

Nursery School Enrolment Guide

FY 2026 Edition

Application/Inquiries To alleviate congestion at counters, please cooperate by submitting applications by mail or electronically.

Reception Counter	Health and Welfare Subsection, Residents Support Section of each Regional City Office
Reception Hours	8:30 am to 5:00 pm Monday to Friday (excluding holidays and year-end/New Year holidays) *The Health and Welfare Subsection of Residents Support Sections extend counter reception hours every Wednesday, but consultations and reception of applications for nursery school enrolment are only open until 5:00 pm.
Application Method	Submit the required documents to the responsible Regional City Office by mail, electronically, or in person. *Documents marked with [DL] are in the ward-designated format. They can be downloaded from the official Minato City website.

*The responsible regional city office will take the lead in consultations and communication before and after enrolment.

Residential Area	Regional City Office
Shiba, Mita 1- to 3-chome, Kaigan 1-chome, Higashi-shimbashi, Shimbashi, Nishi-shimbashi, Hamamatsucho, Shibadaimon, Shibakoen, Toranomon, Atago	Health and Welfare Subsection, Residents Support Section Shiba Regional City Office 1-5-25 Shibakoen, Minato City, 105-8511 TEL 3578-3161 FAX 3578-3183
Azabu-mamianacho, Azabu-nagasakacho, Minami-azabu, Moto-azabu, Nishi-azabu, Roppongi, Azabudai, Azabu-juban, Higashi-azabu	Health and Welfare Subsection, Residents Support Section Azabu Regional City Office 5-16-45 Roppongi, Minato City, 106-8515 TEL 5114-8822 FAX 3583-0892
Moto-akasaka, Akasaka, Minami-aoyama, Kita-aoyama	Health and Welfare Subsection, Residents Support Section Akasaka Regional City Office 4-18-13 Akasaka, Minato City, 107-8516 TEL 5413-7276 FAX 3402-8192
Mita 4 & 5-chome, Takanawa, Shirokane, Shirokanedai	Health and Welfare Subsection, Residents Support Section Takanawa Regional City Office 1-16-25 Takanawa, Minato City, 108-8581 TEL 5421-7085 FAX 5421-7613
Shibaura, Kaigan 2 & 3-chome, Konan, Daiba	Health and Welfare Subsection, Residents Support Section Shibaura-konan Regional City Office 1-16-1 Shibaura, Minato City, 105-8516 TEL 6400-0022 FAX 5445-4590

This booklet describes the procedures necessary for enrolment in licensed nursery schools within Minato City. **Please be sure to read before applying.** For other childcare services such as temporary childcare, etc., please also refer to the **Minato City Child-rearing Handbook “Minato Kids”**.

Minato City Office Website
MINATO Maternal and Child Health (Parent and Child) Handbook App.

Here, you can search for details and locations of each nursery school and required documents.

*See page 40 for an explanation of terms in this booklet.



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Childcare Concierge

The Childcare Concierge is a specialist staff member who accepts consultations regarding who can take care of your child, such as nursery schools and temporary childcare, etc. They provide information on various childcare services within Minato City and help find a suitable place to leave your child in accordance with your family's circumstances.

Reservations for consultations can be made from the "Minato Mother and Child (Parent and Child) Handbook App" (see the QR code below).

Consultation times (about 1 hour per session): 1. From 9:15 a.m. 2. From 10:30 a.m.
3. From 1:15 p.m. 4. From 2:30 p.m.

Reservations and Inquiries: Childcare Facilities Support Subsection, Nursery School Section, Child and Family Support Department, Minato City TEL: 03-3578-2851



Minato Mother and
Child Handbook App

I Guide to Licensed Nursery Schools

1 Facilities Available for Use

The following facilities can be used when guardians are unable to provide childcare at home due to employment, illness, or other reasons.

Type		Details
Facility	Licensed Nursery Schools	Facilities that meet the installation standards of the national government (facility size, number of staff such as childcare workers, meal provision facilities, disaster management, hygiene management, etc.) are licensed by the Mayor of Minato City. Facilities providing integrated care and education for children from 0 to 5 years old.
	Certified Childcare Centers	Facilities that provide integrated pre-school education and childcare. Continued attendance at the same facility is possible even if employment status changes. *Facilities that accept children with Category 1 certification in nursery-type certified childcare centers installed in the Ward (see page 4) are not kindergartens as licensed under the School Education Act.
	Minato City Nursery Facilities	Unlicensed childcare facilities installed by Minato City. While not receiving licensing given that they are proprietary facilities, enrollment is determined by applying the utilization adjustment criteria for nursery schools, and the application method, childcare fees, and childcare content are the same as for licensed nursery schools. *Capacity reduction may be considered based on local childcare demand, etc.
Regional Childcare Services	Small-scale Childcare Services Workplace Childcare Services Home-based Childcare Services	Provide childcare on behalf of guardians who cannot provide childcare at home due to employment, etc., targeting children from ages 0 to 2. *Workplace childcare services and home-based childcare services are not implemented in Minato City as of October, 2025.
	Home-Visit Childcare Services	Providing 1-to-1 childcare at home by a childcare worker for the following children. • Home-visit childcare services for children on waiting lists For children ages 0 to 2 requiring childcare who have applied for enrolment but have not been able to enroll in a licensed nursery school, certified childcare center, Minato City Nursery Facility, or small-scale childcare service. *For more details, refer to the separate “Guide to Home-Visit Childcare Services for Children on Waiting Lists” • Home-visit childcare for children with disabilities For children ages 1 to 5 who require childcare and medical care, etc. due to a disability or illness, and who are recognized as having significant difficulties in group childcare. *For more details, please inquire at the responsible regional city office.

*Please refer to the separate “List of Minato City Licensed Nursery Schools” for facility locations, capacities, closed days, etc.

*Children enrolled in 2-year-old classes in small-scale childcare services, etc. as of March will undergo utilization adjustment if they desire to attend a licensed nursery school, certified childcare center, or Minato City Nursery Facility in the following fiscal year or onward, and will secure a transfer destination for the 3-year-old class from April. (For small-scale childcare facilities with affiliated nursery schools, please refer to the “List of Minato City Licensed Nursery Schools.”)

[FY 2026 Class Age Table]

The class within used facilities is determined by age as of April 1, 2026.

For example, for a child born April 6, 2025, applications for FY 2026 will be for the 0-year-old class, even after reaching their 1st birthday.

Class	Birth Date
0-year-old Class	From April 2, 2025
1-year-old Class	April 2, 2024 to April 1, 2025
2-year-old Class	April 2, 2023 to April 1, 2024
3-year-old Class	April 2, 2022 to April 1, 2023
4-year-old Class	April 2, 2021 to April 1, 2022
5-year-old Class	April 2, 2020 to April 1, 2021

2 Certification of Children's Education and Childcare Benefits

When using a licensed nursery school, etc., it is necessary to obtain certification that childcare is required for your child (Certificate of Children's Education and Childcare Benefits).

Certification items include "certification category," "reasons for requiring childcare," "required amount of childcare," and "certification period," and one "Certificate of Children's Education and Childcare Benefits" is issued per child.

(1) Certification Categories

Certification categories differ depending on the "age" of the child and "used facilities."

Certification Category	Target Children	Main Used Facilities
Category 1 Certification (Standard Education Time Certification)	Children aged 3 years or older who have not started school	Kindergartens ^{*1} /Certified Childcare Center ^{*2}
Category 2 Certification (Childcare certification for children aged 3 years or older)	Children aged 3 years or older for whom childcare at home is difficult due to the employment or illness of their guardian	Licensed nursery schools Certified childcare centers Minato City Nursery Facilities Small-scale childcare services Home-visit childcare services
Category 3 Certification (Childcare certification for children aged under 3 years)	Children aged under 3 years for whom childcare at home is difficult due to the employment or illness of their guardian	

When switching from Category 3 Certification (for children under 3 years) to Category 2 Certification (for children aged 3 years or older), Minato City will send a certification category change notice along with a new certification certificate by the child's third birthday.

^{*1} For City Kindergartens, please inquire at the Educational Affairs Subsection, School Affairs Section, School Education Department of the Minato City Board of Education Secretariat.

TEL: 3578-2779

For private kindergartens, please inquire at the Educational General Affairs Subsection, Office of the Superintendent of Education, Education Promotion Department, Minato City Board of Education Secretariat.

TEL: 3578-2712

^{*2} The Shibaura Island Children's Garden (Kodomo-en) targets 4 and 5-year-old classes.

(2) Reasons for Requiring Childcare

To receive certification (Category 2 or 3 certification), both guardians must fall under one of the following.

- 1) Employment: When normally employed for 48 hours or more per month
- 2) Childbirth: When childcare is difficult due to being pregnant or immediately after childbirth
- 3) Illness: When childcare is difficult due to illness or injury
- 4) Disability: When childcare is difficult due to physical or mental disability
- 5) Caregiving/Nursing: When providing constant caregiving or nursing care for a cohabiting relative with illness or physical/mental disability
- 6) Job Seeking: When engaged in job seeking activities
- 7) School Attendance: When normally attending 16 days or more of schooling (commuting) each month, for 4 hours or more each day
- 8) Disaster Recovery: When childcare is difficult due to engaging in disaster recovery
- 9) Childcare Leave: When a household has a child enrolled in a licensed nursery school, certified childcare center, small-scale childcare service, or Minato City Nursery Facility, and the guardian certified as employed requires continued childcare during childcare leave for another child (and intends to return to work after the leave).
- 10) Other: When childcare is clearly required, such as when social care is needed from the perspective of child welfare

*Reasons such as "wanting experience of group activity" or "wanting to use for early childhood education" do not qualify as reasons requiring childcare.

(3) Required Amount of Childcare, Certification Period, Enrollment Period

The required amount of childcare and certification period are determined based on the reason for requiring childcare. The required amount of childcare will be “standard childcare hours” or “short childcare hours,” and in cases where both are available in the table below, certification will be made for one or the other based on working hours, etc. Please also note that the certification period may differ from the potential enrollment period.

Reason for Requiring Childcare	Required Amount of Childcare		Certification Period	Potential Enrollment Period
	Standard hours	Short hours		
Employment	○	○	Up to elementary school enrollment (if unemployed, same as for “job seeking”)	
Childbirth	○	○	From two months prior to the expected delivery month (four months in the case of multiple pregnancies) to the end of the month including the 57 th day counting from the day after delivery	
Illness/Disability Caregiving/Nursing Disaster Recovery Other	○	○	Until the reasons for requiring childcare no longer exist	
Job Seeking*	×	○	3 months (However, if employed within 3 months, certification changes to “employment”)	3 months from the month of enrollment (However, if employed within 3 months, certification changes to “employment”)
School	○	○	Until the end of schooling period (graduation)	
Childcare Leave (Enrolled children only)	×	○	Until the end of the fiscal year (end March) in which the eligible child for childcare turns 1 year and 6 months old (However, enrollment can continue from April if returning to work during the following month (April).) *For more details, please refer to page 28.	

*While already enrolled, applications for enrollment cannot be made with the same reasons.

(4) Childcare Hours

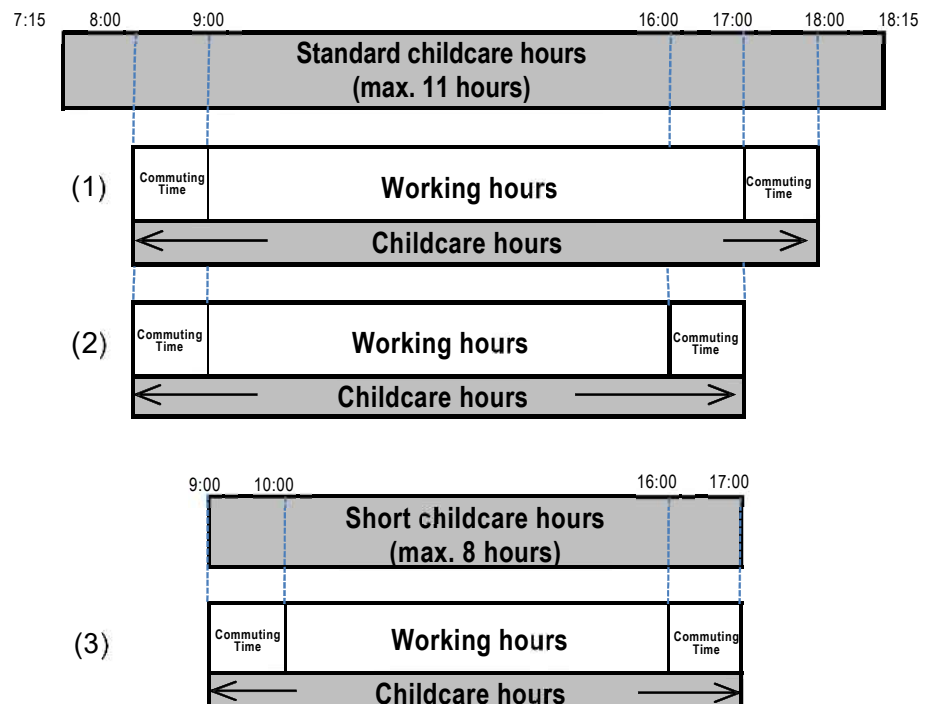
Under “standard childcare hours” licensed nursery schools can be used for up to 11 hours between 7:15 am and 6:15 pm, and under “short childcare hours” they can be used for up to 8 hours between 9 am and 5 pm. When regularly using beyond 9 am to 5 pm, certification as standard childcare hours is necessary. Applicable childcare hours are determined at the pre-enrollment interview. If childcare beyond standard childcare hours is necessary, please use extended childcare (see page 25). Also note that at some nursery schools, the standard and short childcare hours will differ from those given below. For more details, please refer to “List of Minato City Licensed Nursery Schools.”

Examples considering required amount of childcare based on employment conditions

(1) Working hours: 9 am to 5 pm
Commuting time: 1 hour
Childcare hours: 8 am to 6 pm
The required amount of childcare is within standard hours

(2) Working hours: 9 am to 4 pm
Commuting time: 1 hour
Childcare hours: 8 am to 5 pm
The required amount of childcare is within standard hours

(3) Working hours: 10 am to 4 pm
Commuting time: 1 hour
Childcare hours: 9 am to 5 pm
The required amount of childcare is within short hours



3 Enrolment Flow

Nursery School Visit,
etc.

- Advance visits can be made to nursery schools. If you would like to make a visit, please inquire directly at the relevant nursery school.

About the One-Stop Childcare Service

The One-Stop Childcare Service aims to reduce the burden on guardians by streamlining procedures related to childcare services, such as searching for nursery schools, making reservations for visits, and enrollment applications, online and in a one-stop manner.

Please apply from the private sector “Ensagasou” or “hoiciL” sites or the Tokyo Metropolitan One-Stop Childcare Portal Site.



**Certification
Application, Nursery
School Admission
Application, and
(only for applicants
for children aged 0-
2) Home-Visit
Nursery Service
Applications for
Children on Waiting
Lists**

- If you have any questions regarding the application method or other procedures, please consult with the Childcare Concierge or the contact at the Health and Welfare Subsection (Please refer to the bottom of the Table of Contents for information about the Childcare Concierge).

- Please make certification and enrollment application for children requiring childcare.
- Please gather together all necessary documents and apply by the application deadline. In addition to submission in person at the reception counter, applications can also be submitted by mail or electronically. Please note that whether applying by mail or electronically, applications must be received by the deadline. Depending on the content of the application, representatives may conduct an investigation through a home visit or by telephone, etc. as needed.
- Please refer to page 14 regarding applications for children with disabilities or illnesses, children using therapeutic (developmental support) facilities, etc., or children for whom there is concern about growth or development.
- If you would like to make use of a home-visit childcare service for children on a waiting list, refer to the “Guide to Home-Visit Childcare Services for Children on Waiting Lists” and fill in your desire.

**Utilization
Adjustment
(Adjustment Meeting)**

- When applications exceed the number of available nursery school places, placement decisions will be made in order of highest childcare need based on Minato City criteria (total household index and priority ranking).

**Issuance of Certificate
Placement
Notification**

- A certificate of certification will be issued with the announcement of results.
- Placement notifications will be given by telephone or mail. Notifications for April enrollment will be given by mail.

If placement is not offered

- Applicants who are not offered a place will receive a “Nursery School Enrollment Waitlist Notice” only on the initial announcement date.
- Nursery school enrollment application forms are only valid for the fiscal year for which the month of desired enrollment belongs (however, applications due to job seeking, childbirth or schooling are limited to the specific certification period.)

**Notice of
Declined
Placement**

- When declining the first-choice nursery school, or where the submission of a “Notice of Declined Placement” is submitted after the deadline, a Waitlist Notice will not be issued for that month. It will be necessary to submit a new full set of application documents if you would like to enroll again in a licensed nursery school. For more details, please refer to pages 10-11.

**Interview/Health
Checkup**

- Please be sure to receive the interview and health checkup by the end of the month prior to the month of enrollment. Placement notification will be cancelled if they are not received within the designated period.
(For those with primary placement notification for April, the interview and health checkup are scheduled for around February.)
- There may be cases after placement notification where enrollment is not possible, depending on the results of the interview and health checkup.

**Enrolment and
Class Allocation**

- A notice on the acceptance of enrollment, etc. will be sent by the end of the month prior to the month of enrollment.
- Initially, childcare hours will be shorter, and gradually lengthened, to ensure that your child will gradually become accustomed to the nursery school.
- Please refer to pages 27-29 regarding notifications and procedures after enrollment.

4 Applications for Nursery Schools Outside Minato Ward and Applications from Outside Minato Ward

(1) For those residing in Minato City (applying for nursery schools outside Minato City)

Reception Counter	Health and Welfare Subsections of Resident Support Sections in each Regional City Office
Application Deadline	Deadlines differ by municipality. Please check with the municipality of the desired nursery school before preparing submission documents. <u>Minato City will forward the submission documents to the municipality of the desired nursery school after they have been received, so please allow sufficient time before the application deadline (8 business days in advance).</u>
Application Conditions	Application conditions and submission documents differ by municipality. Please confirm in advance with the consultation counter of your desired municipality.
Notes	Direct applications can be made in some municipalities, so please inquire yourself. In the case of applications involving moving out, it will be necessary after moving to apply again at the municipality to which you are moving.

(2) For those residing outside Minato City (applying for nursery schools in Minato City)

Those residing outside Minato City who are planning to move into Minato City or who have a workplace inside Minato City should apply at the municipality in which they reside. Please apply with sufficient time before the application deadline (8 business days in advance) so that it will be received by Minato City before the Minato City deadline (for those planning to move in, please use the designated Minato City forms for your application).

1) For those planning to move into Minato City

Reception Counter	Consultation counter of current municipality of residence *Direct applications can be made in some municipalities, so please inquire yourself.
Application Deadline	Application deadlines on pages 8-9
Application Conditions	• Able to submit documentation confirming the address to which you are moving in Minato City (sales/lease contract, etc.) and consent form [DL]. • <u>Moving into Minato City and completing resident registration and nursery school enrollment procedures by the end of the month prior to the month of enrollment.</u> • <u>Able to receive the interview and health checkup at the designated date and time</u> following placement notification.
Notes	• For those who have received placement notification, if resident registration in Minato City and nursery school enrollment procedures are not completed by the end of the month prior to the month of enrollment, the placement notification will be canceled. • For those planning to move to Minato City from overseas, please contact the Regional City Office of your planned address in advance and submit your application by mail or electronically. When doing so, be sure to include contact information for someone who can be contacted in Japan.

2) For those working in Minato City

Reception Counter	Consultation counter of current municipality of residence
Application Deadline	Application deadlines on pages 8-9
Application Conditions	• Received the issue of certification from the municipality of residence. • A guardian's (mother or father) workplace is in Minato City, and they actually commute to the city. • <u>Able to receive the interview and health checkup at the designated date and time</u> following placement notification.
Notes	• <u>Applications for enrollment cannot be made from April to September for 0- to 2-year-old classes.</u> • <u>For April enrollments in 3- to 5-year-old classes, acceptance commences from secondary applications.</u> • <u>If there are fewer than 2 vacancies in your desired nursery school, this will not be subject to utilization adjustment.</u> (Vacancy information is published on the official Minato City website.) • 9 points will be deducted in accordance with adjustment index 14. • Applications cannot be made in the case that either guardian is on maternity or paternity leave, on childcare leave (including if scheduled to return to work), engaging in job seeking activities, or has a job offer for employment. • Applications cannot be made for Minato City Nursery Facilities or home-visit childcare services.

5 Application Deadline and Notification of Results

(1) Applications for Enrollment in April 2026 (Primary)

*To alleviate congestion at in-person counters, please cooperate by submitting applications by mail or electronically.

Mail/Electronic Application Reception Period	In-person Application Reception Period
From Thursday, October 30, 2025	From Thursday, October 30, 2025
Must be received by Friday, November 21, 2025	To 5 p.m. Tuesday, December 2, 2025
Mail, electronic, and in-person reception period for children with disabilities, illnesses, or concerns about growth and development (refer to page 14)	
Thursday, October 30, 2026 to 5 p.m. Thursday, November 13, 2025	
Announcement of Results	
Issued Friday, January 30, 2026 (Notices will serve as announcement)	
Telephone inquiries will be accepted from Wednesday, February 4.	

*Nursery School Enrollment Waitlist Notices and the results of applications for Home-visit Childcare Services for Children on Waiting Lists will be mailed on Tuesday, March 3, 2026.

(2) Applications for Enrollment in April 2026 (Secondary)

Mail/Electronic Application Reception Period	In-person Application Reception Period
From Friday, January 16, 2026	From Thursday, January 29, 2026
Must be received by Monday, February 9, 2026	To 5 p.m. Monday, February 9, 2026
Mail, electronic, and in-person reception period for children with disabilities, illnesses, or concerns about growth and development (refer to page 14)	
Thursday, January 29, 2026 to 5 p.m. Thursday, February 5, 2026	
Announcement of Results	
Issued March 3, 2026 (Notices will serve as announcement)	
Telephone inquiries will be accepted from Friday, March 6.	

Enrollable Nursery Schools and Reception Periods for 0-year-old Classes in April 2026

	Child's Birthday	Enrollable Nursery Schools (Refer to separate "List of Minato City Licensed Nursery Schools")			Reception Period	
		Enrollment 43 days after birth	Enrollment 57 days after birth	Enrollment 3 months after birth	Mail (received-by date)/electronic	In-person
Primary	April 2, 2025 to November 15, 2025	○	○	○	October 30, 2025 to November 21, 2025	October 30, 2025 to December 2, 2025
	November 16, 2025 to January 1, 2026	○	○	○	From submission of birth notice to January 14, 2026	From submission of birth notice to January 14, 2026
Secondary	April 2, 2025 to January 1, 2026	○	○	○	January 16, 2026 to February 9, 2026	January 29, 2026 to February 9, 2026
	January 2, 2026 to January 27, 2026	○	○	×	From submission of birth notice to February 9, 2026	From submission of birth notice to February 9, 2026
	January 28, 2026 to February 3, 2026	○	○	×	From submission of birth notice to February 9, 2026	From submission of birth notice to February 17, 2026
	February 4, 2026 to February 17, 2026	○	×	×		From submission of birth notice to February 20, 2026

(3) Applications for Nursery School Enrollment/Transfer from May 2026

Desired Month of Enrollment/Transfer		Application Deadline	Deadline for Those Requiring Submission of Doctor's Opinion	Date of Announcement of Results
2026	May	Friday, April 3	Monday, March 9	Friday, April 17
	June	Thursday, May 7	Friday, April 3	Tuesday, May 19
	July	Friday, June 5	Thursday, May 7	Wednesday, June 17
	August	Friday, July 3	Friday, June 5	Thursday, July 16
	September	Tuesday, August 4	Friday, July 3	Monday, August 17
	October	Thursday, September 3	Tuesday, August 4	Tuesday, September 15
	November	Monday, October 5	Thursday, September 3	Friday, October 16
	December	Thursday, November 5	Monday, October 5	Tuesday, November 17
2027	January	Thursday, December 3	Thursday, November 5	Thursday, December 17
	February			
	March			

*Applications for enrollment in January to March 2027 is not possible for those born after December 3, 2026.

*For those required to submit a doctor's opinion, please refer to page 11 for more details.

[Applications by Mail]

- 1) Mail to the Health and Welfare Subsection, Residents Support Section, Regional City Office in your residential area (refer to the cover of this pamphlet).
- 2) Mail must arrive by the deadline. Please send sufficiently in advance of the application deadline to ensure that it arrives in time.
- 3) Please refer to the "Submission Document Checklist" to confirm that you have not missed any documents.
- 4) Please send by a mailing method that allows confirmation of receipt. We will not accept inquiries to confirm receipt.
- 5) The city accepts no responsibility for the late arrival or non-delivery of documents due to mailing incidents, etc.
- 6) If there are deficiencies in submitted documents, confirmation may be made by telephone to the workplace or applicant. In addition, if deemed to not meet the reasons for certification, the application may not be subject to utilization adjustment.
- 7) If there are missing documents in mailed applications, the responsible Regional City Office will contact you by telephone. Please be sure to make your submission prior to the in-person application reception deadline. If not submitted, the application will not be subject to utilization adjustment for the desired enrollment/transfer month.

[Electronic Applications]

Applications can be made from the official Minato City website. This can be accessed using the QR code to the right.

*Please refer to pages 8-9 for the deadline.

*Inquiries to confirm receipt of applications will not be responded to

*When attaching photographs, please use clear photos and ensure that text can be read.



[In-Person Applications]

Reservations can be made using the Health and Welfare Comprehensive Reception Counter Reservation System from the official Minato City website. This can be accessed using the QR code to the right.

However, reservations will not be available between November 19 and December 2, 2025.

*In-person applications and consultations without reservation are also available as before.



Health and Welfare
Comprehensive Reception
Counter Reservation System
Make reservations here

[Desiring to Transfer Nursery School]

Please apply by the application deadline for the nursery school that you want to transfer to (refer to page 29 for submission documents, etc.).

Additional documents may be required to be submitted, depending on the content of documents already submitted at the time of enrollment. Please apply as soon as possible.

6 Documents Required for Application to Nursery Schools, etc.

Documents marked with [DL] should be in the format designated by Minato City. They can be downloaded from the official Minato City website.

The following submission documents will apply from utilization adjustment for April 2026 nursery school enrollment. For enrollment applications up to March 2026, please prepare and submit the documents described in the 2025 Edition of the Nursery School Enrollment Guide.

Documents described in (1) through (3) below are required for enrollment application. (4) is only required when applicable.

Please collect and submit all documents by the deadline. **Please note that if all applicable documents are not submitted, utilization adjustment will not be possible. Also, if the application content includes inaccurate or false details the application will be invalid.**

Please note that documents will not be returned, so please make any necessary copies yourself before submitting them.

The presentation of Individual Numbers for all household members and identity verification documents for the applicant is required at the time of application (if mailing your application, copies must be submitted).

Identity Verification Documents

1 of the following: Individual Number Card (My Number Card), driver's license, passport, residence card, etc.

Or 2 of the following: Employee ID, student ID, cash card, etc.

*If application is being made by proxy, power of attorney and identity verification documents for the proxy are also required.

Individual Number Verification Documents

*Copy must be submitted for non-residents of Minato City.

Individual Number Card, notification card (with no changes to details), (copy of) resident registration showing Individual Number *One of each

(1) Application for Certification of Children's Education and Childcare Benefits and Nursery School Enrollment Application Form [DL]

When applying simultaneously for siblings, please prepare the Nursery School Enrollment Application Form and Child Health Status Declaration for each sibling.

(2) Documents to Verify Need for Childcare *Required for each parent and cohabitants aged 18-64.

Guardian Circumstances		Required Documents *When submitting originals, please make copies as necessary.
Employment	Full-time Employee, Dispatch Employee, Part-time Employee, etc. (Including job offers)	Employment Certificate (Form 2 (Article 6-related)) [DL] <u>Issued within three months of the deadline</u>
	Directors, Self-Employed, Family Business Worker, etc. (Including those working at companies operated by relatives)	1) Employment Certificate (Form 2 (Article 6-related)) [DL] <u>Issued within three months of the deadline</u> 2) Proof of work *Copy acceptable. Certificate issued by a third-party organization or public institution (e.g. Latest Final Tax Return showing income at current place of employment, certificate of historical matters, certificate of registered matters, notice of commencement of business, business permit, work contract, or bank passbook showing salary transfers, etc.) *For the above proof of work documents, if the name of the individual is not included, proof of income will be required. (e.g. Bank passbook from which salary transfers, etc. can be confirmed)
Childbirth		Copy of the cover of the Maternal and Child Health Handbook and pages showing the birth (or expected) date *Number of children in the case of multiple pregnancy
Illness		Copy of medical certificate issued <u>within three months of the deadline</u> (Specifying onset period, convalescence period, frequency of clinic visits, state in which childcare is difficult, convalescence method, etc.)
Disability		Copy of physical disability certificate (Disability Handbook) (only for non-residents of Minato City)
Caregiving/Nursing Care		1) A copy of the long-term care insurance certificate or physical disability certificate for the care recipient (only for non-residents of Minato City), or a medical certificate 2) Time schedule [DL] 3) Verification of caregiving/nursing care situation (e.g. home service plan, etc.)
Job Seeking		Copy of "Hello Work" receipt (issued by Hello Work), etc.
Schooling (Including planning to go to school)		School enrollment (schedule) certificate [DL] <u>issued within three months of the deadline</u>
Disaster Recovery		Copy of Disaster Victim Certificate, etc.

*If there are any discrepancies in submitted documents, resulting in the need for childcare not being able to be confirmed, the application for utilization adjustment will not be successful.

*When the state of parents, etc. is employment, documents (1) and (2) should be submitted for executives, self-employed owners, home workers, and family workers, etc., and documents (1) through (3) should be submitted for caregiving/nursing care.

*Documents marked with [DL] are in the format designated by Minato City. They can be downloaded from the official Minato City website.

(3) 2026 Licensed Nursery School Application Confirmation Form [DL]

Please read carefully and make sure that you understand, then check the confirmation column for each item and have both parents' sign.

(4) Other Documents (Must be submitted when applicable)

*Related to adjustment index and priority order.

Category	Required Documents
When continuously attending a clinic due to the child's low birth weight ----- When the child is less than 8 weeks old as of the application deadline, having a gestational time of 37 weeks or less and a weight of less than 2,500 g at the time of birth	City-designated Doctor's Opinion Letter (for Nursery School Enrollment) [DL] *If not accepted, the Doctor's Opinion Letter can be used at the next meeting of the Children with Disabilities Enrollment Committee. However, if the health status has changed, please submit again.
When applying for the 0-year-old class and the child has a gestational time of 37 weeks or less and a weight of less than 2,500 g at the time of birth	Copy of Maternal and Child Health Handbook (cover, pages showing birth status, page for latest health checkup)
When a single parent	Documents confirming single parent status (copy of extract of family register, etc.) *Extract of family register issued within 3 months of the application deadline. *Not required when Child Rearing Allowance is being received from Minato City. *For foreign nationals, the original and translation of certification of single status, divorce certificate, etc. issued by a public institution
When a sibling is enrolled or scheduled to be enrolled in a private kindergarten, etc., and certification has been obtained for Utilization Benefits for Childrearing Facilities, etc. (Category 2 or 3)	Copy of child-rearing facility usage benefit certificate (only for non-residents of Minato City) *When scheduled to apply for certification, the Minato City-designated Pledge [DL]
When a cohabitant 18 years of age or younger has been issued a physical disability certificate	Copy of physical disability certificate (only for non-residents of Minato City) *Eligible until the first March 31 following the date the person turns 18.
When offered a job for employment as a childcare worker or nurse at a childcare facility (including planning to return to work)	• Pledge [DL] • Copy of certificates of qualifications
When planning to move into Minato City	• Copy of Individual Number confirmation documents for all household members (one of: Individual Number Card (My Number Card), notification card, or resident register showing Individual Number) • Consent form [DL] • Copy of lease or sales contract (showing the address, handover date, and name of contracting parties) • For guardians with a physical disability certificate or Specified Medical Expense (Designated Intractable Disease) Recipient Certificate, a copy of each • When public assistance is being received, a copy of documentation of these benefits
When applying for a child with a disability or illness, a child using a therapeutic (development support) facility, etc., or a child for whom there is concern about growth or development	For more details, please refer to page 14.
• When not registered as a resident in Japan as of January 1, 2025/January 1, 2026 (overseas resident/embassy staff) • When there has been overseas income during 2024 or 2025	• Annual income declaration [DL] for 2024 and 2025 • Proof of income/deductions for January to December 2024 and January to December 2025, if any *If there is foreign income, convert it into Japanese yen and calculate the resident tax equivalent. Please use the local currency for the annual income declaration.
When not registered as a resident of Japan as of the application deadline	Official identity verification documents such as passport, etc. (for all household members) ----- For embassy staff, etc. with no resident registration, please also submit the following documents. • Embassy certificate (Embassy Card, etc.) • Copy of passports for all household members (Photo page (showing date of birth), and page showing entry to Japan) • Proof of residence (document issued by the embassy or Embassy Card, etc.)

*Resident tax information needed for utilization adjustment and the determination of childcare fees will be confirmed by Minato City through information sharing under the Individual Number system.

*If information cannot be linked under the Individual Number System, the submission of a tax (non-taxation) certificate may be required.

*When the main bread-winner is a grandparent, etc. or other cohabitant, resident tax information for that person is also necessary. In addition, resident tax information will not be able to be confirmed for those who have not submitted a tax declaration, so a declaration will be required.

*For foreign nationals applying under employment or job seeking, "permission to engage in activity other than that permitted under the status of residence previously granted" may be necessary, depending on their residence status

*Please attach a Japanese translation (translated by a third party) for documents in foreign languages.

*Documents marked with [DL] are in the format designated by Minato City. They can be downloaded from the official Minato City website.

7 Notes regarding Applications

(1) All applicants

- 1) Consultation counters and telephones will be very busy near the application deadline, so please apply with plenty of time before the deadline. Also, please cooperate by submitting your application by mail or electronically, to alleviate congestion.
- 2) Please be sure to gather all required documents, fill in all of the required items, and submit your application by the deadline. Applications without all required documents cannot be accepted. Also note that if there are deficiencies in submitted documents, you may be requested to resubmit.
- 3) Please inquire directly at each nursery school for nursery school visits. Also, please make use of the One-stop Childcare Service. For more details, please refer to page 6.
- 4) Please fill in the nursery school code in the desired nursery school field of the application form. Nursery school codes can be found in the “List of Licensed Minato City Nursery Schools”. Please be sure that the nursery school name and code are correct. If the nursery school name and code do not match, the nursery school name will take priority.
- 5) When submitting additions or changes, etc. to the nursery school that you desire to enrol in, please submit by the application deadline each month.
- 6) The period of validity for application forms is up to March 2027 enrollments for both enrollment applications and transfer applications. However, under requirements such as job seeking, childbirth, and attending school, etc., the period shall be the same as the certification period. If you desire to continue enrollment after April 2027, you will need to apply again.
- 7) When there are changes to the work or family situation of the guardian or the application content after application, this may change the index, so please promptly submit the necessary documents after the change. If the actual work situation differs from the details submitted in the application, the placement or enrollment acceptance may be cancelled.
- 8) If there are falsehoods in the content of your application, the application will be invalid.
- 9) Updates of vacancies in licensed nursery schools are made the day after the results announcement date each month. Please refer to the official Minato City website.
- 10) Even if there are no vacancies in a licensed nursery school at the time of application, a vacancy may arise by the time of utilization adjustment due to transfers or withdrawals. Please select your desired nursery schools in order of preference, regardless of the state of vacancies.
- 11) Submitted documents will not be returned, so please keep copies as necessary.

(2) Applying for April enrollment

- 1) Applications for April enrollment will be accepted during the periods indicated on page 8. Applications after the primary reception period should be made during the secondary reception period.
- 2) If you have applied for April enrollment, you cannot apply under the “Childcare Leave Return Enrollment Reservation System.” For more details on the Childcare Leave Return Enrollment Reservation System, please refer to page 42.
- 3) The secondary utilization adjustment for April enrollment will include selection among applicants who request nursery schools that still have vacancies after the primary allocation, as well as applicants born on or after January 2, 2026 who wish to apply to nursery schools that accept children from 43 or 57 days of age.
- 4) Those who have received placement notification for primary utilization adjustment for April enrollment will not be subject to secondary utilization adjustment. If you desire to enroll in a nursery school other than that for which you have received placement, it is necessary to withdraw from the primary placement by the deadline for the submission of the declination form. It is not possible to be subject to secondary utilization adjustment while holding a primary placement.
- 5) For those who apply for January to March enrollment at the same time as applying for April enrollment, if enrollment placement is received for January to March, the April enrollment application will be withdrawn. If you desire to enroll in a different nursery school in April, please note that you will need to decline the January to March placement. However, in the case of January or February enrollment, it will be possible to apply for a transfer after enrollment, within the secondary application period for April enrollment. (However, this excludes home-visit childcare services for children on waiting lists.)
- 6) Utilization adjustment for home-visit childcare services for children on waiting lists is conducted for those who did not receive placement in licensed nursery schools, certified childcare centers, Minato City Nursery Facilities,

and small-scale childcare services after the end of the primary and secondary utilization adjustments for April enrollment. If you would like to be involved, please fill in the desired home-visit childcare service in the second preference or below in the application form.

- 7) For details regarding home-visit childcare services for children on waiting lists, please refer to the “Guide to Home-Visit Childcare Services for Children on Waiting Lists.”

(3) Taking childcare leave

- 1) Utilization adjustment is not available during the period for which guardians are taking childcare leave. Those taking childcare leave become subject to utilization adjustment from the month of their scheduled return to work. The month of the scheduled return to work will be verified based on the return-to-work date indicated in the employment certificate, or by confirming whether the childcare leave period may be shortened.
- 2) Return to work from childcare leave refers to returning to the workplace and taking up work at the company where approval for childcare leave was obtained. Therefore, it is necessary to return to the workplace where childcare leave was taken. Where it is found that the workplace has changed before returning to work after enrollment placement, the placement will be cancelled. Where it is found that the workplace has changed before returning to work after enrollment placement, the placement will be cancelled. In addition, if not returning to work in the enrolled month, this will be considered a withdrawal. In the case of children enrolled under “Childcare leave” certification, this will be considered a withdrawal.
- 3) If returning to work from childcare leave after application and during the waiting period for licensed nursery school, it will be necessary to submit a “Return to Work Certificate” to the responsible Regional City Office.
- 4) Where an extension of childcare leave is allowable when it is not possible to enroll in the desired nursery school, please fill in the designated section in the “FY 2026 Licensed Nursery School Application Confirmation Form.”
- 5) Please confirm with your workplace or “Hello Work” for the procedure to extend the childcare leave benefit payment period.

(4) Engaged in job seeking

If you are applying under the requirement of job seeking, if there is no placement notice issued for a nursery school within the certification period, but there is still a desire to enroll in the nursery school after the certification period, it will be necessary to re-apply for certification and make enrollment application again by the application deadline in each enrollment month.

(5) Applying under childbirth requirements

The enrollment period at nursery schools in the case of enrollment placement under the requirement of childbirth shall be from two months prior to the scheduled month of birth (4 months in the case of multiple births) until the end of the month containing the 57th day after birth. Continued enrollment beyond the certification period is not permitted.

(6) Those with siblings already enrolled in licensed nursery schools

If a sibling is already scheduled to be enrolled in kindergarten, etc. (including if processing is scheduled), please declare this at the time of application. If this is not declared, and it becomes known that the enrolled child will withdraw prior to the enrollment of a child that has received placement for that nursery school, this will impact adjustment index numbers 6 and 10 and priority order number 6 and will result in the cancelation of placement.

(7) Applying for the simultaneous enrollment of siblings

For siblings whose placement will be determined simultaneously, even if one of them declines placement it will impact the adjustment index number 6 and priority order number 8, resulting in even the child that does not decline placement having their placement simultaneously canceled. If there is no longer an intention to enroll, please submit the “Nursery School Application Withdrawal Form” within the enrollment application period.

Declining Placement

If it is unavoidable to decline placement in a nursery school, the submission of the “Placement Decline Form” and “Change of Application Details Form (Change of Desired Nursery School).” Please submit them to the relevant Regional City Office by the submission deadline. Please confirm in the documents enclosed with the placement notification for the submission deadline of the “Placement Decline Form.”

If the first-choice nursery school is declined, or if the submission of the “Placement Decline Form” is after the deadline, a waiting list notice will not be issued for that month. It may also not be possible to extend the childcare leave benefit payment period. If you then desire nursery school enrollment after declining placement, you will need to submit a full set of application documents again.

8 Applications for Children with Disabilities or Illnesses, Children Using Therapeutic (Development Support) Facilities, and Children for Whom there is Concern About Growth or Development

For children about whom there is concern regarding disability or illness, or delays in growth or development, etc., the following documents are required at the time of application, so please consult with the responsible Regional City Office as early as possible. After application, an interview will be conducted with Child Policy Section staff to assess your child's situation. Please note that this means that the deadline will be earlier.

Please refer to pages 8-9 for application deadlines.

If a disability or illness, or delays in growth or development, etc. are discovered after placement notification at the time of interview and health checkup, acceptance may not be possible, depending on the circumstances at the placed facility.

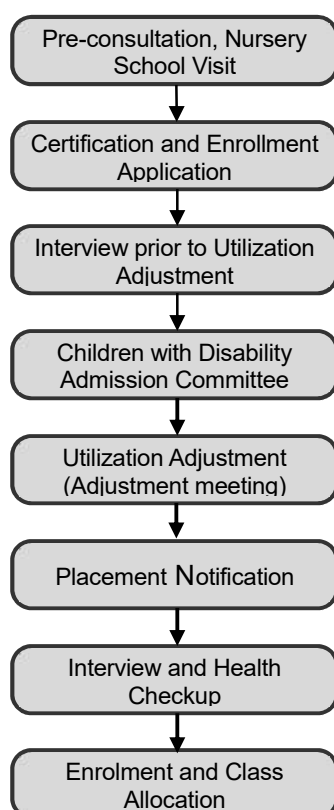
If you have any concerns, please consult with the responsible Child Policy Section before applying.

*Even if there is no disability or illness, please submit the following documents for children who require the wearing of orthotics, etc. on a daily basis, or children who are suffering from illness at the time of application but are expected to fully recover by enrollment.

Condition of Target Child	Submission Documents
- Continuously attending clinic - Having disability - Having illness - Using therapeutic (development support) facility - Concern about development	- Full set of submission documents from pages 10-11 - Child Condition Form [DL] - City-designated Doctor's Opinion Letter [DL] or City-designated Medical Certificate [DL] *Issued within three months of the deadline. - If a Physical Disability Certificate has been obtained, a copy of the Certificate (Handbook) (only for non-residents of Minato City)

*Documents marked with [DL] should be in the format designated by Minato City. They can be downloaded from the official Minato City website.

[Process from Application to Enrolment]



- We recommend that you visit the nursery school to help you understand the environment and childcare content. Please inquire in advance at each nursery school for your visit.
 - Please consult with the responsible Regional City Office as early as possible and prepare the necessary documents so that you can apply by the deadline.
 - Child Policy Section staff will conduct an interview with the guardian and child at the Regional City Office or Minato City Office prior to utilization adjustment. Please ensure that the guardian who normally provides childcare for the child come together with the child.
 - The Committee deliberates on whether group life at the nursery school is appropriate.
 - In some cases, the interview and deliberation of the Children with Disability Admission Committee may be conducted again if the child is hospitalized or undergoes surgery, etc. and has changes to health status from the time of application or when hoping to transfer.
 - Utilization adjustment is conducted based on City criteria.
 - Even if it is deemed that there is a high need for childcare as a result of utilization adjustment, it may not be possible to receive placement if it is considered that it will not be possible to provide a safe and secure environment to care for the child.
 - Even after placement notification, enrollment may not be possible in certain cases, depending on the results of the interview and health checkup.
 - For notifications and procedures after enrollment, please refer to pages 27-29.
- *In some cases, if the child's health status changes and a doctor determines that group childcare is difficult, acceptance may not be possible even after enrollment.

Home-visit Childcare Services (Annie Home-Visit Childcare for Children with Disabilities)

Conducts home-visit childcare services for children requiring childcare or medical care, etc. due to disability or illness, and for whom group childcare is significantly difficult. One-on-one childcare by a childcare worker will be provided in the child's home. For details, please inquire at the responsible Regional City Office. (Provider: NPO Florence)

9 Moto-Azabu Nursery Schools (Medical Care Children/Children with Disabilities Classes)

Children requiring daily medical care*¹ and children with disabilities, who are recognized as capable of engaging in group childcare can be accepted into dedicated classes. A designated nurse is stationed in the class at all times, and escort support with a welfare vehicle is provided for children for whom commuting to and from the nursery school is difficult.

For the enrollment process for Moto-azabu Nursery School (Medical Care Children/Children with Disabilities Classes), refer to page 17.

Name of Nursery School	Type	Address	Capacity	Closed Days
Moto-azabu Nursery School	City	2-14-12 Moto-azabu, Minato City	20 people	Sundays, holidays, year-end/New Year* ²

*1 Medical Care refers to "medical life support actions necessary for daily life."

*2 Year-end/New Year holiday is from December 29 to January 3.

(1) Target Children

Before applying, it is necessary to obtain certification that childcare is necessary for your child (Certification of Children's Education and Childcare Benefits). Applications can only be made by residents of Minato City (those scheduled to move in and those residing outside Minato City cannot apply).

The target age differs as follows, depending on the condition of your child. Enrollment is possible when the possible enrollment age is met on the first day of the month.

Category	Children able to Use the Service
Medical Care Children	From 2 years old to pre-school
Children with Disabilities	From 4 months after birth to pre-school

1) Medical Care Children (Children requiring medical care)

Your child must fall under all of the following requirements.

- Be in a stable condition in daily life at home.
- Medical care has been established as part of daily life for the guardian and child. Also, the condition is not likely to change due to that (medical) care, as judged by the attending physician.
- Recognized by their attending physician as capable of group childcare.
- No changes to condition arise from changes in position or moving, etc.

The following medical care can be implemented at the nursery school.

Medical Care that Can Be Implemented at the Nursery School	
• Suction (oral and nasal cavity, airway, tracheal cannula) • Tube feeding (nasogastric tubes, gastronomy, enterostomy) • Urinary catheterization • Airway management • Scheduled taking of drugs, medication • Hygiene care of tracheostomy site	• Hygiene care of gastronomy, enterostomy sites • Blood sugar measurement • Oxygen measurement • Ventilator management (*) • Stoma care • Other medical care approved by the Mayor

*Ventilator management will be implemented as follows.

Can be Handled at the Nursery School	Cannot be Handled at the Nursery School
• Reattaching the tracheal cannula when the connector tube connection comes off. • Turning on and powering up the ventilator.	• Changing the ventilator settings. • Attaching to the child at specific times. (if only necessary during nap times, please consult.)

When medical care is no longer required after enrollment

When medical care ceases, and the degree of disability does not meet the requirements for the children with disabilities class, the child becomes subject to transfer to a licensed Minato City nursery school, etc. (including regular classes at Moto-azabu Nursery School), so please apply for transfer. Until the transfer is decided, it is possible to continue enrollment in the Moto-azabu Nursery School (Medical Care Children Class). However, the child will no longer be eligible for escort by welfare vehicle.

2) Children with Disabilities

Your child must fall under all of the following requirements.

- Degree of disability equivalent to Physical Disability Certificate Grade 2 or higher, or Intellectual Disability Certificate (Aino Techō) Level 2 or higher, and requiring special consideration due to disability or illness, etc.
- Have a stable condition and not be repeatedly hospitalized and discharged.
- Caregiving at home has been established as part of daily life for the guardian and child. Also, the condition is not likely to change with the implementation of childcare, as judged by the attending physician.
- Recognized by their attending physician as capable of group childcare.
- No concern of aspiration in the case of oral ingestion.
- No changes to condition arise from changes in position or moving, etc.

Notes:

- Children with Disabilities may be accepted in regular classes or other licensed nursery schools, etc., depending on the degree of disability.
 - Enrollment is not possible in the following cases.
 - When isolation from other children is needed on a daily basis.
 - When continuous observation or treatment of their condition by a nurse is needed.
 - When deemed by the Children with Disabilities Enrollment Committee that group childcare will make it difficult to care for the child safely.
- *If the above conditions arise after enrollment, it will be deemed leaving or withdrawal, based on the judgement of the Committee for the Admission of Children with Disabilities.

(2) Childcare Hours

Regarding the childcare hours for your child, opinions are also sought from the attending physician considering the burden on the child (to safely care for them), and the hours are determined based on the time for which childcare is required such as the guardian's working hours (including commuting time), etc. Specific childcare hours are adjusted with the nursery school at the pre-enrollment interview.

Required Amount of Childcare	Childcare Hours
Standard Time	Necessary hours between 7:15 am and 6:15 pm
Short Time	Necessary hours between 9:00 am and 5:00 pm

*A certificate must be submitted for Saturday childcare.

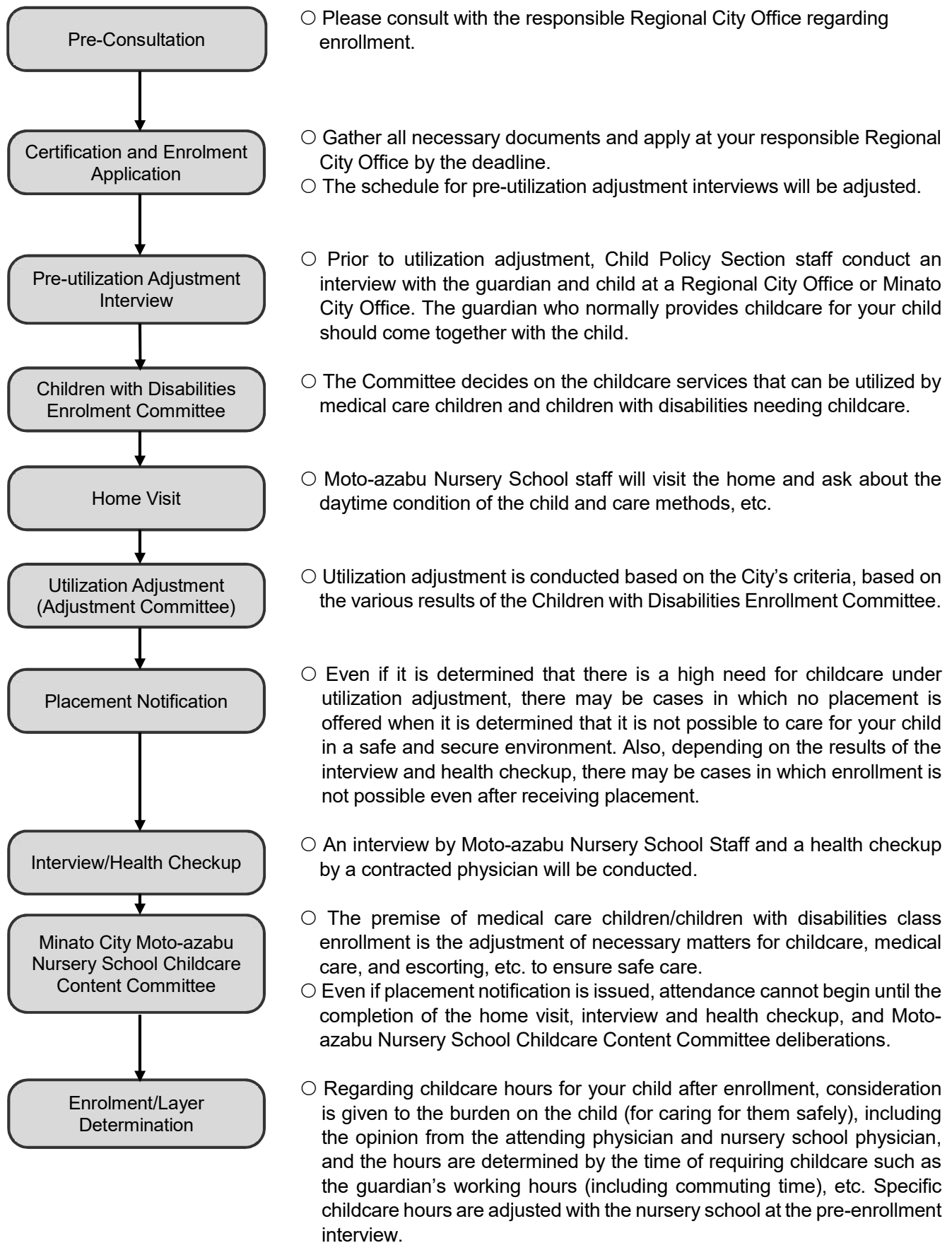
*Extended childcare is implemented Monday to Friday up until 7:15 pm.

(3) Escort Support

When commuting to and from the nursery school by public transportation or public vehicle is difficult, escort by welfare vehicle is provided (only within Minato City).

Guardians also ride together in the vehicle. (For multi-child households with siblings attending nursery schools or kindergartens, etc. other than Moto-azabu Nursery School, please consult regarding escorting.) Individual handling at the discretion of the child or guardian is not possible. Adjustments may also be made as appropriate due to changes in family circumstances.

(4) Moto-azabu Nursery School (Medical Care Children/Children with Disabilities Classes) Enrollment Process



*The Medical Care Children/Children with Disabilities Classes do not implement holiday or year-end childcare.

(5) Application Deadline and Announcement of Results

1) Applications for April 2026 enrollment

Please note that the application reception period differs depending on your child's birthday.

Applications for April enrollment in Moto-azabu Medical Care Children/Children with Disabilities Classes **will only be primary applications**, as time is required for pre-enrollment interviews and the judgement of necessary childcare services.

Application Reception Period	Notification of Results
Thursday, October 30, 2025 to 5:00 p.m., Thursday, November 13, 2025 For children with disabilities born between October 30 and December 1, 2025, applications will be accepted until Tuesday, December 2, 2025.	Friday, January 30, 2026 Results will be announced by notification. Telephone inquiries will be accepted from Wednesday, February 4, 2026.

2) Applications for enrollment starting from May 2026

Desired Month of Enrollment	Application Deadline	Results Announcement Date
2026	May	Monday, March 9
	June	Friday, April 3
	July	Thursday, May 7
	August	Friday, June 5
	September	Friday, July 3
	October	Tuesday, August 4
	November	Thursday, September 3
	December	Monday, October 5
2027	January	Thursday, November 5
	February	
	March	

(6) Submission Documents and Destinations

1) Submission documents:

Regarding documents necessary for nursery school enrollment, the following documents are necessary in addition to the submission documents described on pages 10-11.

Please gather all documents and submit by the application deadline. If there are any documents missing, application cannot be accepted.

*[DL] refers to a city-designated form. It can be downloaded from the official Minato City website.

Top Page > Childrearing and Education > Nursery Schools and Kindergartens > Nursery Schools > Moto-azabu Nursery School (Medical Care Children/Children with Disabilities Classes) Enrollment Notification

- Child Condition Form [DL]
- Childcare Activity Guidelines [DL]
- Consent Form [DL]
- Doctor's Opinion Letter (for nursery school enrollment) [DL]
- Medical Certificate [DL] (only in the case of disability)
- Medical Care Implementation Application Form [DL] (when medical care is required)
- Attending Physician's Opinion Letter and Medical Care Instruction Form [DL] (when medical care is required)



2) Submission Destination: Health and Welfare Subsection, Residents Support Section of each Regional City Office (For your responsible Regional City Office, please see the cover.)

Moto-Azabu Nursery School (Medical Care Children/Children with Disabilities Classes) FAQ

Q1: Can I apply by mail?

A1: Applications can be made by mail, but where possible please consult in person at the responsible Regional City Office in the area you live in so that we can watch the condition of your child while checking the application documents and discuss the pre-utilization adjustment interview schedule.

Q2: My child has a disability. If possible, I want a regular class at a licensed nursery school close to home. Can I fill in my desired childcare facility in my enrollment application?

A2: The Children with Disabilities Enrollment Committee will determine whether your child is a target for the Moto-azabu Nursery School children with disabilities class after enrollment application. If it is determined that your child is not a target for the Moto-azabu Nursery School children with disabilities class, and if you have selected another licensed nursery school or the regular class at Moto-azabu Nursery School in the childcare facility section of the application form, utilization adjustment will be conducted outside of the Moto-azabu Nursery School children with disability class.

Q3: I am also considering Children with Disabilities Home-Visit Childcare Annie. Are there differences from this service?

A3: The Moto-azabu Nursery School (Medical Care Children/Children with Disabilities Classes) is for children recognized as being capable of receiving group childcare, so childcare is provided at the nursery school. Children with Disabilities Home-Visit Childcare Annie is for children for whom group childcare is significantly difficult, so that 1-to-1 childcare is provided by a childcare worker at your child's home. It is possible to request both, but which nursery school will accept the child will be determined based on the results of the Children with Disabilities Enrollment Committee and the utilization adjustment.

Q4: In the case of escort support by welfare vehicle, can anyone other than guardians ride along?

A4: In principle it is guardians, but considering the condition of the child, those able to provide assistance or emergency care may be able to ride with them.

Q5: What is the content of meals?

A5: Regarding the provision of meals and snacks for children requiring medical care or children with disabilities, these will differ depending on the condition of each child. This is determined in consultation with guardians, based on the opinion letter from the child's attending physician.

Q6: If enrolling in the medical care children/children with disabilities class, is there interaction with the regular class at Moto-azabu Nursery School?

A6: At Moto-azabu Nursery School, there is interaction between medical care children/children with disabilities and regular classes. Specific activity content is considered and implemented after enrollment, depending on the condition of the child.

Q7: My child is enrolled at another licensed nursery school or Children with Disabilities Home-Visit Childcare Annie. I want to transfer to Moto-azabu Nursery School (Medical Care Children/Children with Disabilities Class), but what is the procedure for this?

A7: It would be handled as a transfer. Gather the transfer application form and submission documents for Moto-azabu Nursery School (Medical Care Children/Children with Disabilities Classes) and apply by the application deadline (refer to page 18 for the submission documents and application deadline). However, this shall exclude those utilizing home-visit childcare services for children on waiting lists.

Q8: My child was enrolled in Moto-azabu Nursery School (Medical Care Children/Children with Disabilities Classes). Medical care has ceased, but we hold a Physical Disability Certificate Grade 1. Is it possible to transfer to a regular class at Moto-azabu Nursery School, or another nursery school.

A8: It is possible to transfer. However, the Children with Disabilities Enrollment Committee will determine whether childcare in the regular class is possible, whether safe and secure childcare can be provided at the desired nursery school or whether continued childcare in the Medical Care Children/Children with Disabilities Classes is better. Documents equivalent to those on page 14, including the transfer application form, will be necessary for transfer applications. Please inquire for details.

Q9: My child is enrolled in another licensed nursery school. Medical care became necessary while enrolled. Is it possible to continue to receive childcare at the currently enrolled nursery school?

A9: This will be determined by the Children with Disabilities Enrollment Committee based on a comprehensive consideration of the child's condition, the content of implemented medical care, and the nursery school environment, etc. Continued childcare at the enrolled nursery school, transfer to the medical care children class at Moto-azabu Nursery School, or the utilization of home-visit childcare services (Children with Disabilities Home-Visit Childcare Annie), etc. is determined on an individual basis.

– Other questions regarding nursery school enrollment are published on pages 31-33, so please also refer there. –

10 Minato City Childcare Utilization Adjustment Criteria (from the Guidelines for Handling Administrative Affairs Related to the Implementation of Childcare in Minato City)

Placement for enrollment will be made starting with those with a higher total household index, and if the index is the same, adjustment will be made based on the priority ranking on page 23.

[Method for Calculating the Household Index]

$$\text{Father's Standard Index} + \text{Mother's Standard Index} + \text{Adjustment Index} = \text{Household's Total Index}$$

Note: In the case of single-parent households, 20 is added to the mother or father's standard index, and the adjustment index is then added to determine the total index for that household.

(1) Standard Index

No.	Guardian Situation				Index
	Reason for Requiring Childcare		Details		
1	Employment (including self-employment)	Employment	Employment of 20 days or more per month	Regularly employed for 8 or more hours per day or 160 or more hours per month	20
				Regularly employed 6 hours to less than 8 hours per day	17
				Regularly employed 4 hours to less than 6 hours per day	14
			Employment of 16 days or more per month	Regularly employed 8 or more hours per day	17
				Regularly employed 6 hours to less than 8 hours per day	14
				Regularly employed 4 hours to less than 6 hours per day	11
			Employment of 12 days or more per month	Regularly employed 8 or more hours per day	14
				Regularly employed 6 hours to less than 8 hours per day	11
				Regularly employed 4 hours to less than 6 hours per day	8
			Regularly employed for 48 hours or more per month, other than under the above cases		8
		Job offer for employment	Job offer for employment of 20 days or more per month	Job offer for employment of 8 hours or more per day	14
				Job offer for employment of 6 hours to less than 8 hours per day	11
				Job offer for employment of 4 hours to less than 6 hours per day	8
			Job offer for employment of 16 days or more per month	Job offer for employment of 8 hours or more per day	11
				Job offer for employment of 6 hours to less than 8 hours per day	8
				Job offer for employment of 4 hours to less than 6 hours per day	5
			Job offer for employment of 12 days or more per month	Job offer for employment of 8 hours or more per day	8
				Job offer for employment of 6 hours to less than 8 hours per day	5
				Job offer for employment of 4 hours to less than 6 hours per day	2
			Job offer for 48 hours or more per month of employment other than under the above cases		2
2	Childbirth		Childbirth (from 2 months prior to the scheduled birth month (4 months in the case of multiple pregnancy) to the end of the certification period)		12
3	Illness	Hospitalization (in the case of 1 month or more or scheduled hospitalization)		22	
		In-home convalescence	Regularly bedridden (in cases of about 1 month or more, spending most of the day bedridden, and, in principle, continuously receiving treatment from a physician), infectious disease, serious mental disorders	20	
			Requiring constant rest (in-home convalescence other than the “regularly bedridden,” “infectious disease,” or “mental disorders” above, with conditions requiring clinic visits, etc. and being instructed by a physician for rest or near-rest convalescence)	14	
			General convalescence (not falling under any of the above, but in a state recognized as not allowing to care for a child)	11	
4	Disability	Physical Disability Certificate Grades 1-2, Tokyo Metropolitan Intellectual Disability Certificate (Aino Techō) Level 1-3, Mental Disability Certificate Grade 1-3		20	
		Physical Disability Certificate Grade 4, Tokyo Metropolitan Intellectual Disability Certificate (Aino Techō) Level 4		14	
		Physical Disability Certificate Grade 4		8	

5	Caregiving/ Nursing	Caregiving/ Nursing 20 days or more per month	Caregiving/nursing for 8 hours or more per day	17	
			Caregiving/nursing for 6 hours to less than 8 hours per day	14	
			Caregiving/nursing for 4 hours to less than 6 hours per day	11	
		Caregiving/ Nursing 16 days or more per month	Caregiving/nursing for 8 hours or more per day	14	
			Caregiving/nursing for 6 hours to less than 8 hours per day	11	
			Caregiving/nursing for 4 hours to less than 6 hours per day	8	
		Caregiving/ Nursing 12 days or more per month	Caregiving/nursing for 8 hours or more per day	11	
			Caregiving/nursing for 6 hours to less than 8 hours per day	8	
			Caregiving/nursing for 4 hours to less than 6 hours per day	5	
6	Job Seeking	When regularly going out for job seeking activities		2	
7	Schooling	School Attendance	Attending school 20 days or more per month	Attending school for 8 hours or more per day	17
			Attending school 20 days or more per month	Attending school for 6 hours to less than 8 hours per day	14
				Attending school for 4 hours to less than 6 hours per day	11
				Attending school 16 days or more per month	Attending school for 8 hours or more per day
			Attending school for 6 hours to less than 8 hours per day		11
			Attending school for 4 hours to less than 6 hours per day		8
		School Offer	Offer to attend school 20 days or more per month	Offer to attend school for 8 hours or more per day	11
			Offer to attend school 20 days or more per month	Offer to attend for 6 hours to less than 8 hours per day	8
				Offer to attend for 4 hours to less than 6 hours per day	5
				Offer to attend school 16 days or more per month	Offer to attend school for 8 hours or more per day
			Offer to attend for 6 hours to less than 8 hours per day		5
			Offer to attend for 4 hours to less than 6 hours per day		2
8	Disaster Recovery	When unable to provide childcare due to damage to the home from fire, etc., or other disaster recovery			20

Note: Measures for admission may be taken regardless of enrollment ranking in cases where it is recognized that childcare is clearly required from the perspective of child welfare.

Notes

- 1) The standard index is determined by the guardian's reasons for requiring childcare.
- 2) Only one reason for requiring childcare can be certified. Please select the applicable reason with reference to the standard index, certification period, and possible enrollment period.
- 3) The standard index is judged based on days and hours in regular state.
- 4) Judged based on the time when guardians cannot provide childcare, so working hours are determined to include break times. However, in the case of working from home, actual working hours shall be considered, not including break times.
- 5) When application has been made to return to work from maternity/paternity leave or childcare leave, the reason requiring childcare will be employment.
- 6) If there will be no change to the number of working days or hours from prior to taking maternity/paternity leave or childcare leave to after returning to work, judgement will be based on the working hours prior to taking leave.
- 7) If the number of working days or hours increases after enrollment, the standard index is judged based on the working status prior to the increase.
- 8) If the number of working days or hours is reduced, judgement shall be based on the working status after reduction (please consult in the case of unavoidable circumstances). However, in the case of the reduced-time work system for child-rearing, with working hours of 6 hours or more per day or reduced working hours of up to 2 hours per day, judgement shall be based on regular working hours. In addition, if the working situation changes from that submitted at the time of application, placement may be cancelled, even if placement notification of enrollment has been sent out.

(2) Adjustment Index

No.	Condition	Adjustment Index
1	Households receiving public assistance	+8
2	Households without both parents due to death, imprisonment, being missing, etc.	+8
3	Households in which the primary earner at the time of application is unemployed with a confirmed job offer, or routinely goes out to seek employment (excluding single-parent households).	+3
4	Single-parent households with new enrollment applications	+2
5	When the applicant child or cohabiting child has a disability (limited to new enrollment applicant children) *Applies until March 31 of the first year after the date on which the cohabiting child with disability reaches 18 years of age.	+2
6	Households in which siblings (including multiple-birth children) simultaneously make new enrollment applications to the same nursery school or households making a new enrollment application to a licensed nursery school to which siblings are enrolled (including multiple-birth children, excluding children scheduled for graduation or withdrawal) *If the enrolled sibling has applied to transfer to another nursery school, this shall only apply if the nursery school for which the new application is made is the same as that in which the sibling is currently enrolled or into which the sibling desires to transfer.	+1
7	Households applying for multiple-birth children (limited to new enrollment applicant children)	+1
8	Households that become single-parent households within three months prior to the month containing the date of placement announcement, and which are in a state of having a job offer for employment or engaging in job seeking activities (limited to new enrollment applicant children)	+3
9	When working from home in a self-employed occupation that involves handling dangerous items, while simultaneously caring for a child.	+1
10	When there is a child in the same household who has not been certified as requiring childcare *This excludes where children in the same household that have not applied for enrollment in a licensed nursery school have received Certification of Children's Education and Childcare Benefits (Categories 2 or 3) or Certification of Utilization Benefits for Childrearing Facilities, etc. (Categories 2 or 3), or where they have not reached the age applicable for enrollment application or are targets of caregiving or nursing care.	-1
11	Those caring for or nursing a relative Requiring Long-term Care Grade 3-5 at their home or the home of the care recipient, or a relative with Physical Disability Certificate Grade 1-2 or Intellectual Disability Certificate (Aino Techō) Level 1-2. *Applies to where the reason for requiring childcare is "caregiving/nursing care."	+3
12	Households where both parents are embassy-related employees, and do not have visas or permission for activities outside of their authorized employment status	-3
13	Households with a cohabiting relative other than parents who can provide childcare	-3
14	Households residing outside Minato City, where one or both guardians commute to workplaces within Minato City (excluding those planning to move into Minato City.)	-9
15	Households that are delinquent in the payment of childcare fees, etc. for three months or more from the due date of payment, without good reason (including children that have graduated or withdrawn) *Determined based on the first day of the month containing the date of announcement of results.	-20
16	Persons with a job offer for employment as qualified childcare workers or nurses at childcare facilities (for a work period of one year or more)	+6
17	Households able to extend childcare leave in the case that enrollment in their desired licensed nursery school is not possible. *When applicable, other adjustment indicators will not apply.	-40

*New enrollment refers to enrollment in licensed nursery school by a child not currently enrolled in a licensed nursery school.

(3) Priority Order

When the standard index and adjustment index totals are the same, adjustment will be made based on the following priority order.

No.	Condition
1	Those with resident registration and a living base in Minato City (excluding where resident registration is not possible for unavoidable reasons)
2	Households making new enrollment applications
3	Single-parent households
4	Households with physical or mental disabilities or illnesses *Applied under the guardian's reason for requiring childcare, or when holding a Physical Disability Certificate Grade 4 or higher, an Intellectual Disability Certificate (Aino Techō) Level 4 or higher, a Mental Disability Certificate Grade 3 or higher, or a Specified Medical Expense (Designated Intractable Disease) Recipient Certificate. However, this shall apply until March 31 of the first year after the day of which the cohabiting child with a disability reaches 18 years of age.
5	Employed households *Applies only in cases where the guardian's reason for requiring childcare is that both parents are employed. (excluding job offers)
6	When cohabiting children are enrolled in licensed nursery schools within Minato City
7	When a child withdrawn due to the taking of childcare leave applies for re-enrollment upon conclusion of the childcare leave *Limited to cases in which one year or more have passed from the month of withdrawal. Applies to the re-enrolling child and their siblings.
8	Households in which cohabiting children apply simultaneously
9	Households raising many children of elementary school age and below
10	When childcare workers or nurses working at childcare facilities return to work from childcare leave, or have a job offer for employment as a childcare worker or nurse at a childcare facility *Limited to work for 1 year or more.
11	When a child is transferring from a home-visit childcare service for children on the waiting list
12	Households in a high degree of economic distress (households with a low combined municipal inhabitant tax income levy)
13	Households that have lived in Minato City for many years *Applied to the guardian with the longer period (When registered as a non-resident of Minato City due to relocation for an urban redevelopment project, the period before the temporary move-out and the temporary relocation period shall be included in the period of residence. However, this shall be limited to persons who returned to the building after the completion of the urban redevelopment project and have resident registration in Minato City at the time of application.)

*For adjustment index 5 and priority order 4, determination will be made based on the submission of documents described on pages 10-11 (4) etc.

However, for those that have not been issued a Disability Handbook, determination will be based on the submission of the following documents.

- Doctor's medical certificate clearly indicating a condition equivalent to a Physical Disability Certificate, Intellectual Disability Certificate (Aino Techō), or Mental Disability Certificate
(Not required when receiving a disabled child welfare benefit, etc. for reasons such as intractable disease, even if a certificate has not been granted.)

*For priority order 4, determination will also be made based on the descriptions of the applicant and spouse in the disability handbook or designated intractable disease special medical expense recipient certificate status column in the Application for Certification of Children's Education and Childcare Benefits. When there is no description, priority order 4 will not apply, even if a Disability Handbook has been obtained.

11 Childcare Fees

(1) Determination of Childcare Fees

[Basic Childcare Fees]

The basic fee for children attending licensed nursery schools, certified childcare centers and Minato City Nursery Facilities is free.

[Extended Childcare Fees]

The extended childcare fee is determined based on the municipal inhabitant tax income levy and utilized time zones.

Facility Used	City Nursery Schools and Certified Childcare Centers	Private Licensed Nursery Schools, Minato City Nursery Facilities, and Regional Childcare Services
Fee	As per page 25	Please inquire at each facility.
Payment Recipient	Minato City (when Minato City residents attend facilities within the city)	Each facility
Payment Method	In principle, automatic bank transfer	Please inquire at each facility.
Payment Period	End of each month (if a bank holiday, then the following business day)	Please inquire at each facility.

*Please note that those who have not filed a resident tax declaration or who have moved into Minato City, etc. will be placed in the highest fee bracket if their tax information cannot be verified and no supporting documents have been submitted.

*Resident tax declaration is necessary, even for those on childcare leave with no income.

*For those unable to obtain a tax certificate (those with an overseas income or embassy staff, etc.), extended childcare fees will be calculated based on the total annual income. (For those with some portion of overseas income, please declare that income.)

[Municipal Inhabitant Tax Income Levy]

- The extended childcare fee is calculated based on the **parent's total municipal inhabitant tax income levy**.
- * If dependents' supporters other than the parents account for 50% or more of the household's total municipal inhabitant tax, their municipal inhabitant tax will also be included in the calculation.
- The municipal inhabitant tax income amount used for calculation is that amount obtained by subtracting the adjustment deduction and fixed deductions from the municipal inhabitant tax income levy prior to deduction.
- Tax deductions other than the adjustment reduction and fixed deductions (dividend deductions, special tax deduction for housing loans, etc., donation tax deductions, foreign tax deductions, dividend tax/stock transfer tax deductions) do not apply.

(2) Meal Fee 0 yen

Meals for children attending licensed nursery schools, small-scale childcare services, certified childcare centers or Minato City Nursery Facilities are provided free of charge.

12 Extended Childcare/Early Morning Childcare

Each nursery school implements extended childcare beyond the hours of standard childcare (excluding Saturdays) to respond to diverse employment forms and commuting times, etc. and based on the actual employment situations of guardians. Extended childcare can be used at the enrolled nursery school. An extended childcare fee will be charged according to use.

[Using Extended Childcare]

Item	City Licensed Nursery Schools, Minato City Nursery Facilities, City Certified Childcare Centers (Category 2, 3)	Private Licensed Nursery Schools, Small-scale Childcare Services, Home-Visit Childcare Services
Extended Hours	1-hour units from 6:15 p.m.	Differs by nursery school. Please inquire at each nursery school for details.
Utilization Targets	Children who have reached their first birthday (When able to eat solid food)	
Utilization Days	Monday to Friday	
Utilization Capacity	Please inquire at each nursery school.	

*Extended childcare fees and hours differ according to the nursery school. Please refer to the attached "List of Minato City Licensed Nursery Schools."

[Utilization Applications]

- Extended childcare required prior utilization application at the nursery school. Please inquire at each nursery school for the utilization method.
- Please be sure to adhere to the extended childcare hours applied for in advance.
- Please promptly contact the nursery school if the pickup time will differ from the hours applied for in advance.

(1) Extended Childcare Fees

[Table of Extended Childcare Fees]

Class Category of Household to which Enrolled Children Belong on First Day of Each Month		Utilization Category				Max. Monthly Fee
		7:15 a.m. to 7:15 p.m.		6:15 a.m. to 7:15 a.m. 7:15 p.m. to 10:00 p.m.		
Class Category	Definition	Extended Childcare Fee per hour	Maximum amount per month	Extended Childcare Fee per hour	Maximum amount per month	
A	Households protected under the Public Assistance Act (including single-benefit households), and the households of persons receiving support benefits under the Act on Measures Expediting of Smooth Return of Remaining Japanese in China and for Assistance in Self-Support after Permanent Return to Japan	0 yen	0 yen	200 yen	2,000 yen	2,000 yen
	Households, other than Class A, that are exempt from municipal inhabitant tax for the current fiscal year					
B	Households for which the income-based portion of the municipal inhabitant tax for the current fiscal year is less than 200,000 yen	200 yen	2,000 yen	400 yen	4,000 yen	6,000 yen
C	Households for which the income-based portion of the municipal inhabitant tax for the current fiscal year is 200,000 yen or more	400 yen	4,000 yen	600 yen	6,000 yen	10,000 yen

*For children with short-term certification, an extended childcare fee will be collected for childcare beyond the short childcare time.

*If guardians who have not applied in advance for extended childcare pick up their child beyond the certified time, the above extended childcare fee will apply.

*Extended childcare fees and extended childcare hours for private nursery schools and regional childcare services

may differ from the above. Please inquire at each nursery school.

*The extended childcare fee for home-visit childcare services for children on waiting lists is 1,000 yen per year.

(2) Early Morning Childcare

Implemented at Shimmei Nursery School.

Utilization Hours	6:15 to 7:15 a.m. (Day-to-day use)
Utilization Requirements	When unable to provide childcare due to employment
Utilization Method	Please apply directly at the nursery school. Applications will be accepted within the capacity limits.
Target Persons	From first birthday (limited to children enrolled at Shimmei Nursery School)
Childcare Fee	Daily: 200-600 yen *Amounts differ depending on class category. (Refer to page 25)

(3) Payment of Extended Childcare Fees

In principle, extended childcare fees for children attending city nursery schools or certified childcare centers will be paid by automatic bank transfer.

The application methods are as follows.

[Written Application]

Please take the “Minato City Nursery School Childcare Fee Automatic Bank Account Transfer Request Form” enclosed with the placement notification **to your financial institution and complete the procedure.**

*A “Minato City Nursery School Childcare Fee Automatic Bank Account Transfer Request Form” is available at each Regional City Office or at the Nursery School Section.

[Electronic Application]

Please register with the online Bank Transfer Service on the official Minato City website.

Automatic bank transfer will start from the month following the month of application.

For extended childcare fees up until the start of automatic bank transfer, please pay by payment slip at a financial institution (bank, Japan Post Bank, etc.) or convenience store.

↓ Apply
electronically here



13 Notifications and Procedures after Application and Enrolment

When any of the following apply after application or enrollment, please submit the necessary documents to the responsible Regional City Office or nursery school by the submission deadline. Electronic applications are also available. *Documents marked with [DL] refers to a city-designated format. They can be downloaded from the official Minato City website.



(1) Notice Required for Submission based on Circumstances at Time of Application

When the circumstances of parents, etc. at the time of application falls under any of the following, please submit the necessary documents to the responsible Regional Branch Office or nursery school by the given deadline (*).

Circumstances of Parent at Time of Application	Submission Documents	Submission Deadline (*)
Applied with scheduled return to work after maternity leave or childcare leave	Return-to-work Certificate [DL]	Within 2 weeks of return to work
Applied with scheduled return to work after childcare leave for a younger child while an older child remains enrolled	Return-to-work Certificate [DL]	Within 2 weeks of return to work
	Change of Certification Application Form [DL]	End of month prior to returning to work
Applied with plan to attend schooling	School Enrollment Certificate [DL] or copy of Student ID	End of month of enrollment
Applied with offer of employment	Employment Certificate [DL] issued after the start of employment	End of the month of starting employment
	Copy of pay slip, etc. showing actual work history (for 1 month after the start of employment)	When obtained
Applied for job seeking	Employment Certificate [DL]	Within the certification period, as soon as the employment start date is decided
	Change of Certification Application Form [DL]	
	Copy of pay slip, etc. showing actual work history (for 1 month after the start of employment)	When obtained
Applied under requirements of a specified certification period such as for job seeking, childbirth, or school attendance *When waitlisted and desiring enrollment selection after the end of the certification period	Certification Application Form and full set of enrollment application documents	Application deadline for each desired month of enrollment

*1 If not yet enrolled, submit documents by the deadline for the desired month so changes (changes in certification reasons) can be reflected in the utilization adjustment (refer to pages 8-9).

- When enrolling in a nursery school, if a return-to-work certificate is not submitted within the enrollment month, confirmation will be made with your workplace.
- Please note that if the above documents are not submitted by the deadline, this may be deemed a withdrawal.
- In principle, changes to certification, required amount of childcare, and layers, etc. are reflected from the month following the application date.
- For procedures related to other changes while enrolled, please refer to the leaflet sent to you at the time of the enrollment decision.

(2) Notice Required for Changes to Application Content after Submitting Application (When not related to changes to certification content)

If the following changes occur after application, please submit the necessary documents to the responsible Regional City Office or nursery school by the deadline (*1).

Change of Content	Submission Documents	Submission Deadline (*1)
Changes/additions to desired nursery schools for enrollment	• Change of Application Content Form [DL]	Application deadline for each desired enrollment month
Changes to name, address or contact information	• Change of Application Content Form [DL]	End of month of change
Changes to work situation (When no change to the amount of childcare required) e.g. change job, change workplace	• Change of Application Content Form [DL] • Employment Certificate [DL] etc. (*2) • Copy of separation notice from previous job (not needed if prior to enrollment)	End of month of change
	• Copy of pay slip from current job (for 1 month)	When obtained

*1 If not yet enrolled, submit documents by the deadline for the desired month so changes (changes in certification reasons) can be reflected in the utilization adjustment (refer to pages 8-9).

can be reflected in the utilization adjustment (refer to pages 8-9).

*2 Documents to be submitted will vary depending on the content of the change, so please confirm with your responsible Regional City Office.

(3) Notification Required for Changes to Application Content After Application (When related to changes to certification content)

If the following changes occur after application, please submit the necessary documents to the responsible Regional City Office or nursery school by the deadline (*1).

Change of Content	Submission Documents	Submission Deadline (*1)
Change to work situation (When there is a change to the amount of childcare required) e.g. Quit job, changed jobs, changed working hours and required amount of childcare	• Change of Certification Application Form [DL] • Employment Certificate [DL], etc. (*2) • Copy of separation notice from previous job (not needed if prior to enrollment)	End of month of change
	• Copy of pay slip from current job (for 1 month)	When obtained
Change to composition of household (*3) e.g. Got married/divorced, entered de facto relationship, started living with relatives	• Change of Certification Application Form [DL] • Extract of family register, etc. (*2)	End of month of change
Change to reason for requiring childcare	• Change of Certification Application Form [DL] • Documents proving requirement for childcare (*2)	End of month of change

*1 If not yet enrolled, submit documents by the deadline for the desired month so changes (changes in certification reasons) can be reflected in the utilization adjustment (refer to pages 8-9).

*2 Documents to be submitted will vary depending on the content of the change, so please confirm with your responsible Regional City Office.

*3 Layers may change in the case of changes to the composition of the household.

In principle, changes to certification, required amount of childcare, and layers, etc. will be reflected in the following month if application is made by the end of the month in which the change occurs.

(4) Taking Leave for the Next Child during Enrollment (Only where the Reason for Requiring Childcare is “Employment”)

1) When the guardians reside in Minato City

If taking leave to care for a newly born child (next child to an enrolled child), childcare within the home becomes possible and the reason for requiring childcare (employment) ceases. In Minato City, it is possible to change the certification to “childcare leave” so that you can continue attending the current nursery school for the period below without changing the childcare environment of the child. However, it is necessary to return to the current workplace after childcare leave.

When you become aware that you are pregnant with the next child while your child is enrolled, please submit a “Pre/Post-Natal Leave/Childcare Leave Notification” [DL]. If you desire to continue enrollment, please complete the procedure to change the reason for requiring childcare from “employment” to “childcare leave” by the end of the month of the start of childcare leave (end of the previous month when starting childcare leave from the first day of the month). During the childcare leave period (excluding maternity/paternity leave taken at the time of childbirth), childcare hours will be certified as short-time

*However, in the case of home-visit childcare services for children on waiting lists, the utilization period ends the day before the start of childcare leave.

Childcare Leave Circumstances, etc.	Handling of Enrolled Children
Scheduled to return to current workplace after childcare leave	Continued enrollment is possible during childcare leave until the end of the fiscal year (end March) in which the child that is the target of childcare turns one year and six months old. *However, if returning to work from childcare leave in April, continued enrollment from April is possible.

e.g. A child that is the target of childcare leave is born on July 7, 2025 → The child will turn one year and six months old on January 6, 2027, so the childcare leave certification period for the oldest child will be up to March 31, 2027 at the latest. If unable to return to work in April, it will be deemed as withdrawal.

2) When the guardians reside outside of Minato City

Childcare Leave Circumstances, etc.	Handling of Enrolled Children
Only taking pre/post-natal leave (including maternity/paternity leave taken at the time of childbirth) and returning to work	Can remain enrolled
Either guardian taking childcare leave	The enrolled child withdraws at the end of the pre/post-natal leave

(5) Transferring, Taking Leave and Withdrawing (while enrolled)

When any of the following apply, please submit the necessary documents. Submission by mail or electronically is also acceptable. If you have any questions, please contact the responsible Regional City Office.

Content	Submission Documents	Notes
Desire to transfer to another nursery school within Minato City	Transfer Application Form [DL]	• Please apply by the deadline for the desired transfer month. • If your intention changes after submitting the transfer application and desire to continue using the current nursery school, please also apply for withdrawal by the same deadline. • Depending on the content of documents submitted during enrollment, additional requests may be made for the submission of documents, so please apply with plenty of time in advance. • Transfer applications are valid through the March enrollment period of that fiscal year. • If you still desire to transfer in the following fiscal year, you will need to reapply. • <u>If you receive a transfer placement notification, it is not possible to decline the placement and return to the original nursery school for any reason. Please make sure that the guardians have consensus prior to submitting.</u> (You will be withdrawn from your original nursery school if you are unable to receive the pre-transfer interview and health checkup by the end of the month before the month of issue of placement notification) • Transfers cannot be made during pre/post-natal leave or childcare leave.
Taking leave from nursery school	Nursery School Withdrawal (Leave) Form [DL]	For details on leave periods and required documents, please inquire at the responsible Regional City Office in the area in which you reside.
Withdrawing from nursery school	Nursery School Withdrawal (Leave) Form [DL]	When any of the following apply during enrollment, it will be deemed withdrawal. In this case, please submit a Withdrawal Form. <u>Please note that once submitted, Withdrawal Forms cannot be withdrawn for any reason.</u> (1) When enrolled in a kindergarten, international school, or company childcare center *Dual enrollment with licensed nurser schools is not possible. (2) When you become able to provide childcare at home due to retirement, etc. (3) When you move out of Minato City and have no workplace in Minato City (4) When absent from nursery school for more than three months (however, excluding leave due to the illness of injury of the enrolled child, or the birth of a younger sibling) (5) When either guardian takes childcare leave again for the enrolled child from the beginning to the end of the month

(6) Moving out of Minato City while Enrolled

If either guardian has a workplace in Minato City, it is possible to remain enrolled even after moving out of the city. To continue enrollment, please give notification to Minato City and the municipality into which you are moving during the month of moving out. Please also refer to the “Guide to the Use of Licensed Nursery Schools after Moving Out of Minato City” which you received with the Ending Utilization Notice.

Enrollment will be withdrawn if either guardian is taking childcare leave, engaging in job seeking activities, or has a job offer for employment.

However, in the case of utilizing a home-visit childcare service, utilization shall continue until the move-out date.

If you are enrolled in a Minato City Nursery Facility, please refer to the “Procedure when Moving Out of Minato City” that you received when your enrollment in the Minato City Nursery Facility was decided.

(7) Current Status Reports *Necessary Procedure during Enrollment.

Even after enrollment, it is necessary to submit a “Current Status Report” annually to confirm the reason for requiring childcare. If not confirmed, certification will be canceled and the use of nursery school will no longer be possible. Details concerning Current Status Reports will be shared again when the request is made for its submission.

14 Holiday Childcare

Childcare will be provided at the following facilities when guardians are unable to provide childcare for children on holidays due to employment or other reasons.

Target Persons	Children aged 4 months or older who fall under any of the following: 1) Using a licensed nursery school within the city, a certified childcare center within the city (excluding Category 1 certified children), a Minato City Nursery Facility, a small-scale childcare service, or a home-visit childcare service for children on waiting lists. 2) Residing within the city, but using a licensed nursery school outside of the city, a certified childcare center outside of the city (excluding Category 1 certified children), or a regional childcare service, etc. 3) Residing within the city, having been certified as requiring childcare, and currently attending a certified nursery facility on a fixed monthly basis.	
Utilization Requirements	When childcare is needed on holidays due to employment, etc.	
Utilization Hours	7:15 a.m. to 6:15 p.m. Sundays and Holidays (excluding December 29 to January 3) *Shibaura Island Children's Garden also provides childcare on December 29 and 30	
Utilization Fees	There is no burden on users.	
Application Period	From the 1st of previous month to 9 days before use (weekdays only, 9 a.m. to 5 p.m.)	
Application Method	Make a telephone reservation directly with the desired nursery school, then submit the application form and employment certificate electronically or in person at your enrolled nursery school Please confirm details on the official Minato City website. *For 2) and 3), please submit to the Child-care Facilities Support Subsection of the Nursery School Section (TEL 3578-2445)	
Implementing Nursery Schools/Inquiries	Shimmei Nursery School Takahama Nursery School Shibaura Nursery School Higashi-azabu Nursery School Shibaura Island Children's Garden Moto-azabu Nursery School Shinno Nursery School	TEL 5733-6822 TEL 5781-0255 TEL 5232-1130 TEL 3584-3811 TEL 5443-7337 TEL 5422-7338 TEL 5422-6363

15 Year-end Childcare

Temporary childcare will be provided at the following facilities when guardians are unable to provide childcare for children at the year-end period due to employment or other reasons.

Target Persons	Children aged 4 months or older who fall under any of the following: 1) Using a licensed nursery school within the city, a certified childcare center within the city (excluding Category 1 certified children), a Minato City Nursery Facility, a small-scale childcare service, or a home-visit childcare service for children on waiting lists. 2) Residing within the city, but using a licensed nursery school outside of the city, a certified childcare center outside of the city (excluding Category 1 certified children), or a regional childcare service, etc. 3) Residing within the city, having been certified as requiring childcare, and currently attending a certified nursery facility on a fixed monthly basis.	
Utilization Requirements	When childcare is required due to year-end employment, etc.	
Utilization Period	7:15 a.m. to 6:15 p.m., December 29, 30	
Utilization Fees	There is no burden on users.	
Application Period	Early to mid-November *There is a separate application period for those enrolling in December.	
Application Method	Submit your application form and employment certificate at your enrolled nursery school Please confirm details on the official Minato City website. *For 2) and 3), please submit to the Child-care Facilities Support Subsection of the Nursery School Section	
Implementing Nursery Schools/Inquiries	Shimmei Nursery School Takahama Nursery School Shibaura Nursery School Higashi-azabu Nursery School Moto-azabu Nursery School Shinno Nursery School Licensed city nursery schools (designated nursery schools other than those above)	TEL 5733-6822 TEL 5781-0255 TEL 5232-1130 TEL 3584-3811 TEL 5422-7338 TEL 5422-6363

16 FAQ

Q1: Can I consult about nursery school enrollment before applying? Can I have the submission documents checked in advance?

A1: Consultations for enrollment are handled at the responsible Regional City Office of your area of residence. Application forms can be obtained at the consultation counter or downloaded from the official Minato City website. Submission documents can also be confirmed in advance.

If you are applying for the first time, please consult with the childcare concierge (refer to the bottom of the table of contents).

To visit the desired nursery school for enrollment, please make telephone reservations directly with the nursery school.

Reservations can also be made online for some nursery schools for which the On-Stop Childcare Service is available.

Q2: Where can I apply? Can I mail my application?

A2: Applications can be made in person at the Health and Welfare Subsection, in the Residents Support Section of Regional City Offices. They can also be made by mail or electronically. Please address them to the relevant Regional City Office in the area you live in. Also, please note that applications are not accepted at the Daiba Annex. When applying, please check the separate "Submission Document Checklist" to make sure there are no documents missing.

Q3: If I apply, is enrollment guaranteed? Is it first-come, first-served?

A3: Enrollment is not guaranteed. If the number of applicants exceeds the number of vacancies, utilization adjustment is conducted, so it is not based on first-come, first-served.

Q4: When can I apply for nursery school from?

A4: Applications can be submitted if the child reaches the eligible enrollment age as of the first day of the enrollment month. The enrollment age differs by nursery school, so please check from the "List of Licensed Minato City Nursery Schools."

Q5: If I am currently pregnant, can I apply for my child before they are even born?

A5: You cannot apply before you give birth. Please apply by the application deadline for your desired enrollment month after birth. You can request the issue of an employment certificate from your workplace even before birth. If you desire enrollment in a 0-year-old class in April 2026, please confirm the reception period on page 8.

Q6: Can I submit the employment certificate from my employer from before I gave birth?

A6: Employment certificates are valid if they are issued within 3 months of the deadline. After birth, if the period is shortened by the deadline and the pre/post-natal leave or scheduled return to work date are undetermined, please describe the planned period.

Q7: I am self-employed and do not have the documents listed in the examples of required documents. What should I submit?

A7: We may ask you about your work details and request certain documents. Please consult with us well in advance of the application deadline.

Q8: I am undecided between kindergarten and nursery school. Can I apply for both?

A8: Applications can be made for kindergarten and nursery school at the same time. However, simultaneous enrollment in both is not possible.

For certification applications for children enrolling in City kindergartens and private kindergartens, please refer to page 4.

Q9: I am applying for siblings at the same time. Do I need one employment certificate for each child?

A9: Please prepare one employment certificate for each guardian. It is not necessary to prepare one for each child applying at the same time.

Q10: My employment certificate may not be ready by the application deadline. Can I at least submit the application form first?

A10: If required documents proving the reason requiring childcare are not ready by the deadline, the reason requiring childcare cannot be certified and the application cannot be accepted. Please gather all required documents and submit. In-person counters will be crowded near the application deadline, so we recommend that you process your application as soon as possible.

Q11: If guardians have two or more “reasons for requiring childcare,” how should we apply?

A11: Only one reason for requiring childcare can be certified.

Please select one with reference to the standard index, the certification period, and the potential enrollment period.

Q12: Does the number of desired nursery schools or desired ranking affect utilization adjustment?

A12: Utilization adjustment is not affected favorably or unfavorably based on the number of desired nursery schools.

If there are vacancies in multiple nursery schools, placement will be made in the highest-ranked desired nursery school. Also, even if there are no vacancies shown on the official Minato City website, if there are withdrawals after announcement, utilization adjustment will include such vacancies. Please determine your desired ranking in the order of preference of enrollment, regardless of the vacancy situation or the number of people waitlisted.

Q13: Is it possible to enroll simultaneously in a licensed nursery school and unlicensed childcare facilities?

A13: Simultaneous enrollment is not possible. If you are using an unlicensed childcare facility while enrolled in a licensed nursery school, you will be withdrawn from the licensed nursery school.

Q14: I am currently taking childcare leave. From when can we expect enrollment?

A14: Application for enrollment can be made from the month of return to work from childcare leave. For example, if you are scheduled to return to work on October 14, applications can be made from October enrollment, so in this case please apply by the deadline of September 3.

Q15: I plan to take short-time work for childrearing after returning to work from childcare leave. How will this affect the index?

A15: If, after returning to work, you use the childcare short-time work system and work six hours or more per day (or shorten working hours by up to two hours), the determination will be based on your regular working hours when setting the index. In the case of short-time work for childrearing not falling under the above time limits, or when the number of working days is reduced or working hours are shortened for reasons other than short-term work for childrearing, judgement is made and the index is determined based on the working hours after returning to work. In addition, in the case of extending working hours after the return to work, judgement is made and the index is determined based on working hours prior to maternity leave.

Q16: One guardian is on long-term assignment away from home. Do adjustment index 4, adjustment index 8 and priority rank 3 apply?

A16: Long-term assignment away from home, including overseas, is certified as a two-parent household, so none apply.

Q17: If enrolled under “childbirth” as the reason requiring childcare, can I change certification to “childcare leave” after the certification period ends?

A17: Childcare leave certification is premised on taking childcare leave for the next child from employment

certification and returning to the original workplace. Those certified under childbirth cannot change to childcare leave certification. If you are enrolled under the requirement of childbirth, utilization will end after the period ends.

Q18: What is the competition like for XX Nursery School? What are the index points for enrollment? Which nursery schools are popular?

A18: Minato City does not publish competition rates for nursery schools. Also, given that one person can apply for multiple nursery schools, it is not possible to answer which nursery schools are popular, or actual competition rates or points for enrollment. Monthly vacancy situations and “Minimum Enrollment Index at Placement Announcement for April 2025 Enrollment Primary Utilization Adjustment” data are published on the official Minato City website, so please refer there.

Q19: I have applied for enrollment with a scheduled return to work, but I am considering a job change without returning to work. What would happen in this case?

A19: The index is based on the assumption of returning to work at the workplace described in the employment certificate, so if the workplace or working situation changes, placement will be canceled.

Q20: We have enrolled under the requirement of job seeking. What procedures are necessary to continue enrollment after the certification period?

A20: In the case of the requirement of job seeking from April, it will be necessary to submit an “Application to Change Certification for Children’s Education and Childcare Benefits” and “Employment Certificate” by the end of June, and employment must start by July 1. (If an employment certificate is not submitted within the job seeking period, it will be deemed a withdrawal.)

Even if July 1 is a holiday or national holiday, the employment contract start date must be July 1.

Q21: I have applied but have been waitlisted. Do I need to re-apply for enrollment every month?

A21: The period of validity of the application form is up to the March enrollment application for the desired enrollment year (in the case of FY 2026, applications are valid for April 2026 to March 2027). However, in the case of certification for job seeking, childbirth, or school attendance, etc., there are limits on this period. If you continue to desire for enrollment from April of the following fiscal year, re-application will be necessary.

Q22: From when can I apply for transfer? Is transfer disadvantageous?

A22: Transfer applications can be made after enrollment. In the priority ranking, new applications take priority over transfers.

Q23: I have made an application but am considering a change of job. Are any procedures necessary?

A23: If the application content changes after application, please promptly contact the responsible Regional City Office and submit the necessary documents by the application deadline (refer to paged 27-28). If changes to application content are discovered after placement notification or the determination of enrollment, the placement or enrollment may be canceled.

Q24: Can we take a long-term break from nursery school?

A24: Absences of more than 3 months will be considered a withdrawal.

However, in the case of illness or injury of an enrolled child, absence for the convalescence period described in a medical certificate is allowed, as well as in the birth of a younger sibling, from two months prior to the scheduled birth month to the end of the month including the 57th day from the next day of birth, for a maximum of five months (seven months in the case of multiple births). Please inquire at the responsible Regional City Office in your area of residence for the required documents.

II Other Childcare Services

Certified Nursery Facilities

These are institutions created under the childcare policy of the Tokyo Metropolitan Government to respond to diverse childcare needs, where the facilities meet certain standards set by the Tokyo Metropolitan Government regarding equipment, size, number of staff, etc., and receive subsidies from the City as Certified Nursery Facilities.



→ Please inquire directly at each facility.

(As of October, 2025)

Area	Facility	Address	TEL	Open Hours	Capacity	Targets	Operator
Shiba	Manabi no Mori Nursery School Petit Crèche Mita	1F Lions Mansion Ferris Mita, 5-29-22 Shiba	5440-5950	7:00-20:00	33	3 months after birth to pre-school	Kodomonomori Co., Ltd.
	Manabi no Mori Petit Nursery Tamachi	1F Catarina Mita, 4-16-1 Shiba	3451-5670	7:00-20:00	40	3 months after birth to pre-school	Petit Nursery Co., Ltd.
Azabu	Home Daycare Roppongi	Nishi-azabu Murata Bldg., 1-4-46 Nishi-azabu	3401-2155	7:30-20:30	13	8 weeks after birth to under 3 years of age	General Incorporated Association Futabakai
	Poppins Nursery School Hiroo	3F Qiz Hiroo, 5-1-11 Minami-azabu	5475-2185	7:30-22:00	66	57 days after birth to pre-school	Poppins Educare Inc.
	Nursery Room	5-6-8 Minami-azabu	3473-8317	7:00-20:00	35	43 days after birth to under 3 years of age	Imperial Gift Foundation Boshi-Aiiku-Kai
	Miahelsa Nursery School Yurarin Higashiazabu	1/2F SERAPH10 AZABU, 1-26-2 Higashi-azabu	6426-5567	7:30-20:30	30	57 days after birth to pre-school	Miahelsa Corporation
Akasaka	Poppins Nursery School Akasaka	2F Akasaka Inter City AIR, 1-8-1 Akasaka	5545-5341	7:30-20:30	30	57 days after birth to pre-school	Poppins Educare Inc.
Takanawa	Combi Plaza Shirokanedai Nursery School	2F Lamiar Shirokanedai, 3-15-6 Shirokanedai	5447-7600	7:30-20:30	39	57 days after birth to pre-school	CombiWith Corporation
	Poppins Nursery School Shirokanedai	1F Dahlia Court Shirokanedai, #101, 4-8-16 Shirokanedai	5789-2166	7:30-22:00	30	57 days after birth to pre-school	Poppins Educare Inc.
	Poppins Nursery School Takanawa	2F BPR Residence Mita, Isaragozaka, 4-9-7 Mita	5419-2115	7:30-22:00	36	57 days after birth to pre-school	Poppins Educare Inc.
Shibaura-Konan	Ask Odaiba Nursery School	2-2-3 Daiba	3599-2829	7:30-20:30 Sun/hol 8:00-18:00	30	45 days after birth to pre-school	Japan Nursery Service Inc.
	Angelica Nursery School Shibaura-en	2F Air Terrace, 4-22-2 Shibaura	5439-4340	7:30-20:30	40	57 days after birth to pre-school	WITH GROUP Co., Ltd.
	Poppins Nursery School Shibaura	2F Capital Mark Tower 4-10-1 Shibaura	5444-2120	7:30-22:00	34	57 days after birth to pre-school	Poppins Educare Inc.
	Nichii Kids Sawayaka Konan Nursery School	3F City Tower Shinagawa West 4-2-5 Konan	3471-9826	7:30-20:30	50	57 days after birth to pre-school	Nichi Gakkan Co., Ltd.
	Angelica Nursery School Shinagawa-en	2F Shinagawa Front Bldg. Kids Hall, 2-3-13 Konan	5781-9736	7:30-20:30	40	57 days after birth to pre-school	WITH GROUP Co., Ltd.

Regarding Subsidies for Certified Nursery Facility and Unlicensed Childcare Facility Childcare Fees and Facility Utilization Benefits, etc.

There is a system in place to subsidize part of the childcare fees for guardians of children enrolled in Certified Nursery Facilities or Unlicensed Childcare Facilities (excluding Minato City Facilities and Minato Child-Care Support), that have received "certification that the Unlicensed Childcare Facility meets childcare facility supervision standards" from each prefecture (or city/municipality) during the certification period for the Certification of Children's Education and Childcare Benefits or the Certification of Utilization Benefits for Childrearing Facilities, etc. For details, please refer to the official Minato City website.

→ Applications and Inquiries

Regarding Subsidies for Certified Nursery Facility Childcare Fees: Child-care Facilities Support Subsection, Nursery School Section TEL 3578-2429



Regarding Subsidies for Unlicensed Childcare Facility Childcare Fees: Child-care Facilities Support Subsection, Nursery School Section TEL 3578-2428



Regarding Certification: Health and Welfare Subsection, Residents Support Section of each Regional City Office

Unlicensed Childcare Facilities

Please refer to the official Minato City website regarding childcare facilities reporting to Minato City other than licensed nursery schools and certified nursery facilities.

➔ To use, please inquire directly at the facility.



Minato Child-Care Support

*This program is supported by free early childhood education and childcare.

Targeting families that are unable to care for children due to part-time work or short-term work, etc., with childcare for, in principle, up to 8 hours per day, or 160 hours per month. This is divided into regular or spot childcare use, depending on the frequency of use.

➔ To use, please inquire directly at the facilities.

Name of Facility	Minato Child-Care Support Higashi Azabu	Minato Child-Care Support Akasaka	Minato Child-Care Support Shirokane	Minato Child-Care Support Shirokanedai	Minato Child-Care Support Konan 4-Chome
Address	4F 2-1-1 Higashi-azabu	2F 9-4-2 Akasaka	2F 3-10-12 Shirokane	1F 4-6-2 Shirokanedai	1F 4-2-4 Konan
Applications and Inquiries	TEL 5544-8461	TEL 3475-3902	TEL 5423-4909	TEL 6450-4298	TEL 5796-8861

Babysitting

Please inquire directly at the following association.

➔Inquiries: All Japan Childcare Services Association

2F Kusafuka Bldg., 5-4 Arakicho, Shinjuku City TEL: 5363-7455 (Weekdays 9 a.m. to 5 p.m.)

City Babysitting Utilization Support (Temporary Care Utilization Support) Services

Subsidizes part of the utilization fees when guardians temporarily need babysitting childcare due to sudden circumstances in daily life, etc.

➔ For more details, please refer to the official Minato City website.

Inquiries: Children and Families Support Center

Child and Family Service Subsection TEL: 5962-7201



Temporary Childcare

Families who usually care for their child at home may use this service when temporary circumstances make home care difficult. Temporary childcare may also be offered at Certified Nursery Facilities and baby hotels. Please be aware that each facility has a capacity limit.

➔ For more details, refer to the official Minato City website.



[Temporary Childcare at City Nursery Schools]

(1) Emergency Temporary Childcare at City Nursery Schools

Targets	Children residing in the city, between the age of four months and elementary school enrollment, who are able to participate in group childcare
Utilization Requirements	When guardians are temporarily unable to provide childcare at home due to childbirth or illness, etc.

(2) Temporary Childcare at Minami-aoyama Nursery School, Minami-azabu Nursery School, Iigura Nursery School, and Daiba Nursery School

*This program is supported by free early childhood education and childcare.

Targets	Children residing in the city, between the age of four months and elementary school enrollment, who are able to participate in group childcare		
Utilization Requirements	1) When guardians are temporarily unable to provide childcare at home due to employment, etc. 2) When temporary childcare is necessary for private reasons such as relief from childcare fatigue for guardians, etc.		
Applications and Inquiries	Minami-aoyama Nursery School (Panda Room) Minami-azabu Nursery School (Tanpopo Room) Iigura Nursery School (Ichigo Room) Daiba Nursery School (Ohisama Room)	TEL: 3401-5047 TEL: 3442-5907 TEL: 3583-5805 TEL: 5500-5097	

*Reservations can be made via the Minato City official LINE account.

(3) Temporary Childcare at Shibaura Island Children's Garden (Kodomo-en), Shimmei Nursery School, Takahama Nursery School, Moto-azabu Nursery School, and Shinno Nursery School

*This program is supported by free early childhood education and childcare.

Targets	Children residing in the city, between the age of four months and elementary school enrollment, who are able to participate in group childcare		
Utilization Requirements	1) When guardians are temporarily unable to provide childcare at home due to employment, etc. 2) When temporary childcare is necessary for private reasons such as relief from childcare fatigue for guardians, etc.		
Applications and Inquiries	Shibaura Island Children's Garden (Kodomo-en) Shimmei Nursery School Takahama Nursery School Moto-azabu Nursery School Shinno Nursery School	TEL: 5443-2530 TEL: 6809-1099 TEL: 5781-0255 TEL: 5443-8800 TEL: 5422-6363	

*Reservations can be made via the Minato City official LINE account.

[Temporary Childcare at Private Nursery Schools]

*This program is supported by free early childhood education and childcare.

Implementing Nursery Schools	Aisei Nursery School	Benesse Konan Nursery School
Targets	Children residing in the city, between the age of four months and elementary school enrollment, who are able to participate in group childcare	
Utilization Requirements	1) When guardians are temporarily unable to provide childcare at home due to employment, etc. 2) When temporary childcare is necessary for private reasons such as relief from childcare fatigue for guardians, etc. 3) When guardians are temporarily unable to provide childcare at home due to childbirth or illness, etc. (emergency temporary childcare)	
Applications and Inquiries	TEL: 3441-5410	TEL: 5783-5874

[Private Nursery School and Small-scale Childcare Service Capacity-Utilization Temporary Childcare]

*This program is supported by free early childhood education and childcare.

*Capacity Utilization Temporary Childcare refers to a service that can be used to the extent that there are vacancies in regular childcare capacity.

For details of implementing nursery schools, please refer to the official Minato City website.

Please note that it may not be possible to accept children, depending on the vacant capacity and facility's childcare system. Please inquire directly with the facility.



[Other Temporary Childcare]

(1) Temporary Infant and Toddler Childcare Services

*This program is supported by free early childhood education and childcare.

Name of Facility	Appy Shimbashi	2/3F Kirakira Plaza, 6-4-2 Shimbashi	TEL 5425-7525
	Appy Azabu	1F Azabu Library, 5-12-24 Roppongi	TEL 5114-9900
	Appy Nishiazabu	3F Nishi-azabu Iki-Iki Plaza 2-13-3 Nishi-azabu	TEL 5467-7175
	Appy Akasaka	2F Park Court Akasaka Hinoki-cho The Tower, 9-4-2 Akasaka	TEL 3475-3900
	Appy Takanawa	3F Auto Parts Center, 1-16-15 Takanawa	TEL 6432-5567
	Appy Shirokanedai	1F Yukashi no Mori, 4-6-2 Shirokanedai	TEL 6450-4249
	Appy Konan	3F Shinagawa Front Bldg. Kids-kan, 2-3-13 Konan	TEL 6712-0688
	Appy Konan 4-chome	1F Tokyo Metropolitan Housing, 4-2-4 Konan	TEL 5796-8862
	Appy Shibaura	1F Shibaura Nursery School, 3-1-16 Shibaura	TEL 5730-3253
Targets	Children between the age of four months and elementary school enrollment, who are able to participate in group childcare		
Registration and Inquiries	Each Appy facility (See above for contact information)		

(2) Child-rearing Square “Ai-port” (Temporary Childcare “Aoba”)

*This program is supported by free early childhood education and childcare.

Address	2-25-1 Minami-aoyama
Targets	Children between the age of two months and Grade 6 of elementary school, who are able to participate in group childcare
Registration and Inquiries	Child-rearing Square “Ai-port” TEL: 5786-3250

(3) Dispatch-type Temporary Childcare

*This program is supported by free early childhood education and childcare.

Childcare Location	Home of guardian, etc.
Service Content	Temporary childcare, post-illness childcare, newborn care, etc.
Targets	Children residing in the city, in principle, between 7 days after birth and Grade 6 of elementary school
Registration and Inquiries	Child-rearing Square “Ai-port” 2-25-1 Minami-Aoyama TEL: 5786-3250



(4) Minato Child-rearing Supporting Center “Pokke”

➔ For details, see the QR code to the right.

	Temporary Childcare for Infants and Toddlers *This program is supported by free early childhood education and childcare.	Twilight Stay	Short Stay
Address	5-18-1-102 Shiba (next to Shiba Nursery School)		
Service Content	Provides childcare regardless of the reason, including when guardians are ill, need rest, or are attending school events, etc.	Provides care for children and serves an evening meal when guardians cannot care for them at night (5:00 p.m. to 10:00 p.m.) due to work, etc.	Provides overnight care for children when guardians are unable to provide care due to work, childbirth, illness, etc.
Targets	Children between the age of four months and elementary school enrollment, who are able to participate in group childcare	Children residing in the city, between the age of six months and Grade 3 of junior high school, who are able to participate in group childcare	Children residing in the city, between the age of ten months and Grade 3 of junior high school, who are able to participate in group childcare
Inquiries	Minato Child-rearing Supporting Center “Pokke” TEL: 6435-0411		

(5) Child-rearing Support Komusubi (Minato City Family Support Center)

*The program is supported by free early childhood education and childcare.

Childcare Location	Home of using member or association member
Service Content	A family support center service that connects people needing support in child-rearing (utilization members) and people who can help with child-rearing (cooperative members) to watch over the growth of children with the entire community. This mainly provides escorts to nursery school or after-school clubs, and temporary childcare outside childcare hours or when guardians are out, etc.
Targets	0 years old to Grade 6 of elementary school *Can also be used by those working within the city.
Registration and Inquiries	Minato Council of Social Welfare Volunteer and Community Activity Support Subsection TEL 6230-0284

(6) Short Stay for Infants and Toddlers (Azabu Infant Home/Tokyo Saiseikai Central Hospital Affiliated Infant Home)

Name of Facility	Azabu Infant Home	Tokyo Saiseikai Central Hospital Affiliated Infant Home
Address	5-1-20 Minami-azabu	1-4-17 Mita
Targets	Children residing in the city from 7 days after birth to under 4 years of age	Children residing in the city from 5 days after birth to under 1 years of age
Service Content	Provides overnight care for children when guardians are unable to provide childcare due to work, childbirth, illness, etc.	
Applications and Inquiries	Children and Families Support Center TEL: 5962-7201	

(7) Summer Vacation Temporary Care Services

Temporary care services are offered during summer vacation at licensed nursery schools, certified childcare centers and Minato City Nursery Rooms.

Details will be published on the official Minato City website at the time approaches.





III Child/Post-Illness Child Care Rooms

*This program is supported by free early childhood education and childcare.

Check the official Minato City website for locations and contact information, etc. of Ill Child/Post-Illness Child Care Rooms.

Targets	Children corresponding to any of the following, who are between 6 months of age and up to before elementary school enrollment, who have received certification for education and childcare benefits or Category 2 or 3 facility utilization benefits 1) When residing in Minato City and utilizing Licensed Nursery Schools, Certified Childcare Centers, Minato City Nursery Facilities, Certified Nursery Facilities, Unlicensed Childcare Facilities reporting to the prefecture or municipality, Small-scale Childcare Services, Home-visit Childcare Services for Children on Waiting Lists, or Minato Child-Care Support (regular utilization) 2) When residing outside of Minato City and utilizing Licensed Nursery Schools, Certified Childcare Centers, Minato City Nursery Facilities, Certified Nursery Facilities, and Small-scale Childcare Services (limited to all facilities and services within Minato City)
Utilization Requirements	[Ill Child Care Rooms] When group childcare is difficult during periods of illness or recovery from illness [Post-Illness Child Care Rooms] When the condition has stabilized to some extent, and the child is recovering from illness, but group childcare is difficult *May not be accepted, depending on the condition.
Childcare Days and Times	8:30 a.m. to 5:30 p.m., Monday to Friday *Implemented by some facilities from 8:30 a.m. to 12:30 p.m. on the 2 nd and 4 th Saturdays. *No extended childcare.
Utilization Fees	2,000 yen per day for City residents, 3,000 yen per day for non-residents *For City residents, utilization fees may be waived for households that are exempt from municipal tax or are receiving public assistance.
Holidays	Weekends, holidays, year-end/New Year (December 29-January 3) *Some facilities have a summer closure period.
Utilization Reservations	Please make reservations directly each time by telephone or online with each Ill Child/Post-Illness Child Care Room.
Inquiries	Childcare Facilities Support Subsection, Nursery School Section TEL 3578-2851

[Home-Visit Ill Child/Post-Illness Child Care Utilization Fee Subsidy System]

This system subsidizes a portion of the fees for guardians who use babysitting services for ill child or post-illness childcare when it is difficult for the child to attend nursery school or elementary school due to illness.

Please inquire below for more details.

➔ **Inquiries: Childcare Facilities Support Subsection, Nursery School Section TEL 3578-2851**



Explanation of Terms in this Booklet			
NO.	Term	Relevant Pages	Explanation
1	Licensed nursery schools	Page 3	The collective term in Minato City for Licensed Nursery Schools, Certified Childcare Centers, Minato City Nursery Facilities, and Regional Childcare Services (small-scale childcare services, home-visit childcare services for children on waiting lists, etc.).
2	Affiliated nursery schools	Page 3	These are facilities that accept children after they complete small-scale childcare, allowing continued enrollment from the 3-year-old class onward. For small-scale childcare facilities with affiliated nursery schools, please refer to the "List of Licensed Nursery Facilities in Minato City."
3	Certification	Page 4	In this booklet, refers to those recognized as requiring childcare (excluding Category 1) as of the results announcement date of the first desired enrollment month of applications for the "Certification of Children's Education and Childcare Benefits (Categories 2 and 3)." *Please store this carefully, as it will be required for the pre-enrollment interview.
4	Reasons for requiring childcare	Page 4	For Category 2 and 3 certifications, determined based on a guardian's inability to provide childcare. *At the time of certification application, documents proving the situation must be submitted.
5	Return to work	Page 4	Resuming work at the workplace from which childcare leave was taken.
6	Utilization adjustment (adjustment meeting)	Page 6	An index of the degree of need for childcare based on the employment and household circumstances of guardians based on Minato City criteria, and the determination of placement notifications for enrollment starting with those with higher total household indexes and priority rankings, for cases where there are vacancies in nursery schools but many applicants. (Please refer to pages 20-23 for the indexes).
7	Transfer application	Page 9	An application submitted when requesting to transfer from one licensed nursery school to another. *When those enrolled in unlicensed childcare facilities (including certified nursery facilities) request to enroll in a licensed nursery school, this will be a new application, not a transfer application.
8	Childcare fees	Page 24	Childcare fees and extended childcare fees when using licensed nursery schools, etc.
9	Unlicensed childcare facilities	Page 34	Childcare facilities other than prefecture or municipal licensed nursery schools, certified childcare centers, and regional childcare services.
10	Certification of Utilization Benefits for Childrearing Facilities, etc. *In this booklet, refers to Categories 2 and 3.	Page 34	Certification required to receive benefits under free early childhood education and childcare when utilizing private kindergartens or unlicensed childcare facilities, etc.
11	Subject to free early childhood education and childcare	Pages 35-39	Under the free early childhood education and childcare program implemented in October 2019, subsidies for utilization fees are provided to guardians of children using eligible services. This applies to children in 3- to 5-year-old classes and to children in 0- to 2-year-old classes from households exempt from municipal tax who hold Certification of Utilization Benefits for Childrearing Facilities, etc. (Category 2 or Category 3). *For more details, please refer to the official Minato City website.

Notes

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III Guide to the Childcare Leave Return Enrollment Reservation System

In Minato City, enrollment reservations are implemented for guardians planning to return to work from childcare leave mid-fiscal year. The enrollment period for which reservation is possible is from the first day of the month of return from 1-year-old childcare leave.

Eligible Persons: Those meeting all of the following requirements.

- (1) Have resident registration within the city and be currently living there.
- (2) Raising a child born between May 1, 2025 and April 11, 2026.
- (3) Taking childcare leave under the Childcare Leave Act or other laws and returning to work on or after the day before the child's first birthday and within the enrollment month.
- (4) Being eligible for childcare leave benefits under the Employment Insurance Act or other laws.
- (5) Not having applied for enrollment in April 2026 (including applications in other Cities).

*Guardians returning from maternity leave or those taking childcare leave other than with the return date in (3) above are not targets.

*Even those unable to receive benefits due to special measures for childcare leave benefits, due to having paid employment insurance premiums and a work history of one year or more, may be targets for "Childcare Leave Return Enrollment Reservation."

*In cases in which the child is born on May 1, 2025, and return to work will happen on April 30, 2026, this will be considered regular April 2026 enrollment. Also, if the child is born on April 1, 2026 and return to work will happen on April 1, 2027, this will be considered a regular April 2027 enrollment.

*If your child has a disability or illness, please consult with each responsible Regional City Office.

*If your child is born on the first and is applying for enrollment in the month prior to the birth month, it will be necessary to return to work by the day prior to their first birthday.

Implementing Nursery Schools

City licensed nursery schools, Shibaura Island Children's Garden (Kodomo-en), Minato City Nursery Facilities (only Katsurazaka Nursery Facility, Tamachi Nursery Facility, and Shibaurabashi Nursery Facility)

*Private licensed nursery schools, small-scale childcare services, and other Minato City Nursery Facilities are not eligible.

Accepting Classes and Number of Planned Acceptances

0-year-old Class – Several per nursery school

Application Reception Period, Selection (Lottery) Date, Results Announcement Date

Birth Date of Eligible Child	Mail/Electronic Reception Period	In-person Reception Period	Selection (Lottery) Date/Results Announcement Date
May 1, 2025 to April 1, 2026	March 5, 2026 to March 30, 2026	March 5, 2026 to April 3, 2026	April 10, 2026

Application Method

Reception Method	Mail/electronic application or In-person application at the Health and Welfare Subsection, Residents Support Section of each Regional City Office (*not accepted at Daiba Annex)
Reception Hours	8:30 a.m. to 5:00 p.m. Monday to Friday (excluding holidays)
Submission Documents	☐ Childcare Leave Return Enrollment Reservation Application Form (City designated form) [DL] ☐ Full set of submission documents from pages 10-11 ☐ Copy of the "Notification of Decision for Child Care Leave Benefit" issued by "Hello Work" (For public servants, a copy of any of the following: Qualification Confirmation Certificate, Qualification Information Notice, or Qualification Information Screen.) *If you do not have your "Notification of Decision for Child Care Leave Benefit" available, a copy of your Employment Insurance Insured Person Certificate or a copy of your pay slip, etc. showing the payment of employment insurance premiums.

Electronic Submission

Applications can be made from the official Minato City website.

For more details, please refer to the "FY 2026 Childcare Leave Return Enrollment Reservation (Guide)."

The "FY 2026 Childcare Leave Return Enrollment Reservation (Guide)" is available from mid-February 2026 at the Health and Welfare Subsection, Residents Support Section of Regional City Offices and implementing nursery schools. It can also be downloaded from the official Minato City website.