
Daycare Center Admissions Guide

From April 2023 to March 2024

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

Daycare centers (*hoiku-sho*) are places which provide childcare for parents and guardians who cannot take care of their child during the daytime due to work, illness, or other reasons. Regarding the types of daycare centers, there are *Ninka-hoikusho* (authorized daycare centers), *Nintei-kodomoen* (certified centers for early childhood education and care), and local-based childcare services, which are all 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 school, or taking care of the child’s younger siblings.

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 (*yochi-en*) 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.

Local-based childcare 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 local-based childcare services is accepted at Tsukuba City Hall, while the fees are collected at the respective facility.

Eligible Age for Childcare Services

Table showing classes by age for 2023 Classes are determined by the age of children as of April 1, 2023.

Classes by age	Date of birth	Childcare services can be offered until starting school*
Age 0	April 2, 2022 -	Until March 31, 2029
Age 1	April 2, 2021 – April 1, 2022	Until March 31, 2028
Age 2	April 2, 2020 – April 1, 2021	Until March 31, 2027
Age 3	April 2, 2019 – April 1, 2020	Until March 31, 2026
Age 4	April 2, 2018 – April 1, 2019	Until March 31, 2025
Age 5	April 2, 2017 – April 1, 2018	Until March 31, 2024

*Local-based childcare services accept children until the end of a fiscal year (March) in which they turn 2.








Precautions for FY 2023 Application

1. The application is accepted online only.
Note: However, if you have difficulty in applying online, please inquire at 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 visits.
3. Collect documents required for your application in advance. Please refer to page 6 for what 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 at 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 application: From Tuesday, November 1, 2022 to Sunday, November 20, 2022
Second round application: From Monday, November 21, 2022 to Friday, February 10, 2023
Online application form: <https://www.city.tsukuba.lg.jp/kosodate/kosodate/hoikujo/index.html>

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 2025.

How and when the improvement projects will be completed

Daycare centers	How	School year 2022	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 2024.		
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 classes for one-year-olds and two-year-olds at Oda Daycare Center in school year 2023 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.

Approval of Eligibility to Use Childcare Services

1 Approval of Eligibility to Use Childcare Services

- If you wish to send your child to a daycare center or kindergarten which offers daycare services, you are required to get an Approval of Eligibility to Use Childcare Services (called *shikyu-nintei*) from Tsukuba City.
- Application forms for a daycare center place and approval of eligibility 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, you will receive a Proof of Eligibility to Use Childcare Services (called *shikyu nintei-sho*).

2 Approval Details

In the approval, the city approves four items which are an approval category, childcare hours, reason to use childcare services, and eligible period to receive childcare services.

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 child who is 3 years old or above
2	Facility which provides daycare center services	From the day before turning 3 to the day before starting school
3		From age 0 to two 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 to use childcare services

Reasons	Approval Period	Required Childcare Hours
Work	Until your child starts school	- If your working or credit hours are more than 120 hours/month, you are eligible for <u>standard childcare hours</u> .
Study	Until you graduate	- 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 study hours, whichever shorter.)
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 documents	Standard childcare hours or Shot-time childcare hours
Being ill or disabled		
Pregnancy or childbirth*	From six weeks prior to the due date (ten weeks for pregnancy with twins or more) to the end of the month in which 57 weeks from the delivery falls	Shot-time childcare hours
Disaster recovery	Until deemed necessary	
Parental leave	Until the end of parental leave (This reason is approved if you took your parental leave after your child started a daycare center.)	Shot-time childcare hours
Seeking a job	Up to three 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 service hours, you may opt for short-time childcare service hours.

For pregnancy or childbirth, an approval period is shorter. Please see page 6 for details.

Application Process

1 From application to admission

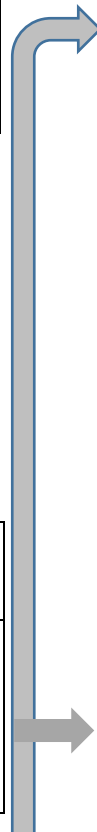
1	Apply for an approval and daycare center places
<ul style="list-style-type: none"> Apply for daycare center places where your child can definitely go to once offered a place. We recommend that you visit your preferred daycare centers in advance though you can apply without visits. Please refer to page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



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



3	Screening results will be sent by post around the 20th of each month.
<ul style="list-style-type: none"> We will send the result of the screening by post (first time only). The result will be either "Provisional Admission (<i>nyusho-naitei</i> 入所内定)" or "Admission On Hold (<i>nyusho-horyu</i> 入所保留)". <u>In principle, we cannot inform screening result over the phone.</u> 	



4-1	If the result is "Provisional Admission (<i>nyusho-naitei</i> 入所内定)":
<ul style="list-style-type: none"> 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. <p>N.B. If accepted for a certain period of time under a specific reason such as job-hunting, pregnancy, or childbirth, <u>your child will have to leave the daycare center when this period ends.</u></p>	

4-2.	If the result is "Admission On Hold (<i>nyusho horyu</i> 入所保留)"
<ul style="list-style-type: none"> If your child is not offered a place at a daycare center, you will receive a letter of "Admission On Hold (<i>nyusho horyu</i> 入所保留)". Your application will be valid and assessed every month until March, 2024. <p><u>N.B. If you wish to cancel your application, please submit a cancellation request to the Childcare Institutions Management Division by the deadline.</u></p>	

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 are the same as another applicant, the availability of preferred daycare centers will be taken into consideration.
- If both the number of your total points and preferred daycare centers are the same as another applicant, a priority list will be referred to in order to decide which child should be offered a place.
- If all the above conditions are the same as another applicant, it will be decided by lot.

2 Application Period

1) If you wish your child to start daycare center in April:

◆ First round application

How to apply	Application period
Online	From Tuesday, November 1 to Sunday, November 20, 2022
Result	Screening result is scheduled to be sent around February 7, 2023.

- If your child is not offered a place, 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 your application to continue to be assessed for the second round application though your child is offered a place, you need to apply again.

◆ Second round application

How to apply	Application period
Online	From Monday, November 21, 2022 to Friday, February 10, 2023
Result	Screening result is scheduled to be sent around March 7, 2023.

- We will notify you of the availabilities of daycare centers other than your preferred daycare centers after the second round application screening, if you wish (for April admission only).

2) If you wish your child to start daycare center in a month other than April

Preferred admission month	Application period	Preferred admission month	Application period
May	Monday, February 13 - Wednesday, April 5	November	Wednesday, September 6 - Thursday, October 5
June	Thursday, April 6 - Monday, May 8	December	Friday, October 6 - Monday, November 6
July	Tuesday, May 9 - Monday, June 5	January	Tuesday, November 7 - Tuesday, December 5
August	Tuesday, June 6 - Wednesday, July 5	February	Tuesday, November 7 - Friday, January 5
September	Thursday, July 6 - Monday, August 7	March	Tuesday, November 7 - Monday, February 5
October	Tuesday, August 8 - Tuesday, September 5		

- The availabilities of a month will be updated around the first day of a previous month on Tsukuba City's official website.

3 How to apply

Application is accepted online only. If you have difficulty in applying online, please inquire at the Childcare Institutions Management Division.

- 1) If you have your My Number card, computer, and IC card reader compatible with My Number cards:**
Access the official online application and notification services of Ibaraki Prefecture called Ibaraki Denshi Todokede Service (いばらき電子申請・届出サービス), fill in the form, 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 cards:**
Access the official online application and notification services of Ibaraki Prefecture called Ibaraki Denshi Todokede Service (いばらき電子申請・届出サービス), fill in the form, and complete the application by verifying your identity using your smartphone which is 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 cards):**
Step 1: Access the official online application and notification services of Ibaraki Prefecture, fill in the form and complete the application.
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 document(s) 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 documents below which clearly either one of the parents/guardians' My Number.

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

List 2: 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 issued by the national or local government with a photo	If you cannot provide a document described in the left box, please provide a combination of two documents below: 8. Health Insurance card 9. Certificate of child allowance or certificate of child-rearing allowance 10. Pension handbook 11. Student card (with a photo) 12. Identification document issued by the national or local government (with a photo)
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4 Required documents You need to take photos of the required documents and upload them to the online application form.

- 1) A document to prove that no adults in your household can take care of your child during daytime (Both parents need to submit the document as a general rule.) **Both grandparents and older siblings living in the same house or household are also required to provide the document.** Persons aged over 65 who are not the child's parents, students, or the child's uncles/aunts are not required to provide the document as of April 1, 2023. **The document(s) must be less than 3 months old.**

The minimum working or credit hours is 60 hours per month if your application reason is between ① and ⑦ (more than 4 hours a day and 15 days a month).

Application reasons	Required Documents (Formats are downloadable from the official website of Tsukuba City)	Notes
① Work	Certificate of Employment (in employment) 就労証明書 (就労中) (<i>shuro shomei-sho: shurochu</i>)	
② Parental leave	Certificate of Employment (in employment) 就労証明書 (就労中) (<i>shuro shomei-sho: shurochu</i>)	You need to submit the certificate again within one month after returning to work.
③ Scheduled to be employed	Certificate of Employment (Scheduled to be employed) 就労証明書 (採用内定済) (<i>shuro shomei-sho: saiyoi-naitei</i>)	You need to submit the certificate within one month after returning to work.
④ Being engaged in family business or self-employed business	Certificate of Employment (in employment) 就労証明書 (就労中) (<i>shuro shomei-sho: shurochu</i>) AND one from below: • Notification of Starting Business 開業届 (<i>kaigyō-todoke</i>) • Copy of Tax Return 確定申告 (<i>kakutei-shinkoku</i>) (Both page 1 and 2) N.B. If you are employed in family business, tick a box which indicates that you are an employee of family business.	
⑤ Farming (Farm land must be bigger than 30 acres.)	Farming Document 農業申立書 (<i>nogyō moshitate-sho</i>) N.B. If you are working in family farming, fill in your full name in the relevant column of the form.	If you or your family member (including relatives within the third degree of kinship) proves that you are working in a farm, you need proof from a third party.
⑥ Piecework that can be done at home	Piecework Certificate 内職証明書 (<i>naishoku shomei sho</i>)	
⑦ Student It must be a school run by the national or municipal government, or educational corporation	Certificate of Enrollment issued by university/school 在学証明書 (<i>zaigaku shomei-sho</i>) and Curriculum - Certificate should contain academic year (grade). - Home schooling is not approved, including universities that provide distant learning. - It must be a university run by national or municipal government or educational cooperation.	Credit hours must be more than 4 hours per day and more than 15 days per month.
⑧ Caring for a family member who is ill or disabled*2	Medical Certificate (Nursing Care) 診断書/介護 (<i>shindan-sho/kaigo</i>) OR a copy of Nursing Insurance Certificate 介護保険被保険者証 (<i>kaigo hoken hihoken-sha-sho</i>) AND Report on Nursing Care 看護等状況申告書 (<i>Kangoto-jokyo-shinkoku-sho</i>)	Please use the form designated by Tsukuba City.
⑨ Being sick or disabled *2	A copy of Medical Certificate 診断書 (<i>shindan sho</i>), Physical Disability Certificate 身体障害者手帳 (<i>shintai shogai-sha techo</i>), Rehabilitation Certificate 療育手帳 (<i>ryoiku techo</i>), Mental Disability Certificate 精神障害者手帳 (<i>seishin shogai-sha techo</i>) or Disability Pension Certificate 障害年金証書 (<i>shogai nenkin shosho</i>)	Please use the form designated by Tsukuba City.
⑩ Childbirth *1	A copy of Mother and Child Health Handbook (<i>boshi kenko techo</i>) Page that shows parents' names and expected date of childbirth.	
⑪ Disaster recovery *2	Disaster Victim Certificate 罹災証明書 (<i>Risai-shomei-sho</i>)	Document that proves the degree of damage.
⑫ Risk of abuse or domestic violence	Please consult with Child Institutions Management Division	
⑬ 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-katsudo ni kansuru moshitate-sho</i>) N.B. You must start working within 3 months from the day your child starts a daycare center and provide a Certificate of Employment or other document otherwise your child has 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 #⑩, your child can go to a 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 expected to be born on Saturday, August 19, 2023, the approved period to use childcare services is from Saturday, July 8 which is 6 weeks before the due date to Tuesday, October 31, 2023 which is the last day of the month to which

the next day of 8 full weeks after childbirth (Saturday, October 14) falls. However, if the baby is not born on the due date, the approved period will be adjusted accordingly. **Pease notify the Childcare Institutions Management Division when the baby is born** because we need to adjust the period.

*2: If your application reason is # ⑧, ⑨, or ⑩, the approved 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 approved period**.

*3: **If your due date is getting close while being waitlisted under a reason other than #⑩, your application reason will become #⑩ which means your child must leave the daycare center by the last day of the month in which the day after 8 weeks and one day fall after giving birth. If you wish your child to stay in the daycare center, because you are planning to return to work without taking a parental leave, please inquire at the Childcare Institutions Management Division.**

2) Required documents ① - 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.	Utility bill or a copy of lease contract which shows your name and address. (You do not have to provide this if you are not registered as a resident of Tsukuba City.)
You live separately from your spouse or are negotiating divorce settlement, though not divorced yet.	One of the following documents: A transcript of the content-certified mail regarding cooperative divorce, the subpoena for mediation date, the Certificate of Divorce Pendancy at Family Court, a certificate of mediation failure, etc. (If you do not provide one of the documents, you are not eligible for points which are given to single-parents.)
You, your spouse 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>jumin-hyo</i>) • If you do NOT have a valid residence card: - A copy of all family members' Special Permanent Resident Certificate (<i>tokubetsu eijusha shomei-sho</i> 特別永住者証明書), or their Residence Certificate (<i>jumin-hyo</i>) - 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) or other documents (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 working.)
You wish to change your status from "wish to defer admission (入所保留)" to "wish to be admitted (入所希望)". (The deducted 20 points will be added.)	Application form for cancelling the status to defer enrollment (<i>nyusho-horyu-kibo-kaijo-shinsei-sho</i> 入所保留希望解除申請書)

3) Required documents ② - 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 submit one of the documents accordingly. Without the document, your eligibility may be affected.

Persons who apply for admissions between April and August 2023 and were not registered as residents of Tsukuba City as of January 1, 2022.	Tax Certificate (<i>kazei shomei-sho</i>) or Tax Exemption Certificate (<i>hi-kazei shomei-sho</i>) of FY2022 issued at the municipal office of your residence as of January 1, 2021.
Persons who apply for admissions after September 2023 and are not registered as residents of Tsukuba City as of January 1, 2023.	Tax Certificate or Tax Exemption Certificate of FY2023 issued at the municipal office of your residence as of January 1, 2023.

N.B. If you cannot submit a tax certificate because you were living outside Japan or other reasons, please inquire at the Childcare Institutions Management Division.

4) Required documents ③: 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 a daycare center starts. Depending on your taxation status, you may not be approved of the discount. Please inquire at the Childcare Institutions Management Division for further.

1. If your child (who goes to a daycare center) has a sibling(s) aged under 18 years old living in a separate household, you may be eligible for Reduction for a family with many children. (Only if you support the sibling financially.)	A copy of Residence Certificate of the sibling 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 Deduction for a Family in Need.	A copy of a recipient certificate
3. If one of your household members has a disability certificate, you may be eligible for Deduction for a Family in Need.	A copy of a disability handbook or a copy of recipient certificate for Child Rearing Allowance or Basic Disability Pension

<p>4. If you are a single-parent with no marriage record, you may be eligible for Deduction for a Deemed Widow(er).</p>	<p>A copy of a mother or father’s Family Register (A Family register is issued for Japanese nationals only.)</p>
<p>5. If you are negotiating a divorce, you may be eligible for Deduction for Single Parent. (On the condition that you are living in separate households and can prove it by your Certificate of Residence or <i>jumin-hyo</i>).</p>	<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. N.B. The discount will be reflected the following month of a month you provided the document or Resident Certificates of you and your spouse have been separated, whichever comes later.</p>
<p>6. If receiving Livelihood Protection, you may be eligible for Deduction for Families on Livelihood Protection.</p>	<p>A copy of recipient certificate</p>

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

Online application is also available for admissions between December 2022 and March 2023.

1 If you are moving to Tsukuba City

- 1) **Where to apply:** At the Childcare Institutions Management Division of Tsukuba City (Online application)
- 2) **Required documents:** Please refer to page 6.
- 3) **Important points to note**
 - **Your child must be registered as a resident of Tsukuba City by the last day of a month prior to the month he/she starts daycare a center. Please inform the Childcare Institutions Management Division after you register your child.**
 - If you do not register your child as a resident of the city by the above-mentioned 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, we will contact you and after you move in to the city, we will issue you 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:** At the 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 Tsukuba City’s official website.)
- 3) **Important points to note**
 - **The maximum period to stay in a daycare center is until the end of March.** If you wish your child to stay for the following year, you are required to apply again for screening process.
 - **Infants under 1-year-old are not accepted at a daycare center in Tsukuba City from an area outside the city.** (Excluding infants whose parents are a childcare worker, nursery or kindergarten teacher, or nurse working in a licensed daycare center in Tsukuba.)
 - If applying for a daycare center place because of work or study, you must meet the requirement of Tsukuba City which specifies the minimum working or credit hours must be at least 60 hours per month (over 4 hours per day and 15 days 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 Childcare Institutions Managements Division of the municipality
- 2) **Required documents:** Please check with the municipality you are going to move to.
- 3) **Important notice:** We do not accept applications at Tsukuba City Hall.

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**
 - 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.

Precautions for Application

1 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 nyuyojishintai kensa-hyo*)”. Please fill in the form and take your child to 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 your child is 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 center.
- 2) Your child will start a gradual transition period (see page 12 for details) in April. **Please note that your child cannot start a gradual transition period in March if he/she is offered a place to start in April.** Regarding the starting date of a daycare center, you need to ask the facility directly because 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 February 3, 2023 and are going to register your newborn as a resident of Tsukuba City, you can apply for his/her daycare center places during the first round application, even if he/she is not born yet. Please note that you cannot apply for a daycare center place for your unborn baby during the second round application.
N.B. If your baby becomes 8-week-old after April 1, he/she will not be accepted on April 1. Your baby will be accepted from the following day of turning 8-week-old. (The same rule applies to admission for other months.)
- 6) If your application reason is “scheduled to be employed”, you need to submit a “Certificate of Employment (in employment) 就労証明書 (就労中)” in April. You also need to request to change your “Approval of Eligibility to Use Childcare Services (*shikyu-nintei*)”(see page 14). If your application reason is parental leave, you need to return to your work in April and submit a “Certificate of Employment (in employment) 就労証明書 (就労中)” within one month. 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 (in employment) 就労証明書 (就労中)”. You also need to request to change your “Approval of Eligibility to Use Childcare Services (*shikyu-nintei*)”.

2 Points to note regarding admission in general

- 1) **If your child is not offered a place, he/she will be automatically wait-listed until March next year. You do not have to apply again to be assessed for the next month onwards.**
- 2) If you wish to turn down the place you were offered, please 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*)”. **By turning down an 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.** Please also note that we will not issue an “Admission On-hold (入所保留通知 *nyusho horyuu tsuuchi*)” if you turn down an offer.
- 3) If you wish to change your preferred daycare centers, please change them online or call the Childcare Institutions Management Division by 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 determined 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 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 a daycare center on the first day of a month in which you start working.)
- 8) If you wish to cancel your application, please 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*)”** which is downloadable on the official website of Tsukuba City. Without the form, you will be automatically wait-listed until March 2024.
- 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.

3 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 five 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.

N.B. The 5-day gradual transition period can be extended if necessary.

4 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.

5 If you are going to give birth after your older child starts a daycare center, and take parental leave

If you are going to give birth after your older child starts a daycare center, and you are planning to take 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.

For how long your child can stay, please see the table below:

Your newborn’s date of birth:	Between April 2, 2022 and April 3, 2023 (Born in FY2022)	
Your older child’s date of birth (Class for FY2023):	Between April 2, 2017 and April 1, 2020 (3-5-year-old- class)	After April 2, 2020 (0-2-year-old class)
Your older child can stay at his/her daycare center under the reason of parental leave until:	Your older child starts school	March 31, 2024

Important points to note:

1. **You cannot change your child’s daycare centers during your maternity leave (before and after child birth) and parental leave.**
2. When you take your parental leave, you must submit a Certificate of Employment (就労証明書・就労中) that clearly shows the period of the parental leave. When you return to work, you must submit a Certificate of Employment that clearly shows the date you return to work and request to change your “Approval of Eligibility to Use Childcare Services (*shikyu-nintei*)”.
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 your work after your maternity leave and decided to leave work, your child must leave the daycare center regardless of the above-mentioned period. (This does not apply to you if you leave your current work to work for a different workplace.)

Required Procedures after an Application and Admission

If you have the following changes, you must notify the Childcare Institutions Management Division of these changes regardless of whether you are in the application process or your child is already in a daycare center. Depending on the changes, the details of “Approval of Eligibility to Use Childcare Services (*shikyu-nintei*)”, your approved points, and/or childcare fees may be subject to change.

- 1) When you change your address (including cases where you are going to move out or within Tsukuba City, leave Japan for more than one month, return to your home country, change your phone number, etc.)
N.B. If you are moving out of Tsukuba City, please return the “Proof of Eligibility to Use Childcare Services (*shikyu nintei-sho*)” to Tsukuba City Hall before moving out.
- 2) When you become able to take care of your child at home (including cases where you have quitted your job, recovered completely from illness, taken s parental leave, etc.)
N.B. Please note that there may be cases where you are asked to return your “Approval of Eligibility to Use Childcare Services (*shikyu-nintei*)”.
- 3) When there is a change in your household (including birth, death, divorce, remarriage, and other cases such as you are going to live separately from your spouse, moving away from family for work, and started to receive livelihood protection)
- 4) When work or school conditions change (including cases where you are going to change your workplace, working days or hours, or curriculum)
- 5) When you wish to change your approved period (including cases where you wish to take your child out from the daycare center before the approved period ends or if you wish to extend the approved period.)

Procedures for Leaving a Daycare Center

If your child is going to leave his/her daycare center, because you no longer need to send him/her there or because you are moving out of Tsukuba City, or other reasons please submit a form to inform that your child is leaving the daycare center called **Taisho Todoke 退所届** (downloadable from Tsukuba City’s official website) to the Childcare Institutions Management Division as soon as you know the day when your child is leaving.

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. Please note that in general a Certificate of Employment and other certificates are effective for three months after it is issued. You do not have to ask your workplace to issue the certificate (or prepare other kind of certificate) as long as these are issued less than three months ago because you can use the copy of the original certificate that you already submitted. Please do not forget to cancel the application for changing daycare centers, if you no longer wish to do so. Please also 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 apply to change daycare centers after your maternity or parental leave ends.
- 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 the place.

Change in conditions

- 1) **Change request for Approval of Eligibility to Use Childcare Services**
When there are any changes in your approved conditions such as childcare hours (short time hours or standard hours), application reason, and/or approved period, you are required to notify these changes by submitting a change request (including cases where you are going to take maternity/parental leave, or quit your job and start job-hunting).
- 2) **Required documents for requesting a change** (N.B. You need to submit all three documents below.)
 - ① **Change request form for Approval of Eligibility to Use Childcare Services (教育・保育給付認定変更申請書 *kyoiku hoiku kyufu nintei henko shinsei-sho*)**
The form is available at Childcare Institutions Management Division or at each public daycare center. You can also download the form from Tsukuba City's official website.
 - ② **Your Proof of Eligibility to Use Childcare Services (*shikyu nintei-sho*)**
You are required to return your previous *shikyu-nintei-sho*, as it will be replaced with new proof. If you cannot find it, please inform the Childcare Institutions Management Division.
 - ③ **A Document to prove that no adults in your household can take care of the child at home during the daytime (see page 5 for details)**
If you cannot get this document 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 this documentation at a later date.

Important points to note

- 1) Please submit required documents to:
The Childcare Institutions Management Division at the City Hall. (Also accepted via post.)
(N.B. Please inform your child's daycare center of the change in advance.)
- 2) If you wish to change childcare hours, please inform your child's daycare center of the change in advance.
- 3) You do not have to request change for your older child if your younger child is provisionally offered a place.

Childcare Fees

1 How childcare fees are calculated

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

	Fees from April to August	Fees from September to March
Calculation basis	Amount of municipal tax (per income based) for FY2022 (This is calculated based on your income from January to December 2021)	Amount of municipal tax (per income based) for FY2023 (This is calculated based on your income from January to December 2022)

- Per income based municipal tax that are 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 both parents are exempted from tax, childcare fees may be calculated based on the total amount of municipal taxes of relatives in Japan such as grandparents.**
- In principle, if someone other than relatives is living with the child, their municipal taxes will be added when calculating 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.
- Please note that childcare fees will not be deducted even if your child misses a day or days.

2 Payment of childcare fees

In principle, childcare fees should be paid by direct debit. Please submit a direct debit request form to your bank 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 using a payment slip. Please be sure to pay by the due date.

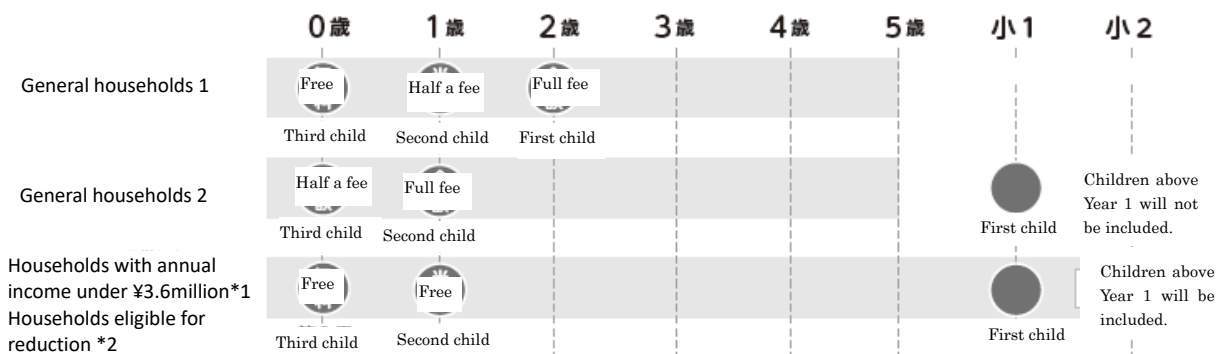
- Please inquire the payment procedures at each daycare center, if your child is going to a daycare center which is run by "Nintei-kodomoen (certified centers for early childhood education and care)" or local-based childcare services.
- It is possible to deduct the childcare fees from child allowances. Please inquire at the Childcare Institutions Management Division for details.
- Once the fee is determined, you will receive a letter in mid-April notifying you of your childcare fee.
- If your child starts a daycare center in the middle of a fiscal year, you will receive an offer letter and letter regarding childcare fees in the previous month before your child starts the daycare center.
- If any changes are made to your childcare fees after September, you will be informed of the change around the middle of August.

3 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 delinquency in childcare fee payments could result in seizure of properties, including real estate, savings, salary, etc.

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, fourth, etc. child, 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.



5 Free pre-school education and childcare services

Based on the policy to make pre-school education and childcare services free, childcare services for children in 3-to-5-year-old classes are free of charge. In addition, fees for lunches and snacks (excluding fees for staple food such as rice, bread, pasta, etc.) are waived for households with annual income under 3.6 million JPY or equivalent, households eligible for tax reduction, and the third, fourth, etc. child.

*1 Households with the amount of per income levy of municipal tax is lower than 57,700JPY.

*2 Single-parent households or households with a disabled person holding a disability certificate (including rehabilitation certificate) whose municipal tax (per income levy) is under 77,101JPY per year.

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 child	
		Amount of municipal tax per month	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			
5	8	77,101 – 78,999 JPY	118,000	17,600	9,000	8,800			
		79,000 – 96,999 JPY	21,000	20,600	10,500	10,300			
		97,000 – 124,999 JPY	28,000	27,500	14,000	13,750			
		125,000–168,999 JPY	31,000	30,400	15,500	15,200			
		169,000 – 233,999 JPY	40,000	39,300	20,000	19,650			
		234,000 – 300,999 JPY	45,000	44,200	22,500	22,100			
		301,000 – 398,999 JPY	60,000	58,900	30,000	29,450			
		397,000 JPY and more	78,000	76,600	39,000	38,300			
		6	10						
			11						
7	12								
	13								

- Childcare fees are calculated based on the total amount of both parents' municipal taxes (per income levy of municipal tax 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 such as daily necessities depending on each facility. For extra fees, please inquire respective facility. The list above is current as of October 2022 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 a point system where parents/guardians with higher points are offered a place for their child. Please refer to “Application Process” on page 3. If another parents with the same points preferred the same daycare centers, the priority may be given to parents with a longer waiting time.

Q2 How many daycare centers can I apply for?

A2 You can apply for up to three daycare centers, but it can be less than three.

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 different daycare centers. The latest availability will be updated on Tsukuba City’s official website on the first day of a month, 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 at daycare centers?

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

Q5 Do I have to prepare a Certificate of Employment (就労証明書) each time I apply for a daycare center place?

A5 A Certificate of Employment is valid for three months in general. You can use the same certificate as long as it is less than three months old at the time of the deadline of your preferred admission month. You should make a copy of the original Certificate of Employment when you apply for daycare center places for the first time.

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 have to get a job and submit a Certificate of Employment within three months after your child starts a daycare center. Your child has 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, 2023, 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. You need to have all the documents such as a Certificate of Employment translated into Japanese before you submit them.

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 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. Usually it takes five days, but it could be extended. This means that in the beginning, your child must leave the daycare center earlier.

Q10 Is there priority admission for children with disabilities?

A10 No. Please note that after you receive 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 an interview and/or result of health check. 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 be deducted any points. However, if other parents who have the same points and condition as you do apply for the same daycare center, they may be prioritized. Because of people cancelling offers, we have problems where there are delays in screening processes or persons who could have been given a place could not 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 three-year-old was offered a place, but my younger child who is under one-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-licensed daycare center places for your younger child.

Q13 I am on parental leave at the moment and 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 left your workplace before taking parental leave. (Excluding a case where you changed your workplace and start working there by the end of a month in which your child starts daycare center.)
2. You do not return to work by the end of a month in which your child starts daycare center.
3. Your working days or hours become shorter than before. (Excluding a case where your approved childcare hours are short.) This rule applies when you 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 time, which leads us to consider you do not require childcare services, there may be cases where your child has 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 a document to prove that no adults in my household can take care of the child at home during the daytime (保育にあたれない証明書) for my spouse?

A15 If you started divorce settlement negotiation, you are required to submit documents indicated in page 7. If not started yet, you are required to provide a document to prove that no adults in your household can take care of the child at home during the daytime.

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, 2023, they also need to provide a document to prove that no adults in your household can take care of the child at home during the daytime (see page 6). Without the document, you will be deducted five points. Please

note that the document is not required for the child's aunt and uncle.

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

A17 Yes. However, some municipalities may not allow it, so please inquire the municipality where you are applying for. If you are offered a place from both municipalities, please turn one of the offers down.

Q18 I am planning to move out 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 approved that you are eligible to apply for a daycare center place.
- ② You work or study more than 15 days per month and four hours per day which is the requirement of Tsukuba City.

2 Questions about Approval of Eligibility for Using Childcare Services

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-hours 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 Can I get an Approval of Eligibility to Use Childcare Services (*Shikyu-nintei*), 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 to Use Childcare Services, please submit the following documents.

Required documents (Please refer to page 6):

- 1 Application Form for Approval of Eligibility to Use Childcare Services
- 2 A Document to prove that no adults in your household can take care of your child at during daytime

Q21 What should I do if my "Proof of Eligibility to Use Childcare Services (*Shikyu-ninteisho*)" has expired?

A21 In principle, if you wish to extend the validity of the proof, you must submit the following documents to the Childcare Institutions Management Division one month before the validity expires.

1. Change request regarding "*shikyu nintei* (Approval of Eligibility to Use Childcare Services)"
2. A document to prove that no adults in your household can take care of your child during the

daytime

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 fee in time?

A22 If you fail to pay childcare fees in time, a written reminder to pay the fees 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 payment slip is expired. How can I make payment?

A23 Even if your payment slip expires, you can still use it at a financial institution, so please make the payment as soon as possible. If you wish to make payment at a convenience store, please ask 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.

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 any other fees that I need to pay other than childcare fees?

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