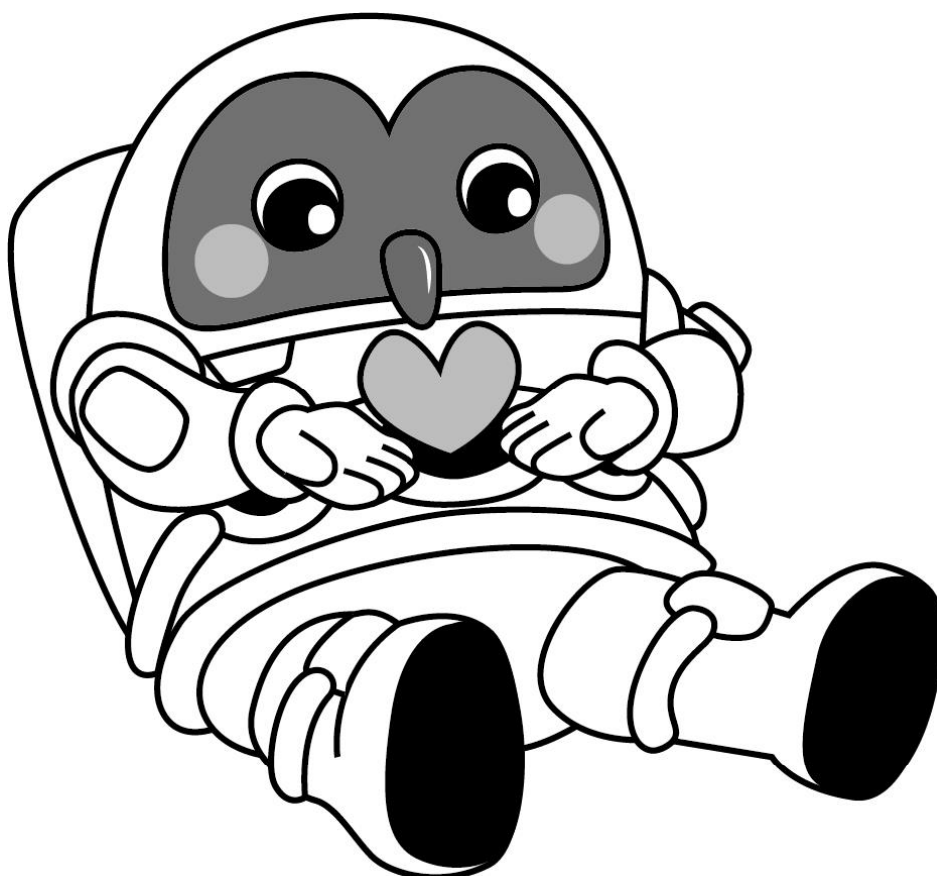

Daycare Center Admissions Guide

From April 2025 to March 2026

Published in October 2024



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 (Extensions: 1532 - 1534, 1553, and 1554)

Official website of Tsukuba
City (Page on daycare centers)



Contents

● Daycare Centers: <i>What is Hoikusho?</i>	1
● Eligibility Approval (<i>Nintei</i>)	3
● Application Process	4
● 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.....	9
● Points to Note	10
● Required Procedures after Application and Admission	12
● Childcare Fees	13
● Q&A (Frequently Asked Questions)	16

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 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 FY2025 (Classes are determined by the age of children as of April 1, 2025.)

Classes by age	Date of birth	Childcare services can be offered until school starts*
Age 0	April 2, 2024 –	Until March 31, 2031
Age 1	April 2, 2023 – April 1, 2024	Until March 31, 2030
Age 2	April 2, 2022 – April 1, 2023	Until March 31, 2029
Age 3	April 2, 2021 – April 1, 2022	Until March 31, 2028
Age 4	April 2, 2020 – April 1, 2021	Until March 31, 2027
Age 5	April 2, 2019 – April 1, 2020	Until March 31, 2026

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

Precautions for FY 2025 Application



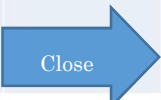
1. Application will be accepted online as a general rule.
Note: If you are not able to read Japanese, have problems with your device, or have any other difficulties with online application, contact the Childcare Institutions Management Division.
2. You should apply for daycare center places where you 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 6 and 7 for details of which documents you 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 Friday, November 1, 2024 to Friday, November 15, 2024 (by 4:30 pm)
Second round: From Wednesday, January 8, 2025 to Wednesday, February 5, 2025 (by 4:30 pm)



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 for nine public day care centers will be completed

Daycare centers	How	FY2024	FY2025	FY2026
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 FY2025.	
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 FY2025.	
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 FY2026.	
Takamihara	Transfer the operation of the two daycare centers to a private daycare center		The operation starts at a private daycare center in FY2026.	
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 FY2024.		
Oda	Other public daycare centers carry on its mission.		The operation starts at another public daycare center in FY2026.*	

Children who started one-year-old to four-year-old classes at Oda Daycare Center in FY2025 will be offered a place at public daycare center in the Northern part of Tsukuba City including Hojo and Oho Daycare Centers in FY2026. 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, **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.
- Regardless of being offered a place or not, all 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	3 years old or above
2	Facility which provides childcare (daycare center)	
3	services	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

Reasons	Approval Period	Eligible Childcare Hours
Work	Until your child starts school	<u>Standard childcare hours:</u> Hours of working or attending a school/university are 120 hours or more per month.
Study	Until you graduate	<u>Short childcare hours:</u> 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.)
Caring for someone who is ill or disabled	Until the day specified in a medical certificate issued by a hospital or other relevant documents	Standard childcare hours or Short childcare hours
Being ill or disabled		
Pregnancy or childbirth*	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	
Disaster recovery	Until deemed necessary	
Parental leave	Until the end of a parental leave (This reason is approved if your child already goes to a daycare and you wish them to stay in the same daycare during the parental leave.)	Short 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 childcare hours.

***For pregnancy or childbirth, your child will have to leave after an approval period. However, 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.** Please see #1 of page 6 for details.

Application Process

1 From application to admission for FY2025

1	Apply for the approval and daycare center places
<ul style="list-style-type: none"> • Apply for daycare centers where your child can definitely go to if offered a place. We recommend that you visit your preferred daycare centers in advance though visits are not mandatory. • 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 offer you 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. <u>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</u>, 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 (入所内定 Nyusho Naitei)'

- 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.
- As soon as we receive an approval from the daycare center about the interview, we will send a letter of admission confirmation (except for *Nintei Kodomoen* and small-scale daycare center) and confirmation of childcare fees.

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

- If your child is not offered a place, you will receive a letter of 'Admission on Hold (入所保留 Nyusho Horyu)'. 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 Institutions Management Division.
- Your application will be valid and assessed every month until March, 2026.

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 getting a job, leaving a 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 form to the Childcare Institutions Management Division online, at the counter, or via post 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 the City.

1. 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.
 2. Children whose parents have higher points will be prioritized.
 3. 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.
 4. If the result of #3 is the same for you and another applicant, your facility preference ranking will be taken into consideration.
 5. If all the above conditions are the same as another applicant, it will be decided by lottery.
- N.B. Please note that you may receive the above-mentioned assessment results online (PDF), instead of via post including 'Provisional Admission' and 'Admission on Hold' letters.



2 Application Period

1) Application for admission in April:

	Application period	When to send the screening result
First round application	From Friday November 1 to Friday, November 15, 2024 (Closed at 4:30 p.m.)	Around January 29, 2025 (The exact date will be updated on the official website of Tsukuba City.)
Second round application	From Wednesday, January 8, 2025 to Wednesday, February 5, 2025 (Closed at 4:30 p.m.)	Around March 5, 2025 (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 preferred 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).

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	Thu. March 6 – Mon. April 7, 2025	November	Sat. September 6 – Mon. October 6, 2025
June	Tue. April 8 – Wed. May 7, 2025	December	Tue. October 7 – Wed. November 5, 2025
July	Thu. May 8 – Thu. June 5, 2025	January	Thu. November 6 – Fri. December 5, 2025
August	Fri. June 6 – Mon. July 7, 2025	February	Sat. December 6, 2025 – Mon. January 5, 2026
September	Tue. July 8 – Tue. August 5, 2025	March	Tue. January 6, 2026 – Thu. February 5, 2026
October	Wed. August 6 – Fri. September 5, 2025		

- 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.

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 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.
- 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.**
- 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, 2025, 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, 2025 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 Hatsuike Chosahyo*)' as soon as your baby is born.
- 6) 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 12). If the reason is parental leave, you need to start working in April and submit a Certificate of Employment (which is issued after returning to work and the return date is clearly indicated) within one month (online submission accepted). 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 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 persons aged 18 to under 65 living with your child as of April 1 of the application year. (Not required for the child's uncle, aunt, siblings who are student.)
- The required documents must be less than 3 months old.
- For documents marked with '●', use a designated form (available on the Tsukuba City's official website).



[Application form for daycare center admission]

The hours of working or attending a school must be at least 60 hours per month if the 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 the 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>) ② Copy of Starting Business Notification Form (開業届 <i>Kaigyo 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.
⑤ Farm work	① ●Certificate of Employment (就労証明書 <i>Shuro Shomeisho</i>) ② Copy of Contract Farming Agreement (業務委託契約書 <i>Gyomu Itaku Keiyakusho</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.)	① Certificate of Enrollment issued by university/school (在学証明書 <i>Zaigaku Shomeisho</i>) or Job Training Instruction (訓練指示書 <i>Kunren Shijisho</i>) ② ●Curriculum N.B. The certificate must contain your academic year.	You will need to provide both ① and ②. Hours of attending a 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 Hihokenshasho</i>) ② ●Nursing Care Report (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 (精神障害者保険福祉手帳 <i>Seishin Shogaisha Hoken Hukushi Techo</i>) and Disability Pension Certificate (障害年金証書 <i>Shogai Nenkin Shosho</i>)	
⑨ Childbirth *1	A copy of your Maternal 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 (り災証明書 <i>Risai Shomeisho</i>)	Certificate showing the extent of damage caused by a natural disaster.
⑪ Risk of abuse or domestic violence	Please consult at the 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 (14 weeks for twins or more) prior to the due date to 8 weeks after the birth (more precisely, until the end of the month in which 8 weeks and one day after giving birth fall).

However, 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 Tuesday, August 19, 2025, the approval period is from Wednesday, July 9 which is 6 weeks before the due date to Friday, October 31, 2025 which is the last day of the month in which the next day of 8 full weeks after childbirth (Wednesday, October 15) falls. **Pease 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**.

- 2) Specific documents #② required if you are a single parent, foreign national and/or if you wish to have your points back which were deducted because your parental leave was extended:

- 3) Specific documents #② required if you are not registered as a resident of Tsukuba City as of January 1,

Your circumstances	Required Documents
You live separately from your spouse and are negotiating divorce, though not divorced yet.	One of the following documents: Official document regarding divorce by agreement, subpoena for mediation date, Certificate of Divorce Pendancy 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 your family members' Residence Cards or Residence Certificates (住民票 Juminhyo) • 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 (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) (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 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 <i>Ikuji Kyugyono Enchono Kyoyoniyoru Chosei Shisu Gensanno Tekiyo Torisagesho</i> (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)

2024 or January 1, 2025 including a case where you are transferred away from your family on a job assignment (required for both parents):

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 15).

Persons applying for admission between April and August 2025 and were not registered as a resident of Tsukuba City as of January 1, 2024	Tax/Tax Exemption Certificate (<i>Kazei Shomeisho/Hikazei Shomeish</i>) of FY2024 issued at the municipal office of your residence as of January 1, 2024
Persons applying for admission after September 2025 and are not registered as a resident of Tsukuba City as of January 1, 2025	Tax/Tax Exemption Certificate (<i>Kazei Shomeisho/Hikazei Shomeish</i>) of FY2025 issued at the municipal office of your residence as of January 1, 2025

Note 1. 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.

Note 2. You need to report your income of the previous year if you have not yet.

- 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 circumstances including taxation, 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 (Additional document to prove that you support the said child financially may be required.)
2. If you receive Child Rearing Allowance or Tsukuba City's Benefit for Single-mother Household, 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 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>Juminhyo</i>).	Official document regarding divorce by agreement, the subpoena for mediation date, the Certificate of Divorce Pendancy at Family Court, a certificate of mediation failure, etc. (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.)
5. You have a preschool child who does not go to daycare center but receives developmental support services at a child welfare facility or at home, and/or goes to a child psychotherapy facility.	Please inquire at the Child Institution Management Division.

4 How to apply

In principle, application will be accepted online. If you have any issues with online application, for example you cannot read Japanese or there is something wrong with your computer, we will accept in-person application. Please 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 いばらき電子申請・届出サービス(つくば市) Ibaraki Prefecture called *Ibaraki Denshi Shinsei Todokede Service Tsukuba City*, 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 いばらき電子申請・届出サービス(つくば市) Ibaraki Prefecture called *Ibaraki Denshi Shinsei Todokede Service Tsukuba City*, fill in the application form, and complete the application by verifying your identity using your smartphone compatible with My Number cards. (You may be asked to download an app for digital signature.)
- 3) **If neither 1) nor 2) applies to you (Either you do not have a My Number card or your device is not 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 out, 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 (<i>Juminhyo</i>) showing your My Number (Please note that a notification letter of your My Number is not valid.)	
List 2: Your (Applicant's) Identification Document	
A copy of one of the documents listed below: 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 authority	If you cannot provide a document on the left, please provide a combination of two documents below: 8. Certificate of child allowance or certificate of child-rearing allowance 9. Pension handbook 10. Student ID (with photo) 11. Identification document issued by the national or local government authority (with photo)

- 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.

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**
 - To enroll your child, he/she must be registered as a resident of Tsukuba by the last day of the month before the admission month. 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 (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 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. 広域入所確認シート *Koiki Nyusho Kakunin sheet* (Downloadable from Tsukuba's 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, nursery or kindergarten teacher, or 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 place due to work or study, you will need to meet Tsukuba City's requirement of at least 60 hours of working/attending a school per month.

3 If you are applying for daycare center places outside Tsukuba City due to moving out 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 tell the municipality which you are moving to that we do not accept applications in Tsukuba.

4 If you reside in Tsukuba City and wish to apply for a daycare outside the city (or if you moved to Tsukuba from other 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.
 - 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 2024 and 2025 daycare center places.**
- 2) If you wish to turn down the place you were offered, 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 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, 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.** (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.)
- 6) 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.
- 7) **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.**
- 8) 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.
- 9) 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 (See #2 of page 9).
- 10) **If you wish to apply while you are on a parental leave, you need to return to your workplace in the same month as 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 end of the month in which your child starts daycare center.**
 - ③ **Your working hours will become shorter than before. (Excluding a case where you are on 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 offer any job opportunities.****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.**
- 11) If you are a childcare worker or nurse working at an authorized daycare 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.

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 have special needs

- Children who may have special needs include; Children who may need help with speech and/or motion skills (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. Please note that there may be cases where children who may have special needs have to wait to start, if the daycare center requires some more time to accept them safely.
- 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-dimensional 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 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 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'.**

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. (Changes also include moving out or within Tsukuba City, leaving Japan for more than one month, 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 to the Childcare Institutions Management Division, Tsukuba City.
- 2) You 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, or 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 退所届 *Taisho Todoke* (downloadable from the 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 need to complete the same procedures as applying for daycare center places 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 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 (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.

Changing Eligibility Approval

- 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.)

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 **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, in person and online): Childcare Institutions Management Division at the City Hall (for online submission, your My Number card is required.)
Note: Inform your child's daycare center of the change in advance.
- 2) To change childcare hours, please ask your child's daycare center.



[Changing your Eligibility Approval to Use an Educational or Childcare Facility]

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 (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-dimensional 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.
- 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 the 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 late-August via post.



[Information on childcare fees]



[Information on direct debit]

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, 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 can result in the seizure of assets, including property, savings, and wages. Additionally, there are cases where we make inquiry to parents'/guardians' workplaces regarding their salary.

3 How childcare fees are calculated

Childcare fees are calculated based on the total amount of both parents' income-based portion 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 2024 municipal tax (calculated based on your income in 2023)	Income-based portion of FY2025 municipal tax (calculated based on your income in 2024)

- Income-based portion 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 15). 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.

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

Childcare fees for the second child are half of the first child*1, and free for the third and any younger child.*1 If your household's income-based portion of the municipal tax is 169,000JPY or more, how we count the number of children is not straightforward. In this case, only your preschool child who goes to a daycare center, kindergarten or corporate-sponsored facility will be included in the fee calculation.

Household conditions:	Under age 1	Age 1	Age 2	Age 3	Age 4	Age 5	Grade 1	Grade 2
Tax level by the city: 10 – 15 Eldest child is school age or above	Free 3 rd child		Full 2 nd child				1 st child	
Tax level by the city: 10 – 15 Eldest child is pre-school age	Free 3 rd child	Half 2 nd child	Full 1 st child					
Tax level by the city: 3 – 9	Free 3 rd child		Half 2 nd child				1 st child	
Tax Reduced households*2	Free 3 rd child		Free 2 nd child				1 st child	

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

5 Free pre-school education and childcare services

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) 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. For the third child in a household between 6-2 and 15 of the city's tax level, only preschool child who goes to a daycare center, kindergarten or corporate-sponsored facility will be included in the fee calculation.

6 Quick reference guide for childcare fees

The chart below shows the updated childcare fees from April 2025.

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

Childcare fees	Free
----------------	------

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

Tax level by the country	Tax level by the city	Category details		First child		Second child		Third (and any younger) child	
		Amount of the municipal tax	Restriction about sibling discount	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	Household on benefit	There are no restrictions.	0	0	0	0	Free of charge regardless of age, amount of income, or hours of childcare service.	
2	2	Household exempted from municipal tax		0	0	0	0		
	3	Household exempted from income-based portion of the municipal tax		9,000	8,800	4,500	4,400		
		Single-parent households		3,000	2,900	0	0		
3	4	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	There are restrictions.	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		

- Childcare fees are calculated based on the total amount of both parents' income-based portion of municipal taxes before applying tax credits. If you fail to report your income, fees will be calculated based on the highest amount (Category 15).
- If both parents' income is tax-exempted, there may be cases where the income of grandparents is included in the calculation.
- If a relative or someone is living with the child, their municipal tax is included in the fee calculation (e.g. cohabitation).
- If your child goes to a daycare center (*hoikuen*) you need to pay childcare fees to the city by direct debit. For *Nintei Kodomoen* and small-scale childcare facility, you need to pay directly to the facility in a way specified by the facility.
- If your child starts or leaves his/her daycare center in the middle of a month, the childcare fee of the month will be calculated based on the number of days.
- Fees will not be refunded if your child misses a day or days.
- In addition to childcare fees, there may be extra fees depending on each facility. Please inquire respective facility for details.
- 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 waived 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.

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 adopt a point 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 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 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 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 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, 2025, 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 his/her first time 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 a new environment, all children including those who went to a different daycare, also 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 in the future, they may be given priority based on the number of months being waitlisted. 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 a 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 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 end of the month in which your child starts daycare center.
3. Your working hours will become shorter than before. (Excluding a case where you are on 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 offer any job opportunities.

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.

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, 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 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 my child during the day for my spouse as well?

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, 2025, 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 The hours of working or attending a school/university are at least 60 hours per month.

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. 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-hour 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 also 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 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.

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

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.

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 fail to pay your childcare fees in time, a written reminder will be sent to you. If you still do not pay, your asset such as your savings may be subject to seizure. We may also inquire your

company about your salary. 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.