



## Guide to Minato City's Universal Child Day-Care Program

Minato City offers its own Universal Child Day-Care Program, which provides regular childcare on designated days of the week for children from families raising children at home who are not using educational or childcare facilities. The program aims to offer children experiences different from those at home and promote their development. If you wish to use this program at municipal or private kindergartens, please check the information below and apply.

### 1. Eligible Children \*Children who meet all of the following criteria are eligible.

(1) Born between April 2, 2023 and April 1, 2024 (2-year-old class age group).

(2) Not enrolled in a kindergarten, licensed nursery school, center for early childhood education and care, community-based childcare service, or corporate-led childcare facility at the time one starts using this program (children attending unlicensed childcare facilities are eligible).

\*We are unable to accept children who require medical care, as we do not have the necessary support systems in place.

### 2. Participating Facilities (2 municipal kindergartens, 1 private kindergarten)

Municipal Kindergartens	• Nakanocho Kindergarten (9-2-26 Akasaka) Tel: 03-3405-7619 • Takanawa Kindergarten (2-12-31 Takanawa) Tel: 03-3447-3356	→See Section 3
Private Kindergarten	• Meitoku Kindergarten (4-7-4 Shibakoen) Tel: 03-3431-0592	→See Section 4

\*Program details and application procedures differ between municipal kindergartens and private kindergartens.

### 3. Program Details and Application Procedures for Municipal Kindergartens (Nakanocho Kindergarten, Takanawa Kindergarten)

#### (1) Program Overview

Program Schedule	Choice of Monday/Thursday classes or Tuesday/Friday classes (2 days per week) 2 hours and 30 minutes per class (9:00 AM to 11:30 AM) *The program is not offered during spring, summer, and winter breaks.		
Capacity	5 children per facility (per class)	Usage Fee	Free
Usage Period	[First Term] April 1 (Wed) to September 30 (Wed), 2026 [Second Term] October 1, 2026 (Thu) to March 31, 2027 (Wed) *Usage is for six-month periods.		
Inquiries Regarding Applications	Educational Affairs Subsection, School Affairs Section, School Education Department 03-3578-2779 *Monday to Friday (excluding public holidays) 8:30 AM to 5:00 PM		

#### (2) Application Procedure

If you wish to use municipal kindergartens, you must complete two procedures with the city: a "certification application" to confirm eligibility and a "usage application" for the facility (both can be submitted simultaneously). Please access the application form from the URL or QR code below and enter the required information (for application by mail or in person, see the next page).

\*Applicants must be registered as residents of Minato City and currently residing there at the time of application. Applicants outside Minato City will be accepted only if there are vacancies.



【URL】 <https://logoform.jp/form/Mt5V/1163629>

Upon completing the form, you will receive a confirmation email. Please save this email until the lottery date (see next page). Note that the reception number in the confirmation email is not the lottery number. If there are more applicants than available spaces and a lottery is held, a "Reception Number and Lottery Number Correspondence Table" will be posted on the Minato City website, so please be sure to check it.

### (3) User Selection Method

If the number of applicants is within capacity, applicants will receive provisional acceptance and be notified by mail. If applications exceed capacity, a lottery will be held to determine provisional acceptances (if a lottery is required, information about the lottery venue will be announced in advance on the Minato City website). Priority will be given to those who are registered as residents in Minato City and currently reside there. In consideration of potential cancellations, several waitlisted applicants may also be selected.

### (4) Application Period, Lottery Date, and Results Announcement Date (First Term)

Application Period (Mail/Online)	Application Period (In Person)	Lottery Date/Results Announcement Date
January 26 (Mon) to February 17 (Tue), 2026	January 26 (Mon) to February 20 (Fri), 2026	March 5, 2026 (Thu)

\*Facilities requiring a lottery will be separately announced on the Minato City website.

\*The application schedule for second term usage will be separately announced on the Minato City website.

### (5) Termination of Use

Use will be terminated if any of the following occurs during the usage period:

- ① When a child starts regular kindergarten, licensed nursery school, center for early childhood education and care, community-based childcare service, etc.
- ② When one moves out of Minato City
- ③ When one doesn't use the program for more than one month (if one doesn't use the program from the beginning of a month for one full month, a "suspension of use" is possible)

## 4. Program Details and Application Procedures for Private Kindergarten (Meitoku Kindergarten)

### (1) Program Overview

Program Schedule	Once a week (Wednesday), 2 hours per session (9:30 AM to 11:30 AM) *Scheduled to start in May. The program is not offered during spring, summer, and winter breaks.		
Capacity	9 children	Usage Fee	Free
Inquiries Regarding Applications	Meitoku Kindergarten 03-3431-0592 *Monday to Friday (excluding public holidays) 8:30 AM to 4:30 PM		

### (2) Application Procedure

If you wish to use a private kindergarten, you must submit a "certification application" to the city to confirm eligibility and submit a "usage application" directly to the participating facility.

For the "certification application," please access the application form from the URL or QR code below and enter the required information. Certification applications will be accepted from January 26, 2026 (Mon) onward on a rolling basis, so please complete this procedure before submitting your "usage application."

\*When attaching photos, please ensure they are clear and text is legible.

【URL】 <https://logoform.jp/form/Mt5V/1163629>



◎"Usage applications" are accepted at the participating facility. For details, please check the facility's website.

\*If you live outside Minato City, please apply for certification through your local government, and then apply for use at the participating facility.

### (For Both Municipal and Private Kindergartens) For Those Wishing to Apply by Mail or In Person

Please submit the required documents by mail or in person at the counter.

Required Documents	① Universal Child Day-Care Program Certification and Usage Application Form (Minato City designated form) *For private kindergartens, certification application only ② FY2026 Universal Child Day-Care Program Usage Application Confirmation Form (Minato City designated form) *Forms ① and ② can be downloaded from the Minato City website.
Submission Location	By mail (Minato City Universal Child Day-Care Program, Child-care Facilities Support Subsection, Nursery School Section, Minato City Hall, 1-5-25 Shibakoen, Minato-ku, Tokyo 105-8511) or in person at the Nursery School Section counter on the 7th floor of Minato City Hall Main Building
Counter Hours	Monday to Friday (excluding public holidays) 8:30 AM to 5:00 PM

## 5. Important Notes

(1) Common Items for Municipal and Private Kindergartens
① Submit one application per child.
② Each child may apply to only one facility.
③ We cannot confirm receipt of mailed applications, so please use a mailing method that allows you to track delivery.
④ Minato City assumes no responsibility for delays or non-delivery of documents due to postal accidents, etc.
⑤ Please configure your email settings to receive messages from the following domain: (@city.minato.tokyo.jp)
⑥ If multiple applications are submitted for the same child, only the most recent application will be considered valid.
(2) Items Regarding Municipal Kindergartens
① Application details such as preferred facility and preferred days of the week cannot be changed after the application period has ended.
② In the event of a lottery, if the children applying are twins and you wish to use the program only if both children can attend together, they will be assigned one lottery number for both. If you wish to use the program even if only one child can attend, each child will be assigned a separate lottery number. Please indicate your preference in the designated section of the application form.
③ Provisional acceptances will become official after an interview. If it is determined that your child is not suitable for group childcare due to health conditions, the provisional acceptance may be canceled.
④ If the child no longer meets the eligibility requirements after applying, provisional and official acceptances will be canceled.
⑤ As a general rule, for the first two weeks of the initial month of use, parent-child attendance will be required as an adjustment period.

## 6. Frequently Asked Questions

<b>Q1. I have used temporary childcare services at "Appii" or licensed nursery schools. Am I eligible?</b>
A1. If you have only used temporary childcare services, you are eligible.
<b>Q2. Can I visit the participating facilities?</b>
A2. Please contact each participating facility directly.
<b>Q3. My child attends an international school two days a week. Are they eligible?</b>
A3. Most international schools are classified as unlicensed childcare facilities. Children using unlicensed childcare facilities are eligible for this program.
<b>Q4. Can usage frequency be only one or two days per week? Can I use it three or four days per week?</b>
A4. Usage follows the schedule of each participating facility, and usage for three or four days per week is not possible.
<b>Q5. Are lunch or snacks provided?</b>
A5. Lunch and snacks are not provided.
<b>Q6. Can I apply even if my child has been provisionally accepted for admission to an educational or childcare facility (nursery school, etc.) starting April 1, 2026?</b>
A6. You cannot apply. However, you may apply if you have only submitted an application for admission to an educational or childcare facility starting April 1, 2026. If provisional acceptance is granted for April 2026 admission, your acceptance for this program will be canceled.
<b>Q7. Can my child participate in kindergarten events?</b>
A7. Please consult with the implementing facility.
<b>Q8. &lt;Municipal Kindergartens&gt; When will applications for the second term of FY2026 be accepted?</b>
A8. Acceptance of applications for usage from October 2026 to March 2027 is scheduled to take place around July 2026.
<b>Q9. &lt;Municipal Kindergartens&gt; Can I change the days of the week after starting to use the program?</b>
A9. In principle, changes to usage days are not permitted (negotiations required if there are openings).
<b>Q10. &lt;Municipal Kindergartens&gt; The usage period is six months, but can I use it for only one month?</b>
A10. In principle, please use the program for six months. However, this does not apply if admission to a nursery school, etc. is confirmed during the period.

## <Process Until Program Start>

### Municipal Kindergartens

1



Certification  
Application  
&  
Usage  
Application

- Please submit the "certification application" to confirm eligibility and the "usage application" for the facility through the online application system (application by mail or in person is also possible) by the application deadline. Please note that for mailed applications, documents must arrive by the deadline.
- If necessary, staff may contact applicants to verify application details such as the child's current use of educational or childcare facilities.

2



User  
Lottery

- If applications exceed capacity, a lottery will be held. Information about the lottery venue will be announced in advance on the Minato City website.
- Lottery results will be announced on the Minato City website on the day of the lottery.

3



Provisional  
Acceptance

#### [If Provisionally Accepted]

- Those who receive provisional acceptance will be notified by mail.

#### [If Not Provisionally Accepted]

- All those who did not receive provisional acceptance will be notified by mail.
- Waitlisted applicants will be contacted by phone if space becomes available depending on the status of provisionally accepted applicants.

4



Interview

- Please come to the kindergarten for an interview at the date and time specified in the provisional acceptance notice. (If you are unable to attend on the specified date, please contact the kindergarten to arrange an alternative date.)

5



Program  
Start

- Please attend on the confirmed first day of use.

### Private Kindergarten

1



Certification  
Application

- Before submitting the "usage application" to the participating facility, please submit the "certification application" to confirm eligibility to Minato City through the online application system (application by mail or in person is also possible).
- If necessary, staff may contact applicants to verify application details such as the child's current use of educational or childcare facilities.

2

Usage Application  
{  
Interview  
{  
Program Start

- Procedures from "usage application" onward should be completed directly with the participating facility.  
\*You will also have an interview at the participating facility before starting to use the program. For details, please check the facility's website.

**For more information,  
please check the Minato  
City website.**



Minato City Website

Minato City's Universal Child Day-Care Program  
(Information on implementation at nursery schools is also available.)