

Guide to Home-Visit Childcare Services for Children on Waiting Lists

In Minato City, home-visit childcare services are offered for children on waiting lists who have not been able to enroll in a licensed nursery school, certified childcare center, small-scale childcare service or Minato City Nursery Facilities.

Home-visit childcare services dispatch babysitters to the home of guardians to implement 1-to-1 childcare targeting from the age of 0 (from the first day of the month following the day 57 days after birth) to 2 years old.

Operating Providers

Name of Provider	Poppins FamilyCare Inc.	ALPHA Corporation Inc.
Type	Home-visit service (licensed provider)	Home-visit service (licensed provider)
Name of Service	Poppins Nanny Service	Alpha Nanny
Nursery school code	001202	001203

About home-visit childcare services for children on waiting lists

- Childcare will be provided with a system of multiple babysitters on rotation.
- Childcare is conducted by season.
- There will be outdoor play when it is possible to go outside, depending on the physical condition of the child and weather.

Sample Daily Schedule *This is just a guide and will differ depending on the circumstances of the family and child.

Time	0-year-olds	1- and 2-year-olds
7:15	Handover (Health observation)	Handover (Health observation)
8:00	Free play	Free play
9:00	Snack (after transferring to toddler food)	Snack
10:00	Indoor/outdoor play	Outdoor play or crafts
11:00	Meal preparation, weaning food, bottle-feeding	Lunch
12:00	Sleep	Change clothes
13:00	Bottle-feeding	Sleep
14:00		
15:00	Snack (after transferring to toddler food)	Snack
16:00		Outdoor play or crafts
17:00	Sequential handover as guardian returns home	Sequential handover as guardian returns home
18:00	(In the case of extension) Weaning food, bottle-feeding Relax time Sequential handover	(In the case of extension) Relax time Sequential handover

*Meals, snacks and drinks should be prepared in advance by guardians.

*The daily childcare content is left to the babysitter. **Instructions cannot be given for pickups, drop-offs, or walks, etc.**

Eligible Users

- Those who have applied for enrollment in a licensed nursery school, but has not received placement and continue to desire to enroll in a licensed nursery school, excluding this service.

*The following are not eligible users.

- (1) Those of 3-year-old class and older
- (2) Those who have not applied for enrollment in a licensed nursery school other than this service
- (3) Those who have received a placement in a licensed nursery school other than this service (including declined placement)
- (4) Those taking childcare leave (excluding childcare leave for childbirth (paternity leave after birth)) while utilizing the home-visit childcare service (utilization should finish from the day before the start of childcare leave).
- (5) It may not be possible for children with disabilities or illnesses or for whom there are concerns about growth or development to use this service.

Childcare time

Short-time certification	9:00 a.m. to 5:00 p.m. (maximum 8 hours)
Standard time certification	7:15 a.m. to 6:15 p.m. (maximum 11 hours)
Extended childcare	Until 8:15 p.m. (*1)
Extended childcare eligible age	From the first day of the month after the month containing the 57 th day after birth
Days that cannot be used	Sundays, holidays, year-end/New Year holiday (December 29 to January 3) (*2)

*1 Application in advance at each provider is necessary to use extended childcare.

*2 It is necessary to ensure an environment where 1-to-1 childcare of the child and babysitter is possible.

*3 Home-visit childcare is not provided when a guardian is at home, except when certified as requiring childcare while at home, such as in cases of working from home, disability, or illness. Childcare ends when the guardian returns home from work, etc. Childcare cannot be provided if the guardian is at home due to poor physical condition.

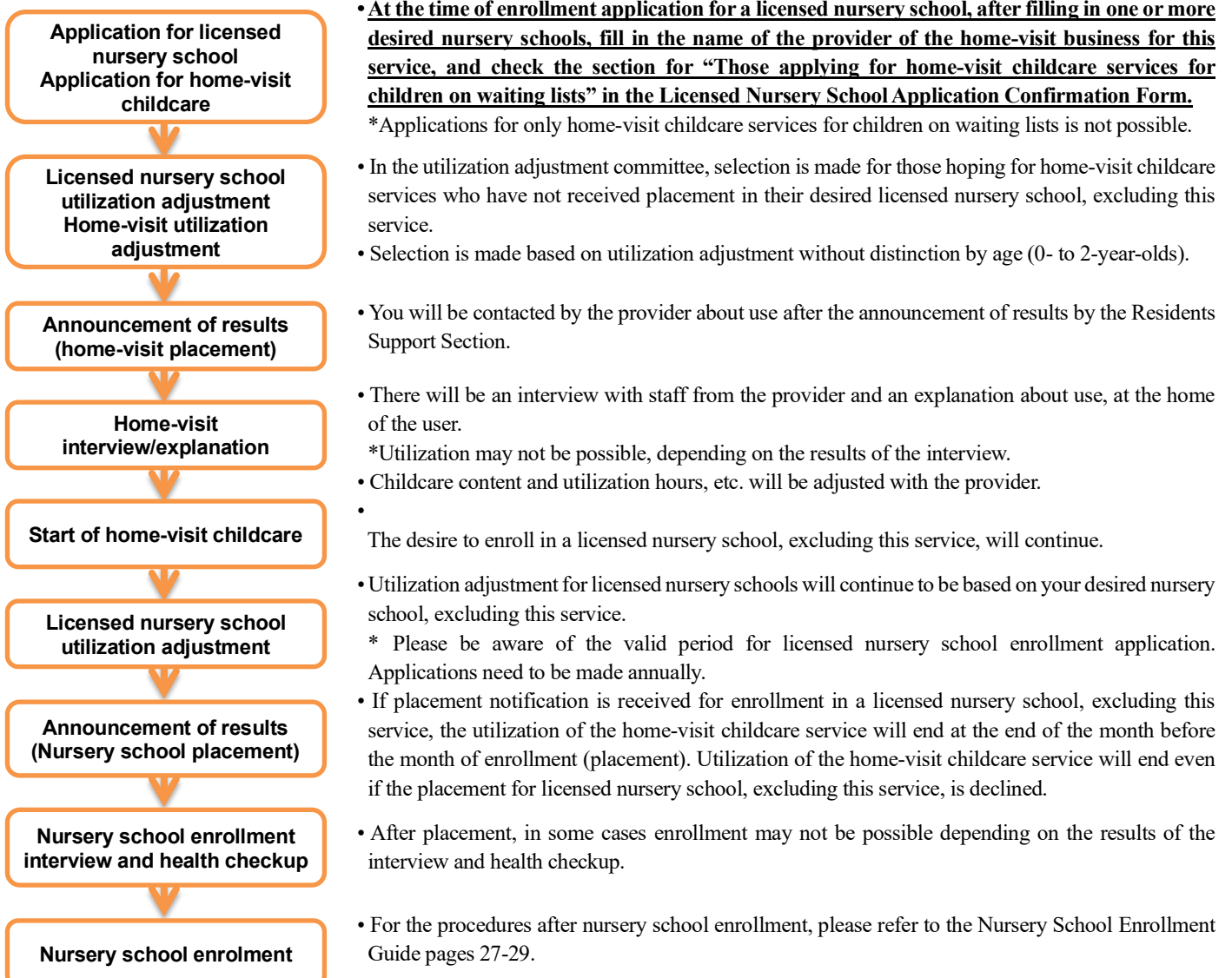
Documents needed for application

Full set of documents needed for application for enrollment at licensed nursery schools (Refer to the Nursery School Enrollment Guide pages 10-11)

*Fill in the desired home-visit provider under “Desired Childcare Facility” of the Nursery School Enrollment Application Form and check “Applied for home-visit childcare service for children on waiting lists” in the Licensed Nursery School Application Confirmation Form.

*If you have already applied for enrollment in a licensed nursery school, add the desired home-visit provider to the “Change of Application Content Form,” attach confirmation documents again, and submit.

Process from enrollment



User Burden (Fees)

- The basic childcare charge is free. (Refer to the Nursery School Enrollment Guide page 24)
- Please inquire directly with the provider for extended childcare fees. (If using extended childcare more than 10 times per month, the 11th time onward is free of charge.)

FAQ

Q1: When deciding on a desired nursery school, is it possible to include Minato City Nursery Facilities?

A1: Yes. Targets can include any facility published in the “List of Licensed Minato City Nursery Schools” (excluding this service) that meet the possible enrollment age range.

Q2: Is it necessary to receive a health checkup before starting using.

A2: In principle, no.

Q3: When should applications for the next month’s utilization hours or extended childcare, etc. be made by?

A3: It is necessary to apply to the provider regarding changes from the 10th to the end of the previous month. For more details, please inquire with the provider. Also, it is not possible to use time ranges that do not meet the childcare utilization requirements.

Q4: “Childcare is provided by a system of multiple babysitters”, but is it possible to designate a particular babysitter?

A4: Babysitters are selected by the provider and cannot be designated.

If you have a preference, please consult with the provider. There may be cases where 2-3 babysitters will be used within a single day.

Q5: Is it possible to specify the location for the start and end of childcare? (start at home, handover for pickup at the nearest station, etc.)

A5: For the start and end of childcare, it is not possible to hand over at locations other than the home of the guardian.

Also, handovers are limited to guardians or adults designated in advance by guardians.

Q6: Can you prepare meals or snacks?

A6: Meals, snacks and drinks should be prepared in advance by guardians.

Also, in the interest of safety management, we decline cooking children’s meals, beyond simple warming.

Q7: Is it possible to get housework or pet care taken care of at the same time as childcare?

A7: Housework outside of caring for the child or assisting them in bathing, etc. cannot be accepted.

Also, while childcare is possible in environments containing pets, prior application is required, and pets should be kept in a cage during childcare hours. Pet care is not accepted.

Q8: Is it possible to use an ill child/post-illness childcare room while using a home-visit childcare service?

A8: Yes. Prior notification is required for use. For details, please check the “Ill Child/Post-Illness Childcare Room” page on the official Minato City website.

Q9: How is locking up the home handled?

A9: As a general rule, you will be asked to entrust your home key to the babysitter.

Q10: When applying for siblings at the same time, is it possible to choose desired conditions?

A10: When a desired nursery school is included in the “home-visit childcare service for children on waiting lists,” it is not possible to select from “Other than simultaneous enrollment at same nursery school is not possible,” “Other than simultaneous enrollment is not possible (same-school priority)” or “Other than simultaneous enrollment is also possible (according to preference order).” The same also applies for re-application to licensed nursery schools after the start of utilization.

Procedure after utilization

1 Discontinuing use

To discontinue use, please submit a **Withdrawal (Leave) Form** to the Health and Welfare Subsection of the Residents Support Section at the Regional City Office in the area in which you live. Submissions can also be submitted electronically. **Also, please be sure to contact your provider.**



Content	Submission Documents	Submission Deadline
Discontinuing use e.g. Enrolling in an international school, becoming able to provide childcare at home due to retirement, etc.	Withdrawal (Leave) Form (Can be downloaded from the official Minato City website) *If you are also withdrawing your enrollment application for licensed nursery school at the time of withdrawal, please also submit a separate Application Withdrawal Form.	When the decision to discontinue use is made. <u>Please submit to the City by the 25th day of the month prior to the month of discontinuing use.</u> <u>Please also contact the provider at the same time.</u>
Suspending use (*1) e.g. Taking leave etc. for one month or more due to a child's illness or injury (*2) or birth of a younger sibling (*3)	Withdrawal (Leave) Form (Can be downloaded from the official Minato City website)	By the end of the month prior to the leave month

*1 Suspension of this service is handled the same as leave from a licensed nursery school, excluding this service.

*2 If absent for one month or more due to illness or injury, the submission of a medical certificate, etc. is required. In such cases, the leave period shall be the convalescence period described in the medical certificate.

*3 If absent for one month or more due to the birth of a younger sibling, the submission of a copy of Maternal and Child Health Handbook is required. Only when leave starts during the childbirth certification period, the leave period shall be up to 5 months (7 months in the case of multiple births). However, in the case of childcare leave, utilization shall end the day before the start of childcare leave.

2 Enrollment applications to licensed nursery schools excluding this service, from home-visit childcare services for children on waiting lists

This service targets children on waiting lists and those hoping to continue enrollment in licensed nursery schools excluding this service, even after the start of utilization of home-visit childcare services. Therefore, **utilization adjustment will continue for your higher-ranked preferred nursery schools.** When the application deadline for licensed nursery schools arrives, please note the following and submit all required enrollment documents to the Health and Welfare Subsection of the Residents Support Section at your Regional City Office.

Notes on the deadline for licensed nursery school enrollment applications and the renewal of enrollment applications	Submission Documents
- Please submit your application by the enrollment deadline for the month following the month in which your enrollment application remains valid. - The submission of additional documents may be requested, depending on the content of documents submitted during the utilization of this service. - Enrollment applications are valid until March enrollments for the fiscal year of application. If you continue to desire utilization in the following fiscal year, the full set of documents necessary for enrollment application will need to be submitted again. If you receive placement to enroll in a licensed nursery school, excluding this service, you will not be able to continue using the home-visit service, even if you decline the placement in the licensed nursery school. Use of this service will also end if you are unable to take the pre-enrollment interview and health checkup for the licensed nursery school by the end of the month prior to the month of placement.	Full set of documents necessary for licensed nursery school enrollment application (Refer to the "Nursery School Enrollment Guide" pages 10-11)

Inquiries

Please inquire at the following for questions regarding childcare content.

Provider	TEL No. (Toll-free)
Poppins FamilyCare Inc.	0120-272-100
ALPHA Corporation Inc.	0120-086-720

Please inquire at the Health and Welfare Subsection of the Residents Support Section, Regional City Office in your area of residence for questions regarding submission documents, etc.

Name of Regional City Office	TEL No.	FAX No.
Shiba Regional City Office	3578-3161	3578-3183
Azabu Regional City Office	5114-8822	3583-0892
Akasaka Regional City Office	5413-7276	3402-8192
Takanawa Regional City Office	5421-7085	5421-7613
Shibaura-konan Regional City Office	6400-0022	5445-4590