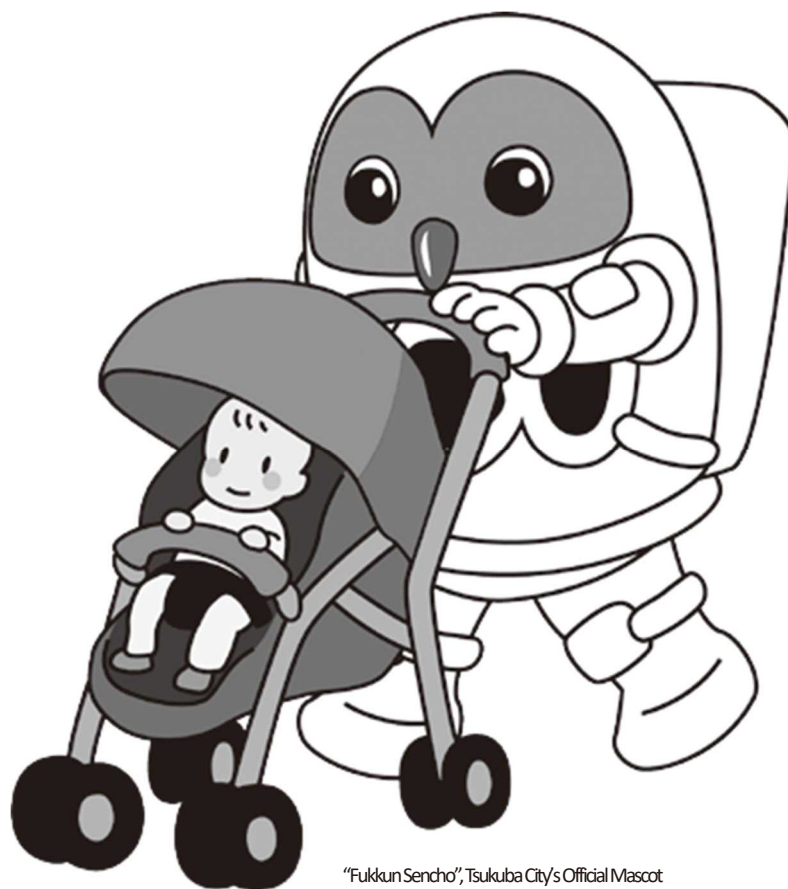

Daycare Center Enrollment Guide

For School Year 2021 - 2022

Published October, 2020



"Fukkun Sencho", Tsukuba City's Official Mascot

Inquiry



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

Phone: 029-883-1111 (Extension. 1533, 1553, 1622~1624)

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

Daycare centers (*hoiku-sho*) are for children whose parents/guardians cannot take care of them at home during the daytime due to work, illness etc. Regarding the types of daycare centers, there are *Ninka-hoikusho* (authorized daycare centers), *Nintei-kodomoen* (certified centers for early childhood education and care), and small-scale/municipal-level childcare services, which are all referred to as “daycare centers” in this guidebook.

Please note that you cannot enroll your child in a daycare center for the purpose of providing education or experiences among other children, training for school enrollment, or taking care of the child’s younger siblings.

Ninka-hoikusho (authorized daycare centers) are operated based on the Child Welfare Law in regards to capacity, number of staff and size of premises. Tsukuba City accepts applications, authorizes enrollment and collects childcare fees both for public and private authorized daycare centers within the City.

Nintei-kodomoen (certified centers for early childhood education and care) are childcare facilities that provide both kindergarten childcare services and daycare center childcare services in the same location. Please note that application for kindergarten childcare services (Approval Category 1) at *kodomoen* can be made in person at the respective facility, while application for daycare center childcare service (Approval Category 2 and 3) at *kodomoen* is accepted at Tsukuba City Hall. However, the childcare fee is payable at the respective facility in person.

Regarding small-scale childcare services in Tsukuba City, it is only available on a small scale and each facility accepts children between 0 and 2 and the number of children is less than that of *Ninka-hoikusho*. The application for small-scale childcare services is accepted at Tsukuba City Hall, though the childcare fee is payable at the respective facility in person.

Eligible Age for Childcare Services

Below is a table for class age for 2021. The class is determined by the child’s age as of April 1, 2021.

Class	Date of birth	Maximum period of use (Eligible until starting school)*
0yr	April 2, 2020 -	Until March 31, 2027
1yr	April 2, 2019 – April 1, 2020	Until March 31, 2026
2yrs	April 2, 2018 – April 1, 2019	Until March 31, 2025
3yrs	April 2, 2017 – April 1, 2018	Until March 31, 2024
4yrs	April 2, 2016 – April 1, 2017	Until March 31, 2023
5yrs	April 2, 2015 – April 1, 2016	Until March 31, 2022

*Regarding small-scale childcare services, the child has to leave a facility at the end of the fiscal year in which the child turns 2 years old.

Approval for Receiving Childcare Service (*Shikyu-nintei*)

1 Approval for Receiving Childcare Service: “What is *shikyu-nintei*?”

- If you wish to enroll your child(ren) in a daycare center or kindergarten under the new scheme, you are required to obtain “Approval for Receiving Childcare Service (*shikyu-nintei*)” from Tsukuba City.
- Application form for Enrollment includes application for “Approval for Receiving Childcare Service (*shikyu-nintei*)”, so you can complete the procedure at the same time.
- Whether or not your child is accepted at a daycare center, “Approval for Receiving Childcare Service Certificate (*shikyu nintei-sho*)” will be issued.

2 Approval Details

“Approval for Receiving Childcare Service” contains 4 items which are Approval Category, childcare service hours, eligible reasons to apply for childcare, and eligible period to receive childcare service.

1. Approval category: Determined by the child’s age and type of facility used.

Category	Types of Childcare Facility	Eligible Age
1	Facility intended for early childhood education.	Kindergarten child who is 3 years old and above
2	Facility intended for daycare services.	From the day before 3rd birthday to the day before starting school
3		From age 0 to two days before 3rd birthday

2. Childcare service hours: Determined by working hours, pick-up/drop-off time and other conditions.

Types of Service Hours	Available Hours	Criteria
Short-time childcare service hours	Up to 8 hours	- Parents/Guardians’ working hours are less than 120 hours/month. - Parents/Guardians are currently seeking a job or on childcare leave.
Standard childcare service hours	Up to 11 hours	- Parents/Guardians’ working hours are above 120 hours/month. - Childbirth, illness, nursing care, etc.

N.B. Parents/Guardians’ working hours, whichever shorter, will be used for the screening process.

3. Eligible reasons to apply

9 Reasons				
Work	Maternity leave	Nursing care	Illness/disability	Other
Study	Recovery from disaster	Pregnancy/Childbirth	Job-hunting	

4. Period of eligibility for receiving childcare services

The period of eligibility for receiving childcare services is determined individually by the child’s date of birth and reasons for applying for childcare services. **You can only use a facility for early childhood education or childcare services within the period of eligibility.**

Important Points to Note

- 1) **Receiving an “Approval for Receiving Childcare Service Certificate (*Shikyu-nitei-sho*)” does not mean your child has been accepted at a daycare center.**
- 2) The actual hours of childcare services **will be determined after consulting with the facility where your child is accepted.**
- 3) If you wish to use childcare services before and/or after the regular childcare hours, it will be considered as “extended childcare” and you may be charged for extra hours. Please refer to “List of Daycare Centers” (page 30) for each facility’s regular childcare service hours and directly inquire about the fees at respective facilities.
- 4) If parents work less than 120 hours per month, but need to be approved for standard childcare service hours (up to 11 hours), please consult the Childcare Institutions Management Division. (e.g. Working earlier or later than the regular childcare hours; Shift work; Frequent overtime work.)
- 5) If you are approved for standard childcare service hours, you may apply for short-time childcare service hours.
- 6) If you lose or damage “Approval for Receiving Childcare Services Certificate (*shikyu-nintei-sho*)” within its effective period, it can be reissued upon request. Please consult the Childcare Institutions Management Division.
- 7) Please keep “Approval for Receiving Childcare Services Certificate (*shikyu-nintei-sho*)” safe and return it in the following cases:
 - When the certificate expires or the approved conditions change.
 - When you become ineligible for Category 2 or 3 because you do not have reasons to use childcare services any longer. (In this case, your child has to leave the daycare center.)
 - When you move out of Tsukuba City.
 - When the lost certificate was found after new certificate had been issued.

3 Change in Condition

- 1) **Change request for “Approval for Receiving Childcare Services (*shikyu-nintei*)”**
 - When there is any change in your approved conditions such as childcare service hours (short time hours or standard hours), reasons to apply for daycare, or approved period, you are required to notify these changes through “application to make changes”. (E.g. taking maternity/childcare leave; leaving a job and start job-hunting.
 - **In principle, if you request a change in “Approval for Receiving Childcare Services”, it will become effective the following month.** Please request the change as soon as possible. (If you request a change on first day of the month, they will be valid on the same month.)

- 2) **Required documents for requesting a change** (N.B. You need to submit all three documents below.)
- i. **Change request form for “Approval for Receiving Childcare Services (*shikyu-nintei*)”**
(Change request form for *shikyu-nintei* regarding facility/municipal childcare services)
Forms are available at Childcare Institutions Management Division or at each public daycare center. You can also download the form from Tsukuba City’s official website.
 - ii. **Certificate of Approval for Receiving Childcare Services (*Shikyu nintei-sho*)**
You are required to return your previous *shikyu-nintei-sho*, as it will be replaced with a new certificate. If you cannot find it, please inform the Childcare Institutions Management Division.
 - iii. **Documentation to prove that no adults in your household can take care of the child at home during the daytime (Please refer page 8 for details.)**
If you cannot get this documentation ready by the end of the month prior to the month in which your approved conditions change, please submit “i” and “ii” in advance and then submit this documentation at a later date.

Important points to note

- 1) Please submit required documents to:
 - Your child’s daycare center. (N.B. Please inform the center that it is a documents to be submitted to Tsukuba City Hall.)
 - OR
 - 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) Notify your child’s daycare center in advance, if you wish to change childcare services hours.
- 3) Notification of change is not necessary for your older child if your younger child is accepted for April enrollment.

Application Process

1 Enrollment Process for Child Daycare Services

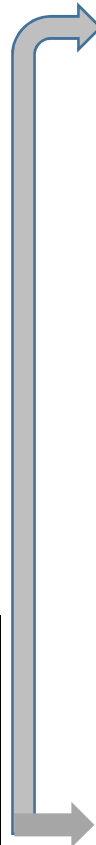
1	Apply for Approval/Enrollment for Receiving Childcare Services
<ul style="list-style-type: none"> • Prepare all required documents (page 7) and apply at Childcare Institutions Management Division. • Apply for daycare centers which your child can go to. You can apply for daycare centers without a prior visit, but we recommend that you visit once before applying. • Please refer to page 6 for the application period. 	



2	Screening
<ul style="list-style-type: none"> • We will conduct a screening based on application reason and availabilities of daycare centers. • Enrollment is not first-come-first-served basis. 	



3	Notification of screening results
<ul style="list-style-type: none"> • We will send the result of the screening via post. • The result will be either “Provisional Admission (<i>nyusho-naitei</i> 入所内定)” or “On Hold Notice (<i>nyusho-horyu</i> 入所保留)”. • <u>In principal, we cannot answer inquiries regarding a screening result over the phone.</u> 	



4-1	In the case of “Provisional Admission (<i>nyusho-naitei</i> 入所内定)”
<ul style="list-style-type: none"> • You will receive a notification of “Provisional Admission” from a daycare center, after which your child will have an interview and health check one month prior to the month he/she starts the daycare center. • Based on the report from the daycare center about the interview, “Admission Confirmation (入所承諾書)” and “Confirmation of Childcare Fee (利用者負担額 (保育料等) 決定通知書)” will be sent to you. <p>N.B. If your child is accepted for a certain period of time under a specific reason such as job-hunting, pregnancy, or childbirth, he/she will have to leave the daycare center when this period ends.</p>	
<hr/>	
4-2. In the case of “On Hold Notice (<i>nyusho horyu</i> 入所保留)”	
<ul style="list-style-type: none"> • You will receive an “On Hold Notice (<i>nyusho horyu</i> 入所保留)”. • Your application will continue to be assessed every month until March, 2022. <p>N.B. If you wish to cancel the application, please submit “Cancellation Form for Daycare Center” to Childcare Institutions Management Division by the deadline.</p>	

Methods for screening applications: Please refer to “Admission Criteria for Daycare Centers in Tsukuba City” on Tsukuba City’s official website.

1. Total points will be calculated by adding or subtracting adjusted points to/from standard points.
2. Children whose parents have higher points will be prioritized.
3. If the total points are the same, the availability of preferred daycare centers will be taken into consideration.
4. If the total points and preferred daycare centers are the same as another family, a priority list will be referred to in order to select children.
5. If all the above conditions are the same as another family, it will be decided by lot.

2 Application Period

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

From FY2021, you can apply either; i) online, ii) via post, or iii) at the counter in Tsukuba City Hall. (Please refer to “[4](#) How to Apply (page 12)” for details.) Please note that you cannot change your child’s daycare centers by submitting “Registration Update Form (page 21)”.

You can apply for a daycare center outside of Tsukuba City at the Childcare Institutions Management Division. Please apply one week prior to the application deadline of the municipality where you wish to apply.

◆ First Application

	Weekday	Weekend (Appointment only)
Application period	November 11 (Wed) – November 30 (Mon), 2020 (From 9am to 4pm)	November 15 (Sun), 2020 (From 9am to 4pm)
Accepted at	Staff Training Room, 2nd Floor of Tsukuba City Hall: 1-1-1 Kenkyu-gakuen Tsukuba	
Notification schedule	Scheduled to be notified at the beginning of February, 2021	

N.B. Both online and postal applications **must arrive by November 30 (Mon)**.

◆ Second Application

	Weekday only
Application period	December 1 (Tue), 2020 – February 19 (Fri), 2021 (From 8:30am to 5:15pm)
Accepted at	Childcare Institutions Management, 1st Floor of Tsukuba City Hall: 1-1-1 Kenkyu-gakuen Tsukuba
Notification schedule	Scheduled to be notified at the beginning of March, 2021

2) If you wish to enroll your child other than April: (Enrolling in the middle of a fiscal year)

Month of enrollment	Application period
May, 2021	Feb 22 (Mon), 2021 – April 8 (Thu), 2021
June	Apr 9 (Fri) - May 10 (Mon)
July	May 11 (Tue) - Jun 8 (Tue)
Aug	Jun 9 (Wed) - Jul 8 (Thu)
Sep	Jul 9 (Fri) - Aug 9 (Mon)
Oct	Aug 10 (Tue) - Sep 8 (Wed)
Nov	Sep 9 (Thu) - Oct 8 (Fri)
Dec	Oct 11 (Mon) - Nov 8 (Mon)
Jan, 2022	- Dec 8 (Wed)
Feb	- Jan 10 (Mon), 2022
Mar	- Feb 8 (Tue)

We will inform the dates as soon as they are confirmed.

N.B. The latest availabilities of daycare centers will be updated on the first day of a month prior to the month you wish to enroll your child on Tsukuba City’s official website.

3 Required Documents

N.B. Documents will not be returned for any reasons once submitted, so make a copy of them, if necessary. Please fill out with a pen, etc. which cannot be erased.

1) Required documents for all applicants:

	Required documents	Required number	Downloadable?
1	Application for Approval/Enrollment for Receiving Childcare Services (教育・保育給付認定申請書兼教育・保育施設等利用申込書)	One per child	Yes
2	Identification documents* (You need to stick a copy of your ID to a separate sheet.)	One per child and parent/guardian	Yes
3	Confirmation Slip for Enrollment in Daycare Center (入所に関する確認表)	One per child	Yes
4	Documentation proving that no adults in your household can take care of the child at home during daytime (保育にあたれない証明書) N.B. Please refer to "Other documents to submit if required" (page 10).	One per each member of the household	Yes
5	Checklist for Application (確認事項チェックシート)	One per child	Yes
6	Survey for Health and Development of the Child	One per child	Yes

*Identification documents include documents described in the list below.

List 1: Document that clearly shows "My Number". (A copy of one document listed below.)	
① Back of "My Number Card" ② My Number Notification Card ③ "Certificate of Residence" or "Certificate of Items Entered in Certificate of Residence" that clearly shows "My Number".	
List 2: Identification Document	
<p>A copy of one document listed below:</p> <ul style="list-style-type: none"> ① Front side 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 central or local government 	<p>If you cannot provide any of documents described in the left box, please provide a copy of two documents listed below (Please combine 2 from number):</p> <ul style="list-style-type: none"> ⑧ Insurance card, Union card (national health insurance, health insurance, mariners' insurance, or insurance for people aged 75 or older or for long-term care, Mutual aid association) ⑨ Certificate of child-rearing allowance or Certificate of special child-rearing allowance ⑩ Pension handbook ⑪ Student card (with a photo) ⑫ Identification document issued by the central or local government (with a photo)

2) Documentation to prove that no adults in your household can take care of the child at home during daytime

• **You are required to provide the documentation of the parents who share the same livelihood, as well as grandparents and older siblings who live in the same household or have the same address.**

• You are not required to provide the documentation of a person over 65 who is not the child’s parent, student, or the child’s uncle/aunt as of April 1, 2021.

• **Certificates are valid for 3 months after the application deadline. Please provide certificate(s) which are issued within 3 months prior to the application deadline.**

The Minimum Working Hours (Credit Hours) for those who apply for the reasons①-⑦:

60 hours per month (more than 4 hours per day and more than 15 days per month)

Reason to Apply	Required Documents	Notes
① Employment	Job Certificate (in employment) 就労証明書 (就労中) (<i>shuro shomei-sho: shurochu</i>)	
② Maternity Leave before/after Childbirth and Childcare Leave	Job Certificate (in employment) 就労証明書 (就労中) (<i>shuro shomei-sho: shurochu</i>) (Required to submit within one month after returning to work)	Please note that you are required to submit a Job Certificate twice; Once when applying and once within 1 month after returning to work with the date of reinstatement filled in in column no.15 of the Job Certificate.
③ Scheduled to be employed	Job Certificate (Scheduled to be employed) 就労証明書 (採用内定済) (<i>shuro shomei-sho: saiyo-naitei</i>) (Required to submit within one month after enrollment)	
④ Being engaged in Family Operated Business or Self-employed Business	Job Certificate (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>kaigyo-todoke</i>) • Copy of Tax Return 確定申告 (<i>kakutei-shinkoku</i>) • Documents that explains nature of business N.B. If you are employed in family business, tick a box which indicates that you are a family employee.	
⑤ Farmer	Farmer’s Identification 農業申立書 (<i>nogyo moshitate-sho</i>) (Available for download or at the counter of Child Institutions Management Division) N.B. If you are working in family farming, fill in your full name in the relevant column of the form.	If the certifier and applicant are the same person or a family member (including relatives within the third degree of kinship), a third person should be a certifier.
⑥ Piecework	Piecework Certificate 内職証明書 (<i>naishoku shomei sho</i>) (Available for download or at the counter of Child Institutions Management Division)	
⑦ Student N.B. Student of national/public university/ school operated by educational corporation	Certificate of Enrollment issued by university/school 在学証明書 (<i>zaigaku shomei-sho</i>) and Curriculum N.B. - Certificate should contain academic year (grade). - Home schooling is not eligible, including universities that provide distant learning. - National/Public university/school operated by educational corporation only.	Credit hours must be more than 4 hours per day and more than 15 days per month.

⑧ Caring for a sick family member *2	Report on Nursing Care, etc. 看護等状況申告書(Kangoto-jokyo-shinkoku-sho) AND: Medical Certificate (Nursing Care) 診断書/介護(shindan-sho/kaigo) OR a copy of Nursing Insurance Certificate 介護保険被保険者証 (kaigo hoken hihoken-sha-sho)	
⑨ Being sick or disabled *2	A copy of Medical Certificate 診断書(shindan sho), Physical Disability Certificate 身体障害者手帳(shintai shogai-sha techo), Rehabilitation Certificate 療育手帳(ryoiku techo), or Disability Pension Certificate 障害年金証書(shogai nenkin shosho)	
⑩ Childbirth *1	A copy of Mother and Child Health Handbook(boshi kenko techo) Page that shows parents' names and expected date of childbirth.	
⑪ Disaster recovery *2	Disaster Victim Certificate 罹災証明書(Risai-shomei-sho)	Documents, etc. that proves the degree of damage.
⑫ Risk of abuse, domestic violence	Please consult with Child Institutions Management Division	
⑬ Seeking a job or preparing to start business and cannot take care of the child after beginning to work	Job-Seeking Report (求職活動に関する申立書 kyushoku-katsudo ni kansuru moshitate-sho) N.B. You must start seeking jobs within 3 months of the day your child starts going to a daycare center and provide a Job Certificate 就労証明書, etc., otherwise your child has to leave the daycare center.	

1: If you apply for reason no. ⑩, your child can start going to a daycare center 6 weeks prior to the birth and he/she must leave by the last day of the month in which the day after 8 weeks have elapsed since giving birth. (This is called “**Limited-Term Enrollment 期間入所**”). If you wish to continue using the same daycare center after the expiration date, you need to apply for enrollment once again.

*(Example): If the baby is expected to be born on 20 August 2021 (Friday), the Approved Period to Receive Childcare Service is from 9 July (Friday) which is 6 weeks before delivery to 31 October 2021 (Sunday) which is the last day of the month to which the next day of 8 full weeks after childbirth (15 October (Friday)) belongs. However, if the baby is born not on the expected delivery date, the enrollment period will be adjusted according to the postpartum period. Because the date of leaving a daycare center varies depending on the delivery date, **please notify the Childcare Institutions Management Division when the baby is born.**

*2: For those who apply for reason no. ⑧, ⑨, and ⑪, the enrollment 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 enrollment period.**

N.B. In case a mother becomes pregnant while the child was on the waiting list for a reason other than no. ⑩ and your child is going to be admitted between 6 weeks before and 8 weeks after the delivery, your child must leave the daycare center by the last day of the month in which the day after 8 weeks have elapsed since giving birth. If you need to continue receiving childcare services, because you are planning to return to work without taking childcare leave, please consult us.

N.B. Regarding “documentation to prove that no adults in your household can take care of the child at home during daytime”, please make a copy of it, if you are applying for more than 2 children.

3) Required documents for persons transferred away from their family, single parents, or foreign nationals (① Required document for applicants, if necessary)

Circumstances of parent/guardian	Required Documents
Transferred outside of Ibaraki Prefecture without family on a job assignment.	Utility bill or a copy of tenancy agreement. (Those that do not show your name and address are not valid.) N.B. You do not have to provide this if you are not registered in Tsukuba City.
Living separately from the spouse or 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 Pendency at Family Court, a certificate of mediation failure, etc. (If you do not provide a document, you are not eligible for points which are given to single-parents.)
Household where parents or the child are foreign nationals.	<ul style="list-style-type: none"> • If you have a valid residence card: Copies of all the family members' Residence Cards or Residence Certificates (<i>jumin-hyo</i>) • If you do not have a valid residence card: - Copies of all the family members' Special Permanent Resident Certificate (<i>tokubetsu eijusha shomei-sho</i> 特別永住者証明書), or all the family members' Residence Certificate (<i>jumin-hyo</i>) - Copies of "Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted" (<i>shikaku gai katsudo kyoka sho</i> 資格外活動許可証) (You need this permission to work, if your visa status is student or dependent on family. Without the work permit, application for enrollment cannot not be accepted.)

4) Required documents for persons who are moving into Tsukuba City. (② Required document for applicants, if necessary)

Please refer to "Wide Area Enrollment Application" on page 14.

5) Required documents for determining childcare fees, if applicable. (③ Required document for applicants, if necessary)

Childcare fees are determined based on your state of municipal taxation. If either of the conditions described below applies to you, please submit documents accordingly and please note that if the documents are incomplete, your eligibility may be affected during screening process. 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), please provide a document specified below:

Persons who apply for enrollment during April-August 2021 and who were not registered as residents of Tsukuba City as of January 1, 2020.	"Tax Certificate (<i>kazei shomei-sho</i>) or Tax Exemption Certificate (<i>hi-kazei shomei-sho</i>)" of FY2020 issued at the municipal office of your residence as of January 1, 2020.
Persons who apply for enrollment after September 2021 and	"Tax Certificate or Tax Exemption Certificate" of FY2021

who are not registered as residents of Tsukuba City as of January 1, 2021.	issued at the municipal office of your residence as of January 1, 2021.
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N.B. If you cannot get a tax certificate because you live outside of Japan, etc. please consult the Childcare Institutions Management Division.

6) Required documents for reducing childcare fees, if eligible. (④Required document for applicants, if necessary)

If your conditions meet the criteria shown in the table below, you may request to have childcare fees reduced. If you cannot submit the documents along with application forms, please submit them at a later time before the enrollment day. Depending on your taxation status, you may not be approved of the deduction. Please inquire the Childcare Institutions Management Division for further details.

1. In the case where the child's sibling(s) of under 18 years old belong to another household, "Reduction for a family with many children" shall be applied. (Limited to the case where they are financially supported by the same person)	Copy of Residence Certificates of siblings who belong to separate households
2. In the case of receiving Childcare Allowance or Tsukuba City Child Welfare for Mother-and-Child Families, "Deduction for a family in need" shall be applied.	Copies of recipient certificates
3. In the case where there is a family member who has Disability/Disabled Children Certificate in the household, the family shall be admitted applying "Deduction for a family in need".	Copies of recipient certificates (Special Child Raising Allowance or Basic Disability Pension can be accepted.)
4. A single parent with no marriage record shall be considered "Deduction for a deemed widow(er)".	A copy of a mother or father's Family Register
5. A parent who is negotiating a divorce settlement shall be considered "Deduction as a single parent" (On the condition that parents are living in the separate household, according to the residence certificate).	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. Childcare fee will be deducted from the following month of a month when you provided the document or you and your spouse have a separate certificate of residence, whichever comes later.
6. In the case of receiving Livelihood Assistance, a family shall be considered "Deduction for the Livelihood Protection Family".	A copy of recipient certificate

4 How to Apply

1) Online application using Individual Number Card ("My Number Card")

You need a "My Number Card" in order to apply online. Please access the website, "Ibaraki Prefecture's Online Services for Application and Notification (茨城電子申請・届出サービス)", where you can fill out an online application form after authenticating yourself using an IC card reader or a smartphone compatible with "My Number Card". You can send the form online once completed. Also, please send the "documentation to prove that no adults in your household can take care of the child at home during the daytime (保育にあたれない証明書)" described in "[3]1) Required documents for all applicants" as well as "Required documents for applicants, if necessary: ① - ④" to Childcare Institutions Management Division at the City Hall via post or bring them to the Division in person. **The documents must arrive by the deadline.**

2) Online application and postal application

Please access the website, "Ibaraki Prefecture's Online Services for Application and Notification 茨城電子申請・届出サービス", where you can fill out an online application and print it out. Please send the form, as well as documents no.1-6 described in "[3] 1) Required documents for all applicants" to the Childcare Institutions Management Division via post or bring them to the Division in person. **The documents must arrive by the deadline.**

N.B. Please note that an envelope will not be provided and you will need to prepare it yourself. Any type of envelope is fine. (You can also submit in person at the application counter, if you are applying for the first application period to start in April.)

N.B. In principal, we do not take any questions on how to fill out an application form or preferred daycare centers when submitting application form and documents. We recommend that you consult in advance on the phone or at the counter in person. You can also make an appointment with childcare consultants.

3) Application at the Counter

Please get all required documents ready and submit them at the counter of Childcare Institutions Management Division in time for the deadline.

Wide Area Enrollment Application

1) Persons who are moving into Tsukuba City

- 1) **Where to apply:** At the counter of your current municipality's division in charge of daycare centers
- 2) **Required documents:**

- i. Application form and documents required by the municipality where you currently reside.
- ii. Taxation document to determine childcare fees (Please refer to “5) Required documents for determining childcare fees, if applicable” on page 10.)
- iii. Document which clearly shows your new home address in Tsukuba (e.g. A copy of tenant contract, real estate transaction contract etc.)
- iv. Wide Area Enrolment Confirmation Sheet (Downloadable from Tsukuba City’s official website.)

3) Important points to note

- **You must be registered as a resident of Tsukuba City by the last day of a month prior to the enrollment month.**
- After moving into Tsukuba City, you are required to complete the prescribed procedure at Childcare Institutions Management Division in Tsukuba City Hall.
- If you cannot apply for a daycare center in Tsukuba through the municipality where you currently reside, please consult us.
- Please allow adequate time for the application, so that you will be in time for the deadline.

2 Persons who apply for a day care center in Tsukuba City from outside of the City (Going to a daycare center without moving into Tsukuba City)

- 1) **Where to apply:** At the counter of your current municipality’s division in charge of daycare centers
- 2) **Required documents**
 - i. Application form and documents required by the municipality where you currently reside.
 - ii. Wide Area Enrolment Confirmation Sheet (Downloadable from Tsukuba City’s official website.)

3) Important points to note

- The maximum period of enrollment is until the end of March. If you wish to enroll your child for the following year, you are required to apply again for screening process.
- Application for 0-year-old class cannot be accepted. (Excluding infants whose parent(s) work as nursery staff, nursery teachers, kindergarten teachers, and nurses working in licensed daycare centers in Tsukuba.)
- If you have applied for a daycare center because of work or study, you must fulfill the condition of Tsukuba City which requires minimum work/study hours of 60 hours per month (over 4 hours per day and 15 days per month).

3 Persons who apply for a daycare center outside of Tsukuba City (Persons who move out of Tsukuba City)

- 1) **Where to apply:** Childcare Institutions Managements Division, Tsukuba City Hall

- 2) **Required documents:** Please check with the municipality you are going to move to.
- 3) **Important notice:**
 - Please make sure to check with your new municipality about required documents and deadline for the application and submit 7 days before the deadline.
 - There are cases where you will have to apply directly at the division of the municipality you are moving to.

4 Persons who apply for a daycare center outside of Tsukuba City (Going to a daycare center outside of Tsukuba City without moving out)

- 1) **Where to apply:** Childcare Institutions Managements Division, Tsukuba City Hall
- 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 enroll 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 childcare service (Approval Category 1) to daycare center childcare service (Approval Category 2), you are required to apply for that.

Precautions for Application

1 If you wish to enroll your child to start in April

- 1) If your child is provisionally accepted at a public daycare center, you will receive an offer letter along with “Pre-enrollment Health Checkup Form (入所前乳幼児身体検査票 *nyusho mae nyuyoji shintai kensa-hyo*)”. Please fill in the form and receive a health checkup at an affiliated medical institution. After the checkup, you and your child will have an interview with staff at the daycare center, based on which the staff will decide whether or not your child is suited for group nursing. If your child is determined as “suitable”, he/she will be officially offered a place. If your child is provisionally accepted at a private daycare center, etc. please follow instructions included in an offer letter, because the procedures depend on each center.
- 2) If starting in April, a gradual transition where your child stays a little bit longer each day (please refer page 16) cannot be started in March.
- 3) If you are returning or starting to work sometime during May, you must apply for an enrollment in May. Even if you are returning or starting to work on May 1, your child is not allowed to go to or start a gradual transition at a daycare center before May 1. This applies for enrollment

after June.

- 4) **If you do not apply for a daycare center by the deadline of the second application period, your child cannot start in April.**
- 5) If you are expecting a baby by February 3, 2021 and are going to register your newborn as a resident of Tsukuba City, you can apply during the first application period, even if the baby has not been born yet. For second application period, you can apply after your baby has been born. N.B. If your baby becomes 8 weeks old after April 1, he/she will not be accepted on April 1, and will be accepted from the following day of turning 8 week old.
- 6) If documents you submitted by the deadline of the first application period is incomplete or needs to be replaced, please submit them by **Friday 18 December, 2020**, in time for it to be reflected for the first application screening process.
- 7) If you wish to change daycare centers that you apply for, please notify us of the change by **Friday 18 December, 2020**. The number of applicants for each daycare center will be updated on Tsukuba City's official website in the beginning of December. If you applied for a daycare center in Tsukuba City through other municipality, please notify the municipality of the change.
- 8) If your application reason is "scheduled to be employed", please submit "Job Certificate (in employment) 就労証明書 (就労中)" in April. If your application reason is "childcare leave", please submit "Job Certificate (in employment) 就労証明書 (就労中)" within one month from the day returning to your work. If your application reason is "job seeking", please submit "Job Certificate (in employment) 就労証明書 (就労中)" within 3 months from your child started a daycare center.
- 9) Please note that if you wish to apply for a 3-year-old class at an affiliated daycare center with small-scale childcare services (please refer to "Important Points to Note" about "List of Daycare Centers" on Page 30), the daycare center will accommodate a certain number of children from small-scale childcare services and so the actual number of availability will be less.

2 Enrollment in General

- 1) **If your child is not accepted, you can remain on a waiting list until March next year, so you do not need to apply again.**
- 2) Even if your child is provisionally accepted, it is still possible that the offer is cancelled, if the daycare center concluded your child is not suitable for group childcare based on the result of the interview and health checkup. Also, depending on the degree of illness or disability, 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.
- 3) **If you apply for a daycare center due to childbirth, you cannot extend the enrollment period by taking childcare leave.**

- 4) If you are on childcare leave for your younger child, you cannot apply for a daycare center for your older child without going back to work.
- 5) Enrollment day is the first day of a month. (If you are on a childcare leave, your child will start a daycare center on the first day of a month in which you start working.)
- 6) If you wish to apply for different daycare centers, please come to Childcare Institutions Management Division or call us.
- 7) 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*)” by the deadline, which you can download from Tsukuba City’s official website, otherwise you will remain on a waiting list until March 2022 for screening process.
- 8) If you decide to turn down an offer for a place in a daycare center, please be sure to submit “Cancellation Form for Daycare Center Placement Offer (保育施設入所内定辞退届 *hoiku-shiestu nyusho naitei jitai todoke*)”, which you can download from Tsukuba City’s official website. Even if you fail to submit it in time, we will cancel the offer when you notify us of the cancellation. In this case, we will not issue a “On-hold Notice (入所保留通知 *nyusho horyuu tsuuchi*)”. Please note that if you have applied to change a daycare center and the change is approved, you can no longer remain in the current daycare center, because another applicant will enroll.
- 9) Please apply for daycare centers which you can pick-up and drop-off your child. Although you can apply for daycare centers without a previous visit, it is strongly recommended that you take a look before applying. Please inquire respective daycare center to arrange such a visit.
- 10) When there are changes in reasons to apply for childcare services or in family conditions after you submitted application form, please submit extra documents required for the change or notify the City Hall.

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. Daycare centers allow “gradual transition period (short-time childcare)” so that they can gradually get used to being separated from their parents, while reducing their mental and physical stress, anxiety, and fear little by little. Your child will go through this gradual transition period for the first five weekdays at public daycare centers, even if he/she went to another daycare center previously. They cannot stay for long hours from the beginning.

N.B. “Five days” is a tentative period and can be extended if necessary.

First step: For the first three days, please pick up your child aged 0-2 at 10:30 and aged 3-5 at 11:00.

Second step: For the next two days, please pick up your child at 12:30.

Please note that if your day of resuming work is April 1, the gradual transition period will also start April 1. If you wish your child to go through the gradual transition period during your childcare leave,

you need to apply for March enrollment and if approved, your child can start gradual transition period in March. If your day of resuming work is May 1, the gradual transition period starts in May 1. If you wish to start gradual transition period sometime in April, you need to apply for April enrollment, and can be approved on the condition of your day of resuming work during April.

4 Children with Special Needs

- Children with special needs are children who may need verbal or physical support (including children with slow development regardless of he/she has a “Rehabilitation Certificate 療育手帳 (*ryoiku techo*)”), as well as children who are ill or disabled. Children who need to wear/remove a hearing aid or glasses are also considered as children who with 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.
- We recommend that you visit daycare centers where you wish to apply in advance. Also, please tell us about your child as much detail as possible at Childcare Institutions Management Division when you apply for daycare centers.

5 Extended Daycare

- **Public daycare centers:**

After you are provisionally or officially offered a place at a daycare center and wish to extend the hours of childcare services, please apply five days prior to the desired date for extension. Please inquire the daycare center for details. (Until your child turns 1-year-old, daycare hours are limited to 7:45am to 6pm.)

- **Private daycare centers, daycare centers at *Kodomo-en*, and small-scale childcare services:**

Please inquire your child’s daycare center directly or refer to Tsukuba City’s official website.

N.B. Please note that if you are on maternity/childcare leave or seeking a job, you cannot extend the hours of childcare services.

6 Persons Giving Birth after Their Child Started a Daycare Center, and Take Childcare Leave

- **If your child is in 0-2 age class, when your childcare leave for your newborn starts:**

Your older child can stay in the daycare center until the last day of the school year (the last day of March) in which your newborn turns one. After that, your older child cannot stay unless you return to work.

Example: If your first child is in 2-year age class and your second child is born on December 1, 2020 and you take childcare leave, your first child is allowed to stay in the daycare center until 31 March 2022, which is the last day of the school year 2021 in which your second child turns

one. If you wish your child to stay after that, you must return to work during April, 2022.

- **If your older child is in 3-5 age class when your childcare leave for your newborn starts:**
Your older child can stay regardless of your childcare leave period, as long as you are planning to return to work. If you quit your job, your child must leave the daycare center.

Important points to note:

1. **You cannot change the daycare center during maternity leave (before and after child birth) and childcare leave.**
2. When you take your childcare leave, you are required to submit a Job Certificate (就労証明書・就労中) that clearly shows the period of your childcare leave. When you return to your work, you are required to submit a Job Certificate that clearly shows the date you return to your work. For both cases, along with submitting the Job Certificate, you are also required to update details of “Approval for Receiving Childcare Service (*nintei*)”.
3. If your child is accepted in a daycare center before and after your childbirth for a limited period of time, you cannot extend the period by taking childcare leave.

Required Procedures after an Application and Enrollment

Whenever there are the following changes, you must notify the Childcare Institutions Management Division. Depending on the changes, details of “Approval for Receiving Childcare Service (*nintei*)”, points for approval, and/or childcare fees may be subject to change.

- 1) When you change address (moving out of or within Tsukuba City, staying outside of Japan for more than one month, returning to your home country, change of your phone number, etc.)
N.B. If you are moving out of Tsukuba City, please return the “Certificate of Approval for Receiving Childcare Service (*nintei-sho*)” to Tsukuba City Hall before moving out.
- 2) When you become able to take care of your child at home (For example, you have quit your job, recovered completely from illness, taken childcare leave, etc.)
N.B. You may have to return your “Certificate of Approval for Receiving Childcare Service (*nintei-sho*)” in some cases.
- 3) When there is a change in your family (changes in your household, such as name change, birth, death, divorce, living separately, remarriage, living away from the family members for work, or started to receive social welfare benefits)
- 4) When work or school conditions change (such as a change in work place, work days/hours, or curriculum)
- 5) When you wish to change the enrollment period (For example, if you wish to take your child

out from a daycare center before his/her enrollment period ends or if you wish to extend the period of daycare services.)

Procedures for Leaving a Daycare Center

If your child is leaving his/her daycare center, because you no longer need to send him/her to the nursery or because you are moving out of Tsukuba City, please submit “Withdrawal Notification (退所届 *Taisho-todoke*)”, which is available for download 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

You are required to go through the same procedure for changing daycare centers as applying for a daycare center for the first time. Please submit the required documents to the Childcare Institutions Management Division by the deadline. Please note that in general a Job Certificate and other certificates are effective for three months after the issuance date. If there is no change in the certificate and the certificate is still valid, you can submit the copy of the original certificate that you already submitted. Please be sure to cancel the application for changing daycare centers, if you no longer wish to do so.

If you are on maternity leave or childcare leave, you cannot change daycare centers. However, you may apply to change daycare centers after maternity/childcare leave.

Updating Registration

In order to confirm that your child still meets the criteria to stay in a daycare center, we will check your current status such as working situation, in November every year. You are required to submit the documentation to prove that you cannot take care of your child at home again along with “Registration Update Form (現況届 *genkyo todoke*)”. If your current status does not meet the criteria anymore, or you fail to submit the documents, or the documents prove to be false, your child must leave his/her daycare center.

You are also required to submit “Registration Update Form (現況届 *genkyo todoke*)”, if you wish to change your child’s daycare centers.

If you are planning to apply for “After School Children’s Clubs” for your elder child

If you are planning to apply for public after-school Children’s Clubs (including facilities managed by designated administrator), you can submit a copy of the documentation to prove that you cannot take care of your child at home which you submit when you apply for daycare centers. Please make a copy of the documentation and keep it with you, if you are thinking of applying for Children’s Clubs. N.B. You cannot use the application forms and documents for Children Clubs when you apply for daycare centers.

Childcare Fees

1 Calculation of Childcare Fees

Childcare fees will be calculated based on the total amount of both parents’ income-based municipal taxes. (If the child and/or 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)’ per income based municipal taxes.)

	April to August	September to March
Calculation basis	Per income based municipal tax for 2020 (Tax based on your income from January to December, 2019)	Per income based municipal tax for 2021 (Tax based on your income from January to December, 2020)

- Childcare fees for 0-2 year-old classes are calculated based on the age of the child. The childcare fees from April to August are determined according to the amount of municipal taxation during FY2020, and the fees from September onwards are determined according to the amount of taxation during FY2021. Childcare services will be free of charge for 3-5 year-old classes, though fees for cooking ingredients, teaching materials, and events will be charged to parents/guardians.
- 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.
- For unmarried single-parent households, tax deduction for widow(er) may be applicable. Please consult the Childcare Institutions Management Division for details.
- Apart from the childcare fees described above, you may be charged for additional costs and/or actual costs of items such as fees for teaching materials, lunches, bus, etc., depending on daycare centers. Please inquire respective daycare center for additional fees.
- For children over 3-year-old at public daycare centers, parents/guardians may start to be charged for fees for staple foods. We will notify details as soon as they are confirmed.
- 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(s).
- If both parents are exempted from tax, childcare fees may be calculated based on the total

amount of municipal taxes of relatives such as grandparents. Please consult the Childcare Institutions Management Division for details.

- In principal, if someone other than relatives lives with the child, his/her/their municipal taxes will be added when calculating childcare fees.

2 Payment of Childcare Fees

In principal, you will have to pay for the childcare fees by bank transfer. Please submit a bank transfer request form to a designated financial institutions after enrollment. Paying by bank transfer will prevent you from missing a payment, so please make payments in this way, where possible.

If you choose not to pay by bank transfer, it is possible to pay at any financial institutions or convenience stores using a payment slip. Please be sure to pay by the due date.

N.B. 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 small-scale childcare services.

3 Quick reference guide for childcare fees

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

Cost of childcare fee	Free
Cost of foods other than staple foods	Amount determined by each daycare center

(JPY4,500 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, etc. 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 welfare	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 48,600		12,000	11,700	0	
		Single-parent households		5,000	4,900	0	0
4	5-1	48,600 – 57,700	No age limit	14,000	13,700	7,000	6,850
		Single-parent households		7,000	6,850	0	0
	5-2	57,700 – 61,000		14,000	13,700	7,000	6,850
		Single-parent households		7,000	6,850	0	0
	6-1	61,000 – 77,101		18,000	17,600	9,000	8,800
		Single-parent households		9,000	8,800	0	0
	6-2	77,101 – 79,000		118,000	17,600	9,000	8,800
				0			
7	79,000 – 97,000	21,000	20,600	10,500	10,300		
5	8	97,000 – 125,000	There are restrictions depending on sibling's age.	28,000	27,500	14,000	13,750
	9	125,000–169,000		31,000	30,400	15,500	15,200
6	10	169,000 – 234,000		40,000	39,300	20,000	19,650
	11	234,000 – 301,000		45,000	44,200	22,500	22,100
7	12	301,000 – 397,000		60,000	58,900	30,000	29,450
8	13	More than 397,000		78,000	76,600	39,000	38,300

- Childcare fees will be calculated based on the total amount of both parents' municipal taxes (per income levy of municipal tax before applying tax credits). If you failed to file your tax return, the 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, 2020 and may be subject to change in the future.

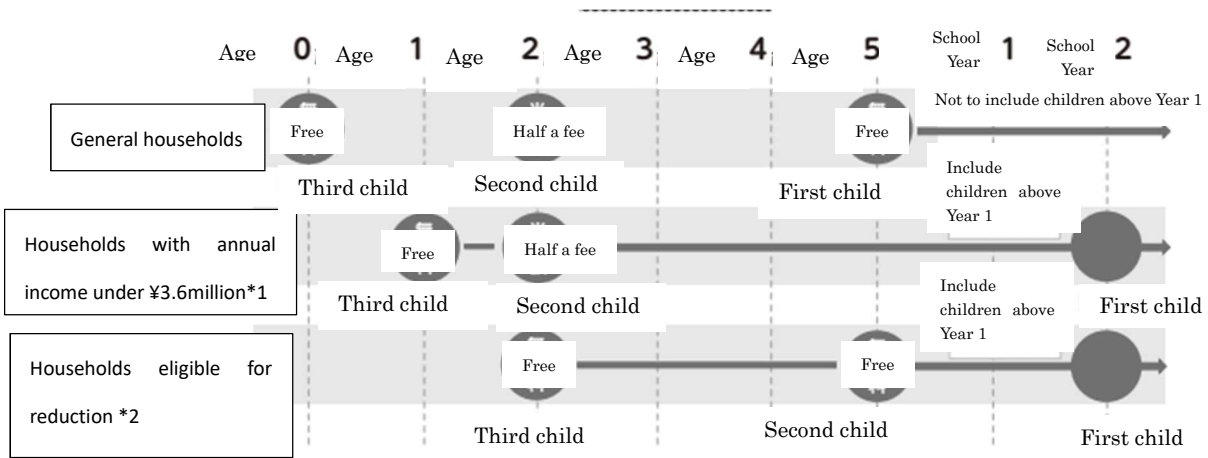
4 Quick reference guide for childcare fees

Please keep in mind that delinquency in payments makes it difficult to secure fairness for parents/guardians who make payments without any delay, as well as parents/guardians who are on a waiting list. Furthermore, this can interrupt stable operations at daycare centers. Delinquency in childcare fee payments could result in seizure of your properties, including real estate, savings, salary, and etc.

5 Childcare Fee Reduction for Parents/Guardians with More Than 2 Children

If you have more than 2 children in daycare centers, the childcare fee for your second child will be half of your first child and for your third and subsequent children, it will be free of charge. The number of children enrolled in daycare centers and/or non-licensed daycare facilities (limited to

corporate-sponsored childcare facilities) will be counted.



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

*2 Single-parent households or households which has a member with a disability certificate (including rehabilitation certificate), whose amount of per income levy of municipal tax is under 77,101JPY per year.

6 Free Pre-school Education and Childcare Services

Based on the policy to make pre-school education and childcare services free, childcare services for children enrolled between 3 to 5 year-old classes are free of charge. Also, households with annual income under 3.6 million JPY or equivalent, as well as households eligible for reduction will not be charged for main/side dishes and snacks for third and subsequent children.

Q&A

1 Questions on Enrollment

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

A1 No, we will not accept children for daycare centers on first-come-first-served basis. We will calculate “points” based on each application form and then accept children whose parents have higher points. Please refer to “Application Process” on page 5. However, if applicants with the same points preferred the same daycare centers as other families, it may be possible that the priority is given to an applicant with a longer waiting time.

Q2 How many daycare centers can I apply for?

A2 You can apply for up to 3 daycare centers. But this does not mean you have to apply for 3 centers.

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

A3 Yes, it is possible. Even if it says there is no availability, there are cases where it becomes available because some children might 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 prior to the month of enrollment, but you can apply before the update and also, you can change the choice of daycare centers before the deadline.

Q4 Where can I apply to visit daycare centers?

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

Q5 Do I have to prepare “Job Certificate (就労証明書)” each time I apply for a daycare center?

A5 Job Certificates are valid for 3 months in general. You can use the same certificate as long as it is issued within 3 months of the deadline for your preferred enrollment month. Please make a copy of the original Job Certificate when you apply for the first time.

Q6 I do not have a job at the moment, but I am looking. Can I apply for a daycare center so that I can start looking for jobs?

A6 Yes, you can do that. However, you will have to get a job and submit a Job Certificate within 3 months after your child starts a daycare center. Your child will have to leave the daycare center if you are not able to provide the certificate.

Q7 Can I apply for both daycare center and kindergarten?

A7 You can apply for both. For a daycare center, please apply at the Childcare Institutions

Management Division, and for a kindergarten, please apply at the kindergarten you wish to enroll your child.

Q8 I am currently living overseas. In March, 2021, we are planning to move to Tsukuba City and would like to enroll my child in a daycare center from April. What procedure do I need to go through?

A8 Please apply via post by the application deadline of Tsukuba City. Please refer to "3. Required Documents" in Page 9. If documents such as a Job Certificate and documents showing your income are written in a foreign language, please have them translated into Japanese and then submit.

Q9 Does my child need to go through "gradual transition" into a daycare center, even if he/she has been to a different daycare center before? And how long does he/she need to do this?

A9 Because there are many cases where children find it difficult in getting used to sudden changes in their environment and life styles, all children including those who used to go to different daycare centers have to go through a "gradual transition period". Usually it takes 5 days, but it may be subject to an extension. Please note that your child cannot stay for an extended period of time at a daycare center soon after the enrollment.

Q10 Do children with disabilities have a priority in securing a place in daycare centers?

A10 No they do not. Even if 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 finds it difficult for your child to adjust to group childcare based on an interview and/or result of health checkup. 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 and consult the daycare center you wish to enroll your child in advance.

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

A11 There will not be any penalty (such as deducting of points) for cancelling an offer and you will not have any disadvantage for cancelling an offer. However, because of people cancelling offers, there have been troubles where there are delays in screening processes or persons who could have been given a place could not get a place in time. So please consult and visit the daycare center and make sure you would like to enroll your child before applying. If you decide to cancel an offer, please notify the Childcare Institutions Management Division, as well as the daycare center which give you an offer as soon as possible.

Q12 I am currently on childcare leave and applied for daycare centers for my 0 and 3 years old children. Though my 3-years-old was accepted, my 0-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 cannot go back to your work in the month your 3-years-old child starts the daycare center, the offer will be canceled or your 3-years-old has to leave the daycare center. Please consider applying for non-licensed daycare centers for your 0-year-old.

Q13 I am on childcare 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 my work?

A13 “Return to work” means that you go back to your work place which approved your childcare leave. If any of the following conditions apply, an offer from a daycare center will be cancelled or your child will have to leave the daycare center.

1. You resigned from a company where you worked for before taking childcare leave.
2. You do not return to work by the end of the month in which your child enrolled a daycare center.
3. Compared to before taking your childcare leave, your working days or hours are shorter (excluding the “Reduced Working Hours for Childcare” policy).
4. You are unable to return to work, because your placement is not determined by your company.

Please also note that you are not allowed to not return to your work by the end of a month in which you child starts a daycare center because you are on paid holiday or your child is ill.

Q14 I am planning to stay at my parents’ house to give birth and my other child will not go to his/her daycare center for 2 months. In this case, does he/she have to leave his/her daycare center?

A14 Your child does not have to leave the daycare center as long as he/she goes there one day during two consecutive months. (For example, if your child stops going to his/her daycare center from September 15, but shows up on November 1, he/she does not have to leave.) Please notify the Childcare Institutions Management Division, as well as your child’s daycare center once you know when you are going to your parents’ house.

Q15 The child or one of his/her parent need to be hospitalized. Does this mean the child has to leave his/her daycare center?

A15 If the child does not go to his/her daycare center over a month, he/she may have to leave. Please consult the Childcare Institutions Management Division. If your childcare situation changes because of changes in your family situation such as hospitalization or other reasons.

2 Questions on Approval for Receiving Childcare Service

Q16 Can I receive a “Category 1” approval and send my child to a kindergarten and use “after-hour childcare services”, even if I receive a “Category 2” approval (which is an approval given to working parents)?

A 16 Yes, you can. If you wish to use “after-hour childcare services” at a kindergarten, please inquire to 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-hour childcare services at public kindergartens are only provided during long holidays such as summer holidays.

Q17 Can I receive Approval for Receiving Childcare Service (*Shikyu-nintei*), even if I do not apply for daycare centers? In this case, what do I need to do?

A17 Yes, you can. If you only need Approval for Receiving Childcare Service, please submit the following documents.

Required documents (Please refer to page 9):

- 1 Application for Enrollment/Approval for Receiving Childcare Service
- 2 Documentation to prove that no adults in your household can take care of the child at home during daytime

Q18 What do I need to do if my “Certificate of Approval for Receiving Childcare Service (*Shikyu-ninteisho*)” has expired?

A18. If your certificate is valid for 3 months:

If you receive an approval based on a reason that you have a job offer or you are seeking a job, your approval will expire in 3 months. If you wish to extend the approval period, please make a change request before it expires.

If your certificate is valid for less or longer than 3 months:

If you have a reason where you cannot look after your child (for example, you are enrolled in a university and are going to graduate, you have a medical certificate or disability certificate for a certain time period, you are going to take maternity/childcare leave, etc.), you will be given an approval until the due date. If you wish to extend the approval period, please submit the following documents to the Childcare Institutions Management Division one month before it expires.

1. Change request regarding “*shikyu nintei* (Approval for Receiving Childcare Services)”
2. Documentation to prove that no adults in your household can take care of the child at home during the daytime

3 Questions on Childcare Fee

Q19 What happens if I fail to pay childcare fee in time?

A19 If you fail to pay childcare fee in time, a written demand will be sent. If the payment is still not made, your asset may be subject to seizure. Please consult the Childcare Institutions Management Division, if you wish to change method of payment (for example, payment by installments, deducting from your child allowance, etc.)

Q20 How can I make a payment, if I forgot to pay for childcare fee and the payment slip is expired?

A20 Even if your payment slip expires, you can use it at a financial institution, so please make the payment as soon as possible. If you wish to make payment at convenience stores, please consult the Childcare Institutions Management Division.

Q21 What should I do if the balance in my account is insufficient to pay for childcare fee?

A21 If childcare fees cannot be deducted from your bank account, a payment slip will be sent to you after making sure that it is not possible to deduct from your bank account. So please pay for it with the payment slip as soon as possible. As long as it is within the deadline, you can use the payment slip at convenience stores.

Q22 Does it matter if the name written in the application form and the name of account holder are not the same?

A22 As long as it is the child's parent/guardian's name, it does not matter.