in the beginning.

Q10 Is there 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 turn down an offer from a daycare center, would it be a disadvantage for my future application?

A11 You will not lose any points by turning down an offer. However, if other parents, who have the same points and conditions as you, apply for the same daycare center, they may be given priority. Due to cancellations, we have problems where there are delays in the screening process or persons who could 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 cancel 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 for daycare center places 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 older child starts the daycare center, the offer will be canceled or your child has to leave the daycare center. Please consider applying for non-authorized daycare center places 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 cancelled or your child will have to leave the daycare center.

1. You have left your job before taking a parental leave. (Except if you have changed jobs and start working by the end of the month in which your child starts daycare center.)
2. You do not return to work by the end of the month in which your child starts daycare center.
3. Your working days or hours become shorter than before (except shorter working hours for childcare). This rule applies to new workplace if you have changed jobs.
4. You are unable to return to work, due to the dispatch company not assigning you to a job.

Please note that you are not allowed to delay going back to work by taking paid holiday or taking leave to look after your child who is unwell.

Q14 I am planning to take my child out of the daycare center for 2 months. In this case, does my child have to leave the daycare center?

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 a long period of time, which leads us to consider that you do not need childcare services, 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 missed a day or days.

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 your child during the day for my spouse?

A15 If you started divorce negotiation, you are required to submit documents indicated in page 7. If you are not able to submit it, you are required to provide the 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 younger than 65-year-old as of April 1, 2024, they will also need to provide proof of being unable to look after your child during the day (see page 6). Without the document, you will lose 5 points.

Q17 May I apply for daycare center places 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 City. Can my child continue to go to the same daycare center in the city?

A18 If you meet both of the following requirements, your child can continue to go to the same daycare center in Tsukuba City until the end of the fiscal year (March).

- ① The municipality you are moving to has approved that you are eligible to apply for a daycare center place.
- ② You work or study at least 60 hours per month which is the requirement of Tsukuba City.

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 after-hours childcare services?

A 19 Yes, you can. If you wish to use after-hour childcare services at a kindergarten, please inquire at the kindergarten directly. A separate application is necessary to receive an approval to use the services free of charge, so please come to the Childcare Institutions Management Division at Tsukuba City Hall. Please note that after-hours childcare 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 place? In this case, what do I need to do?

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

Required documents (Please refer to page 6):

- 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 to the Childcare Institutions Management Division one month before the validity expires.

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 has to leave his/her daycare center if you do not complete this procedure.

3 Questions about Childcare Fees

Q22 What happens if I fail to pay childcare fees in time?

A22 If you have failed to pay childcare fees in time, a written reminder will be sent to you. If you still do not pay, your salary or savings may be subject to seizure. Please talk to the Childcare Institutions Management Division, if you wish to change how you pay the fees. (For example, we can make payments by installments or deduct fees from your child allowance.)

Q23 I forgot to pay the childcare fee and my fee payment slip has expired. How can I make payment?

A23 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.

Q24 What should I do if the balance in my account is insufficient to pay a childcare fee?

A24 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.

Q25 Does it matter if the name written in the application form and the name of account holder are not the same?

A25 As long as it is the name of the child's parent/guardian, it does not matter.

Q26 Are there fees that I need to pay other than childcare fees?

A 26 Please inquire at the facility directly because it depends on each facility.