

# Guide to Nursery School Enrollment

## FY2024 Edition

### Applications and Inquiries

To avoid crowding at the reception counter, please submit the documents by postal mail or electronically.

Place of submission	Health and Welfare Subsection, Residents Support Section of the Regional City Office in your area
Opening hours	08:30 to 17:00 Monday to Friday (excluding national holidays and year-end and New Year holidays) * Although the opening hours of the Health and Welfare Subsection, Residents Support Section are extended on Wednesdays, consultation requests and applications for admission to a nursery school are accepted only up to 17:00.
Application method	Please bring the documents for submission to the applicable Regional City Office or send them by postal mail or electronically. Please co-operate in the application by mail in order to reduce window congestion. (DL) is a City-specified format. You can download it from Minato City's official website.

※Throughout the period before and after enrollment, the applicable Regional City Office will take the lead in providing consultations and contacting you.

Area where you live	Applicable Regional City Office
Shiba, Mita 1~3-chome, Kaigan 1-chome, Higashi-shimbashi, Shimbashi, Nishi-shimbashi, Hamamatsucho, Shibadaimon, Shibakoen, Toranomom, Atago	<b>Shiba Regional City Office (Health and Welfare Subsection, Residents Support Section)</b> 1-5-25 Shibakoen, Minato-ku, Tokyo 105-8511 Phone: 3578-3161 Fax: 3578-3183
Azabu-mamianacho, Azabu-nagasakacho, Minami-azabu, Moto-azabu, Nishi-azabu, Roppongi, Azabudai, Azabujuban, Higashi-azabu	<b>Azabu Regional City Office (Health and Welfare Subsection, Residents Support Section)</b> 5-16-45 Roppongi, Minato-ku, Tokyo 106-8515 Phone: 5114-8822 Fax: 3583-0892
Moto-akasaka, Akasaka, Minami-aoyama, Kita-aoyama	<b>Akasaka Regional City Office (Health and Welfare Subsection, Residents Support Section)</b> 4-18-13 Akasaka, Minato-ku, Tokyo 107-8516 Phone: 5413-7276 Fax: 3402-8192
Mita 4- and 5-chome, Takanawa, Shirokane, Shirokanedai	<b>Takanawa Regional City Office (Health and Welfare Subsection, Residents Support Section)</b> 1-16-25 Takanawa, Minato-ku, Tokyo 108-8581 Phone: 5421-7085 Fax: 5421-7613
Shibaura, Kaigan 2- and 3-chome, Konan, Daiba	<b>Shibaura-konan Regional City Office (Health and Welfare Subsection, Residents Support Section)</b> 1-16-1 Shibaura, Minato-ku, Tokyo 105-8516 Phone: 6400-0022 Fax: 5445-4590

Minato City  
official website



Minato Maternal and Child  
Health Handbook app  
You can search for the details and  
location of each nursery school as  
well as the required documents.



This pamphlet provides information on the procedures for enrollment in licensed nursery schools. Please be sure to read it before submitting an application.

For other childcare services such as temporary childcare, etc. please also refer to the Minato Ward Childcare Handbook, "Minato KIDS".

# Contents

Application • Inquiries .....	Cover
~Table of Contents / about the Childcare Concierge~	
<b>I Enrollment in Licensed Nursery Schools and Other Nursery Facilities</b> .....	<b>1</b>
1 Available facilities .....	1
2 Certification of Education and Childcare Benefits for Children .....	2
3 Enrollment process .....	4
4 Applications for nursery schools outside of Minato City and applications from outside of Minato City .....	5
5 Application Deadline and Results Announcement .....	6
6 Documents to be submitted .....	8
7 Notes regarding applications .....	10
8 Applications for children with disabilities or illnesses, children who are using medical treatment facilities or developmental support facilities, and children for whom there is concern regarding developmental delay .....	12
9 Moto-azabu Nursery School (Classes for Children in need of Medical Care and Disabled Children) .....	13
10 Minato City childcare service user adjustment criteria .....	18
11 Childcare Fee .....	22
12 Notifications and procedures after application and enrollment .....	26
13 Extended/early morning nursery service .....	29
14 Holiday nursery service .....	30
15 Year-end nursery service .....	30
16 Frequently asked questions .....	31
<b>II Other Childcare Services</b> .....	<b>34</b>
Private Nurseries certified by Tokyo (ninsho hoikusho) .....	34
Minato childcare support, unlicensed childcare facilities, babysitters, Minato City babysitter user support (temporary childcare support) project temporary childcare .....	35
Home-visiting childcare service for waiting children .....	38
Nursing facilities for sick and recovering children .....	39
<b>III Application for Admission at Completion Childcare leave</b> .....	<b>40</b>
List of Licensed Nursery Schools, etc. in Minato City .....	Appendix

## About the Childcare Concierge

Childcare Concierge will provide various childcare-service information in the City while responding to consultation about your children's caretaker, etc., and help you find the best place for your children to stay according to your family situations. This service is targeted at residents of Minato City who need childcare support for their preschool children. Please make a reservation by phone and come to our designated Regional City Office. You can make a reservation using the Minato Maternal and Child Health Handbook app (see the bottom of the cover page). Consultation times: (1) 9:15 a.m. ~, (2) 10:30 a.m. ~, (3) 1:15 p.m. ~, (4) 2:30 p.m. ~. Reservations: Child and Family Support Dept. (Telephone consultation is also available.) Nursery School Section, Child-care Facilities Support Subsection: TEL 3578-2851

Maternal and  
Child Health  
Handbook App



# I Enrollment in Licensed Nursery Schools and Other Nursery Facilities

## 1 Available facilities

The following facilities and services are available for parents/guardians who cannot look after their children at home due to employment, sickness, or other reasons.

Type		Description
Facilities	Licensed nursery school	A facility satisfying the national government standards (including those on size, the number of licensed childcare workers and other personnel, food service facilities, disaster preparedness, and hygiene control) and licensed by the Mayor of Minato City. The facility provides integrated education and nursery services to children aged 0 to 5.
	Center for early childhood education and care	A facility that offers pre-school education and childcare seamlessly. Children can continue to stay in the same center even when your working situation changes. * Facilities that accept children with No. 1 certification (see page 2) of the Nurserytype Certified Children's Garden, which is currently implemented in the City, are not kindergartens approved under the School Education Law.
	Minato City nursing facility	This is an unlicensed childcare facility established by Minato City. Although this is a type of facility that is available only in Minato City and is therefore not licensed under the national government standards, the same childcare service user adjustment criteria, as well as the same application procedures and fees as those for licensed nursery schools are applied. The services provided at this type of facility are also the same as those of licensed nursery schools. * Note: We will consider reducing the capacity based on the demand for childcare in the vicinity.
Municipal-level childcare services	Small-scale childcare services Employer-provided childcare services At home day-care services	A facility that takes care of children aged 0 to 2 in place of their parents/guardian who cannot look after them at home due to employment or other reasons. * Note: As of October 2023, "employer-provided childcare services" and "at home day-care services" are not available in Minato City.
	Home-visit childcare services	One-on-one care is provided to children in the house of their parents/guardian. Eligible children are as follows. <ul style="list-style-type: none"> <li>• Home-visit type childcare service for waiting children Children aged 0 to 2 who require nursery care and for whom applications to two or more licensed nursery schools or other nursery facilities have been declined.</li> <li>• Visiting childcare for children with disabilities Children aged 1 to 5 who require medical care, as well as nursery care, due to a disability, sickness, or other reasons and for whom group childcare is considered to be extremely difficult.</li> </ul> * Contact the applicable regional city office for more details.

- \* See the separate List of Licensed Nursery Schools, etc. in Minato City for the location, regular number of children, closed days, and other information regarding each facility.
- \* Note: If a child attends a nursery school that only offers nursery classes for children up to two years old, including small-scale childcare services, and the child still needs ongoing childcare at a licensed nursery school, a center for early childhood education and care, or Minato City nursing facility after his/her 3rd birthday, the City will carry out user adjustment to secure the transfer of the child to a 3-year-old class at an applicable facility. (For information on small-scale childcare facilities with affiliated schools, see the List of Licensed Nursery Schools, etc., in Minato City.)

### <Table of Age for FY2024 classes>

Classes in facilities to be used will be determined by the child's age on April 1, 2024.

Example: If an application is made on behalf of a child born on April 6, 2023 during FY2024, the child will be enrolled in the Age 0 class, even if they have already reached their first birthday.

Class	Date of birth
Age 0 class	April 2, 2023 and later ~
Age 1 class	April 2, 2022 to April 1, 2023
Age 2 class	April 1, 2021 to April 1, 2022
Age 3 class	April 2, 2020 to April 1, 2021
Age 4 class	April 2, 2019 to April 1, 2020
Age 5 class	April 2, 2018 to April 1, 2019

## 2 Certification of Education and Childcare Benefits for children

When using a licensed nursery school, etc., it is necessary for you to obtain a certification that the child needs nursing care (certification for the child to receive education and childcare benefit).

Certification includes items such as "certification category", "reasons for requiring childcare", "required amount of childcare" and "certification period," and one "Education and Childcare Benefit Certificate for a Child" (hereinafter called the "Certificate") will be issued for each child.

### (1) Certification category

The certification category will differ depending on the age of the child and the type of facility to be used.

certification category	Eligible children	Main types of facilities available
Type 1 Certification (Standard Time Education Certification)	Preschool children aged 3 and over	Kindergarten*1, center for early childhood education and care**2
Type 2 Certification (Childcare Certification for Children Aged 3 and over)	Children aged 3 and over whose parents/guardian have difficulty taking care of them at home due to employment, sickness, or other reasons	Licensed nursery school Center for early childhood education and care Minato City nursing facility Small-scale childcare services
Type 3 Certification (Childcare Certification for Children Under 3)	Children under 3 whose parents/guardian have difficulty taking care of them at home due to employment, sickness, or other reasons	Employer-provided childcare services At home childcare services

When Type 3 Certification (for children below 3 years of age) is changed to Type 2 Certification (for children aged 3 and over), Minato City will send a new Approval Certificate along with a Notification of Change in certification category before the third birthday of the child.

\*1 For municipal kindergartens, please contact Educational Affairs Subsection, School Affairs Section, School Education Department, Secretariat of the Board of Education of Minato City at Tel: 3578-2779  
For private kindergartens, please contact Educational General Affairs Subsection, Office of the Superintendent of Education, Education Promotion Department. Secretariat of the Board of Education of Minato City at Tel: 3578-2712

\*2 Applicable to 4 and 5 year-old classes at Shibaura Island Children's Garden (Kodomo-en).

### (2) Reasons for needing childcare services

To be eligible for access to childcare service benefits (Type 2 and Type 3), both of the parents or guardian must fall under one of the following categories:

- ① Employment……Working regularly for at least 48 hours a month.
- ② Pregnancy and childbirth……Having difficulty taking care of the child due to pregnancy or childbirth.
- ③ Sickness ……Having difficulty taking care of the child due to illness or injury.
- ④ Disability……Having difficulty taking care of the child due to physical/mental disability.
- ⑤ Providing nursing/long-term care for a family member……Providing nursing/long-term care regularly for an ill or physically/mentally disabled relative living together.
- ⑥ Seeking employment……Engaged in job search activities.
- ⑦ Attending School……Studying at a school regularly for at least four hours a day on at least 16 days a month.
- ⑧ Post-disaster reconstruction ……Having difficulty taking care of the child due to post-disaster reconstruction work.
- ⑨ Taking childcare leave……Certified to receive childcare due to employment, having a child who is already using nursery services at a licensed nursery school when childcare leave is taken for a newborn child, and needing to continue to use the nursery services for the child (i.e., a parent/guardian who plans to return to work after childcare leave).
- ⑩ Other ……In cases where the child's need for care is evident (e.g., when the child needs social protection from the viewpoint of the welfare of the child).

\* If the reason is only because you wish to provide your child with early education and allow him/her to experience life in a group with other children, this cannot be considered as a reason for needing childcare services.

### (3) Required amount of childcare/Term of approval/Enrollment period

The quantity of required childcare and the certification period thereof are determined according to the reasons for the need of childcare. For the duration of childcare services, two time frames are available: standard time and short time. When both standard time and short time are marked with a circle (○) in the table below, either the standard time or the short time will be approved depending on the parents' /guardian's working hours and other circumstances.

However, the term of approval and enrollment period may differ.

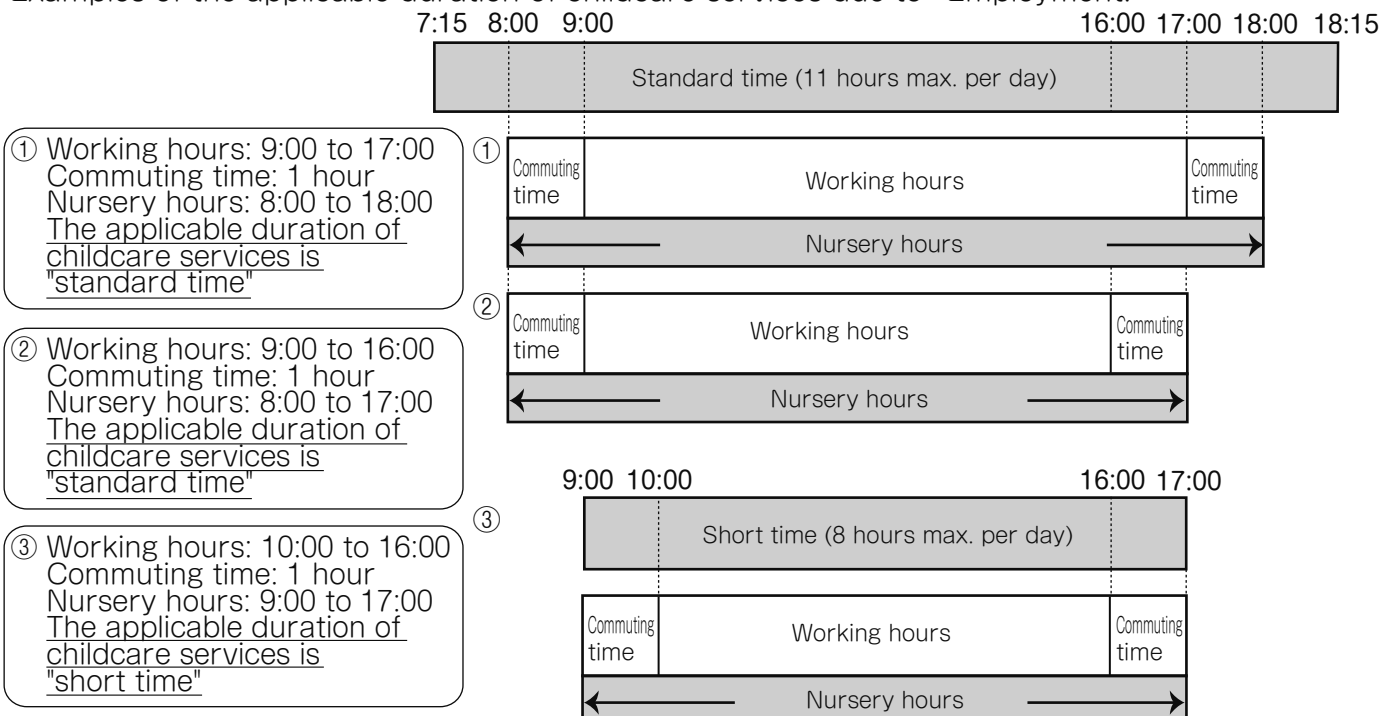
Reason for the need for childcare services	Required amount of childcare		Term of approval	Enrollment period
	Standard time	Short time		
Employment	○	○	Until the child enters elementary school (If the parent/guardian loses his/her job, the same period as in "Seeking employment" applies.)	
Childbirth	○	○	From 2 months before* the month in which the childbirth is expected until the end of the month in which the 57th day from the day of childbirth falls. *From 4 months before, for multiple births	
Sickness/Disability Providing nursing/ long-term care for a family member Post-disaster reconstruction Other	○	○	Until a time when the conditions for needing childcare services no longer apply.	
Seeking employment	×	○	3 months (However, if the parent/guardian begins to work within 3 months, the reason for the need for childcare services will be changed to "Employment")	3 months following (and including) the month of admission (However, if the parent/guardian begins to work within 3 months, the reason for the need for childcare services will be changed to "Employment")
Attending school	○	○	Until the end of the period of schooling (graduation)	
Taking childcare leave (only when there is a child already enrolled)	×	○	Until the end of the fiscal year (the end of March) in which the month in which the child for whom the parent/guardian is taking childcare leave turns 18 months old falls. (However, in the case that the parent/guardian returns to work the following month (April), the child can remain enrolled in April and thereafter.) ※ For more information, see page 27.	

### (4) Nursery hours

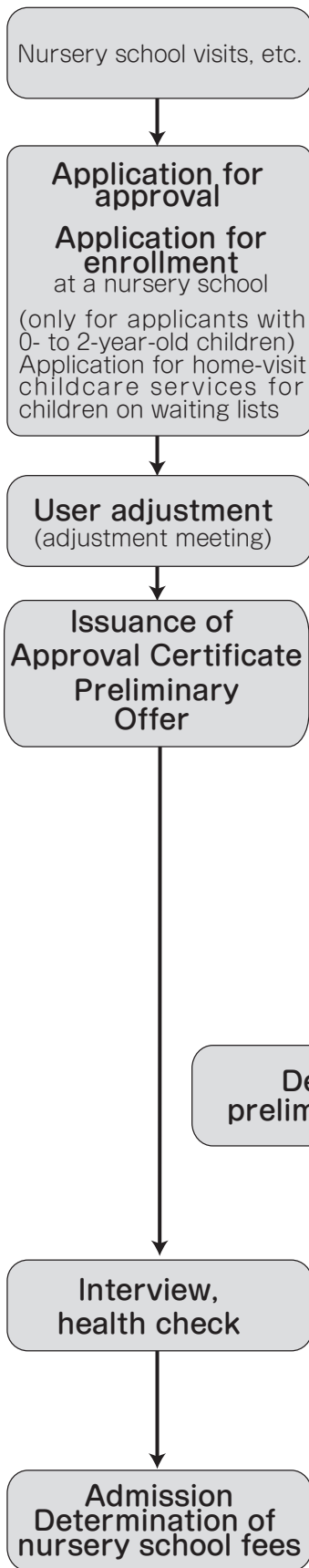
The hours during which licensed nursery schools, etc., can be used are as follows: "Standard time" is a maximum period of 11 hours from 7:15 to 18:15, while "Short time" is a maximum period of 8 hours from 9:00 to 17:00. If you regularly use the service beyond the hours 9:00 to 17:00, you will need to be certified for Standard Time Childcare. Specific nursery hours will be decided at an interview before enrollment.

In case more childcare than the standard time is needed, please use the extended childcare (see page 29). The starting and finishing times of standard time and short time may be different from those shown below at some nursery schools. Please see the separate List of Licensed Nursery Schools, etc. in Minato City.

Examples of the applicable duration of childcare services due to "Employment."



### 3 Enrollment process



- You can take a tour of the nursery school in advance. If you would like a tour, please contact each nursery school directly. If you have any questions about the procedures for application, etc., Childcare Concierge or the person in charge of Health and Welfare will consult with you. (For Childcare Concierge, please see the bottom of the Table of Contents.)
- For children who need childcare, please apply for certification and for admission.
- Please submit all necessary documents at the reception or by mail by the application deadline. Please note that applications submitted by postal mail or electronically must arrive by the deadline. The person in charge may investigate the contents of the application by visiting, telephoning, etc., as necessary.
- Refer to page 12 for applications for children with disabilities or illnesses, children who are using medical treatment facilities / developmental support facilities, and children for whom there is concern regarding developmental delay.
- If you wish to use home-visit childcare services for children on waiting lists, please refer to the separate "Guide for Home-visit Childcare Service for waiting children" and indicate that on the application form.
- When there are many applications for an availability at a nursery school, preliminary offers will be given to those with a higher need for enrollment (total index points of the household or priority index), based on the standards of Minato City.
- Certificates will be issued together with the announcement of the results.
- The applicable Regional City Office will notify applicants to whom preliminary offers are given, by telephone or postal mail. Applicants for April enrollment will be informed by mail.

**Preliminary offer not given**

- Applicants who were not successful as a result of their user adjustment will receive a Notification of Placement on the Waiting List on the day of the first results announcement.
- The Application Form for enrollment to a nursery school is valid only within the fiscal year of the month of desired enrollment. However, if your reason for applying is "seeking employment," "pregnancy and childbirth" or "attending school," the applicable period will be the same as the term of approval.

**Declining preliminary offer**

- If you do not accept the preliminary offer issued for your first-choice nursery school, or if you do not submit the Notification of Nonacceptance of Preliminary Offer for the second- or subsequent-choice nursery school(s) by the prescribed deadline, the Notification of Placement on the Waiting List for the month will not be issued. If you wish to apply for a nursery school or other nursery facility again, you will need to submit all of the necessary documents again. See pages 8 and 9 for details.

- Please be sure to participate in the interview and have the child undergo the health check by the end of the month preceding the month in which the child is to be admitted to a nursery school. Otherwise, the preliminary offer will be canceled. (For applicants who have been given preliminary offer in the 1st user adjustment for April admission, the dates of the interview and health check will be around February.)
- After the preliminary offer, enrolment may be cancelled depending on the results of the interview and medical examination at the nursery school.
- At the end of the month before your child is enrolled in the nursery school, etc., we will send you a notice regarding acceptance of admission and childcare fees. Please refer to pages 22 to 25 for childcare fees, etc.
- Please pay the childcare fee, etc. every month by bank transfer.
- The nursery hours are short at the beginning and gradually become longer as the child becomes accustomed to the nursery school.
- Please refer to pages 26 to 28 for notifications and procedures after your child is enrolled in the nursery school, etc.

## 4 Applications for nursery schools outside of Minato City and applications from outside of Minato City

### (1) Minato City residents who wish to apply for admission to a nursery school outside of Minato City

Place of submission	Health and Welfare Subsection, Residents Support Section of the regional city office in your area
Application deadline	The submission deadline differs depending on the municipality. Please check with the municipality that has jurisdiction over the nursery school you wish to apply for and prepare the necessary documents accordingly. <u>After the application is accepted in Minato City, the submitted documents will be sent to the municipality where the desired nursery school is located, so please submit your application well in advance of the application deadline (at least eight business days before the deadline).</u>
Application conditions	The application conditions and necessary documents differ depending on the municipality. Please check any details with the relevant section of your desired municipality in advance.
Notes	Some municipalities may allow you to apply directly, so please contact them yourself. If your application involves moving out of a municipality, you will need to apply again at the new municipality after moving out.

### (2) Non-Minato City residents who wish to apply for admission to a nursery school in Minato City

Non-Minato City residents who are planning to move to Minato City or who are working in Minato City need to submit an application to their municipality. Please make sure that you submit your application allowing sufficient time for it to reach Minato City before the deadline set by Minato City (at least eight business days before the deadline). (For those who plan to move, please use the application form specified by Minato City.)

#### ① Applicants who are planning to move to Minato City

Place of submission	The responsible section of the municipality in which you are currently living
Application deadline	See the application deadlines specified on pages 6~7
Application conditions	<ul style="list-style-type: none"> <li>Be able to submit to Minato City a document (contract for sale of real estate, lease agreement, etc.) from which the applicant's intended address in Minato City can be confirmed as well as the Letter of Intent (DL).</li> <li><u>Move to and register as a citizen of Minato City by the end of the month before enrollment and register as a residents.</u></li> <li><u>After the announcement of the results, you are able to attend an interview and have your child undergo a health check on the designated date and time.</u></li> </ul>
Notes	<ul style="list-style-type: none"> <li>If you have received a preliminary offer but failed to complete your resident registration and the enrollment application procedures in Minato City by the last day of the month before the month you wish to enroll, the offer will be canceled.</li> <li>If you plan to move here from overseas, please contact the Regional City Office in charge of the area you intend to move to in advance, and apply by postal mail or electronically.</li> </ul> (*Please be sure to fill in the contact information with that of a person who can be contact in Japan.)

#### ② Applicants who are working in Minato City

Place of submission	The responsible section of the municipality in which you are currently living
Application deadline	See the application deadlines specified on page 6 ~ 7
Application conditions	<ul style="list-style-type: none"> <li>You have received a certificate from the municipality in which you are currently living.</li> <li>Mother, father or guardian working in Minato City</li> <li><u>After the announcement of the results, you are able to attend an interview and have your child undergo a health check on the designated date and time.</u></li> </ul>
Notes	<ul style="list-style-type: none"> <li><u>Non-Minato City residents cannot apply for April to September admission to Age 0 to Age 2 classes.</u></li> <li><u>For April admission to Age 3 or over classes, non-Minato City residents can apply only from the 2nd adjustment.</u></li> <li><u>Non-Minato City residents are not eligible for adjustment unless there are two or more vacancies in the nursery school applied for. (Please see the Minato City official website for the vacancies of each nursery school.)</u></li> <li>Nine adjustment index points will be deducted based on Adjustment Index item No. 16.</li> <li>Parents and guardians cannot apply if either of them is taking maternity leave, taking childcare leave (including plans to return to work), seeking employment, or accepting a provisional a job offer.</li> <li>It is not possible to apply for Minato City nursery home and Home-visit childcare services.</li> </ul>

## 5 Application Deadline and Results Announcement

### (1) Application for first enrollment in April 2024

Note: To avoid crowding at the reception counter, please submit the application documents by postal mail or electronically.

Acceptance period for postal mail and electronic applications	Acceptance period for receiving applications
Your application must reach us between Wednesday, November 1, 2023 and Wednesday, November 22, 2023.	Your application must be submitted between Wednesday, November 1, 2023 and Monday, December 4, 2023, 5:00 p.m.
Acceptance period by mail or electronic or reception for those who need to submit a doctor's written opinion (see page 12)	
Your application must reach us or be submitted between Wednesday, November 1, 2023 and Thursday, November 16, 2023, 5:00 p.m.	
Notice of results	
Mail-out on Tuesday, January 30, 2024 (We will notify you of the results rather than presenting them.) Telephone inquiries will be accepted after Thursday, February 1.	

※ Note: The "Notification of Placement on the Waiting List for Admission to a Nursery School" and the application results for the "home-visiting childcare services for waiting children" will be mailed out on Friday, March 1, 2024.

### (2) About the application for second enrollment in April 2024

Acceptance period for application by mail	Acceptance period for receiving applications
Your application must reach us between Thursday, January 18, 2024 and Friday, February 9, 2024.	Your application must be submitted between Tuesday, January 30, 2024 and Friday, February 9, 2024, 5:00 p.m.
Acceptance period by mail or reception for those who need to submit a doctor's written opinion (see page 12)	
Your application must reach us or be submitted between Tuesday, January 30, 2024 and Tuesday, February 6, 2024, 5:00 p.m.	
Notice of results	
Mail-out on Friday, March 1, 2024. (We will notify you of the results rather than presenting them.) Telephone inquiries will be accepted after Wednesday, March 6.	

<Eligibility to apply for an April 2024 Age 0 class and acceptance periods>

	Child's date of birth	Schools you can apply for (See the attached sheet "List of licensed nursery schools, etc. in Minato City.")			Acceptance period	
		Nursery schools accepting children from 43 days old	Nursery schools accepting children from 57 days old	Nursery schools accepting children from 3 months old	Application sent by postal mail or electronically (Your application must reach us during the acceptance period.)	Reception application
1st enrollment	April 2, 2023 to November 15, 2023	○	○	○	November 1, 2023 to November 22, 2023	November 1, 2023 to December 4, 2023
	November 16, 2023 to January 1, 2024	○	○	○	Due NLT January 16, 2024 (after your submission of birth notification)	Due NLT January 16, 2024 (after your submission of birth notification)
2nd enrollment	April 2, 2023 to January 1, 2024	○	○	○	January 18, 2024 to February 9, 2024	January 30, 2024 to February 9, 2024
	January 2, 2024 to January 27, 2024	○	○	×	Due NLT February 9, 2024 (after your submission of birth notification)	Due NLT February 9, 2024 (after your submission of birth notification)
	January 28, 2024 to February 4, 2024	○	○	×	Due NLT February 9, 2024 (after your submission of birth notification)	Due NLT February 16, 2024 (after your submission of birth notification)
	February 5, 2024 to February 18, 2024	○	×	×	/	Due NLT February 21, 2024 (after your submission of birth notification)



### (3) Application for enrollment after May 2023

Month of enrollment/ transfer	Deadline for application	Deadline for those who need submission of doctor's written opinion	Date of Result Announcement	
2024	May	Thursday, April 4	Monday, March 4	Wednesday, April 17
	June	Tuesday, May 7	Thursday, April 4	Friday, May 17
	July	Thursday, June 6	Tuesday, May 7	Tuesday, June 18
	August	Friday, July 5	Thursday, June 6	Thursday, July 18
	September	Monday, August 5	Friday, July 5	Friday, August 16
	October	Thursday, September 5	Monday, August 5	Wednesday, September 18
	November	Monday, October 7	Thursday, September 5	Friday, October 18
	December	Tuesday, November 5	Monday, October 7	Friday, November 15
2025	January	Tuesday, December 3	Tuesday, November 5	Wednesday, December 18
	February			
	March			

\* Note: Those born on or after December 3, 2024 cannot apply for enrollment from January to March, 2025.

#### 【For those who will apply by mail】

- ① The mailing address is the Health and Welfare Subsection, Residents Support Section of the Regional City Office of the area you live (see cover page).
- ② The deadline is a must. Please send your application with ample time so that it arrives by the application deadline.
- ③ Please refer to the Document Check Sheet on the back cover to make sure that there are no missing documents.
- ④ Please submit the documents by a mailing method that allows you to confirm its arrival. We will not be able to respond to inquiries regarding the arrival of your documents. We are not responsible for any delay or non-arrival of documents due to mail accidents, etc.
- ⑤ Minato City will not be responsible for any delays or non-delivery of documents due to mailing accidents, etc.
- ⑥ If there are any deficiency in the submitted documents, In addition, if we determine that your reason for certification does not apply, you may not be eligible for user adjustment.
- ⑦ If there are any missing documents in the mail application, the applicable regional city office will contact you by phone. Please be sure to submit your application by the deadline. If you do not submit the required documents, you will not be eligible for user adjustment for the month you wish to enroll in or transfer to a nursery school.
- ⑧ Non-Minato City residents cannot apply by postal mail (except for those who plan to move to Minato City from overseas). Please apply through the municipality where you live (see page 5).

#### 【For those who will apply electronically】

You can apply via the Minato City official website. Access it by scanning this QR code.

\* See page 6 and 7 for the deadline.

\* We will not be able to respond to inquiries regarding the arrival of your application.

\* If you attach a photograph, please make sure that it is clear and that the text is legible.



#### 【For those who will apply at reception counters】

Reservations for appointments can also be made using the welfare general reception reservation system on the Minato City official website. The website is accessible by scanning the QR code.

\* However, note that no appointments will be accepted from November 21, 2023 to December 4, 2023.

\* Applications and consultations without an appointment will still be available as usual.

\* It has not been decided whether we will accept appointments after November 2024.



#### 【For those who will apply for a transfer of nursery school】

Please apply by the application deadline of your desired month of transfer (please refer to page 28 for the documents to be submitted).

Depending on the content of the documents submitted while your child is attending a nursery school, you may be asked to submit additional documents.

Please apply as soon as possible.

## 6 Documents to be submitted

The following documents to be submitted will be stipulated by the user adjustment for enrollment in April 2024, Regarding the documents for enrollment in or before March 2024, please prepare the documents for submission indicated in the 2023 edition of the Guide to Nursery School Enrollment.

You must submit the documents specified in (1) to (3) below (only relevant applicants need to submit the documents specified in (4) ).

Please be sure to submit all of the necessary documents by the deadline. **Please note that your application will not be eligible for user adjustment if there is a lack of necessary documents. If the information in the application is misleading or false, the application will be invalid.**

When you apply, you must present the Individual Numbers of all members of the household and the applicant's ID verification documents.

### Documents to prove Personal identification Number

\* Individual number card, notification card (with no change in the description), certificate of residence with individual number (copy allowed) ※One of any of these documents.

### Documents to prove identity

\* Any one of the following: Personal Identification Number Card, driver's license, passport, Residence Card or Any two of the following : health insurance card, employee ID card, student ID card, ATM card

\* In the case of an application by proxy, the proxy applicant must present a letter of attorney as well as document(s) to prove their identity, in addition to the above documents.

## (1) Application for Children's Education and Nursery Benefits and for Nursery School Enrollment [DL]

If you apply to enroll multiple children (siblings) at the same time, please prepare the necessary documents for each sibling (nursery school enrollment application form (see page 3) and child health declaration form (see page 4)) .

**(2) Documents to prove the need for childcare services** \* All the applicable documents must be submitted respectively for the father, mother, and persons aged 18 to 64 who live in the same household.

Circumstances of father, mother, and others		Required documents
Employment	Employees and temporary employees Part-time employees (Include those with an offer of employment)	Certificate of employment (Format No. 2 (in connection with Article 6)) [DL] issued within 3 months of the application deadline
	Officers and self-employed Home workers Family employees, etc. (Those who work for a company run by a relative)	① Certificate of Employment (Format No. 2 (in connection with Article 6)) [DL] issued within 3 months of the application deadline ② Documents that show details of work (e.g. work contract, certificate of registered matters, notice of starting work, business permit, curriculum vitae, etc.) ③ Documents that show income (Example: Latest tax return that shows that you are earning income at your current place of employment, bankbook that confirms the record of compensation for the last 3 months and the bank transfers, etc.) * Documents in ② and ③ (photocopy acceptable) must be issued by third-party organizations or must accompany a certificate issued by a public organization.
	If you have changed jobs within the last 3 months(Only if you have less than one month between the current and previous job positions.)	Documents that can show your previous employment record (actual working days/ work hours/salary payment records for the last 3 months before leaving the company) (Example: Certificate of employment (Format No. 2 (in connection with Article 6)) [DL]) and the date of resignation (Example: Job separation notice, etc.)
Childbirth	Copies of the cover page of 'Mother and Child Handbook' and the page showing the expected date of childbirth	
Sickness	A photocopy of a medical certificate issued within 3 months of the application deadline (Photocopy of a document that has specific descriptions of the time of onset, the period of treatment, the frequency of hospital visits, and the condition that makes childcare difficult)	
Disability	A photocopy of your Shogaisha Techo (Only for those who live outside Minato City)	
Providing nursing/long-term care for a family member	① A copy of the Kaigo-Hokensho (long-term care insurance certificate), or Shogaisha Techo (certificate of the disabled) (only for those who live outside Minato City), or either of the medical certificates of the care-receiver or care-giver. ② Time Schedule (DL) ③ A document that shows the actual conditions of nursing/long-term care provided (Example: In-home Service Plan)	
Seeking employment	Copy of Hello Work Acceptance slip (issued by the Hello Work)	
Attending school	School Enrollment (Expected Enrollment) Certificate [DL] issued within 3 months of the application deadline	
Post-disaster reconstruction	Risai-shomeisho (disaster victim certificate), etc.	

\* If the submitted documents are incomplete and the necessity of childcare cannot be confirmed, they will not be subject to the User Adjustment Meeting

\* Those whose parents are employed as officers, self-employed, home workers, family worker, etc. are asked to submit all documents from ① to ③; and those who are providing nursing and long-term care are asked to submit all of the documents from ① to ③.

### (3) FY2024 Confirmation Form regarding the Application to a Licensed Nursery School, Etc. [DL]

Please read the contents carefully, make sure that you understand them, check the confirmation box of each item, and submit it signed by both parents/guardians.

### (4) Other documentation (only applicants falling under any of the following cases)

※ These are related to adjustment index point and priority.

Case	Necessary documentation
Your child regularly sees a doctor due to low weight. ----- Your child is less than 8 weeks old as of the date of the application deadline, and born in or before the 37th week of pregnancy with a weight of less than 2,500 g	Written opinion of the doctor designated by the City (for nursery school enrollment) [DL]
The application is for Age 0 class and your child was born in or before the 37th week of pregnancy with a weight of less than 2,500 g	A copy of the cover of the Boshi Techo (Mother and Child Health Handbook) and pages that show the condition of the child at birth and the results of the most recent medical checkup
Those whose applicant child is attending a non-licensed nursery school or is being cared for by a babysitter, etc. (Including the cases where the child is kept with relatives, etc.)	<ul style="list-style-type: none"> <li>• A photocopy of the Certificate of Acceptance [DL] (or a photocopy of the contract (parts concerning the child's enrollment in the non-licensed nursery school) and a photocopy of a receipt for the fee for one month's childcare)</li> <li>* When more than one service is used, please submit the above documents for each of the services.</li> </ul>
Those who are a single parent	<ul style="list-style-type: none"> <li>• A photocopy of a document proving that the child has only a single parent (Koseki Tohon (copy of family register), etc.)</li> <li>* Not required if you are receiving a child-rearing allowance in Minato City.</li> </ul>
When siblings are scheduled to enter or are currently enrolled in a private kindergarten, etc., and have received a Certificate of Benefits for the use of facilities for raising children (Nos. 2 and 3)	<ul style="list-style-type: none"> <li>• A copy of Certificate of Benefits for the use of facilities for raising children (Only for those who live outside Minato City)</li> <li>* In the case of an application for certification, etc., you will need a pledge designated by the City [DL]</li> </ul>
Those living with a person under 18 years old who is a Shogaisha Techo (Certificate of the Disabled) holder	<ul style="list-style-type: none"> <li>• A photocopy of the Shogaisha Techo (Only for those who live outside Minato City)</li> <li>* Valid until the first March 31 after the person reaches the age of 18.</li> </ul>
If you have a job offer as a nursery teacher or a nurse at a childcare facility (including Schedule to Return to Work)	<ul style="list-style-type: none"> <li>• Pledge (DL)</li> <li>• A copy of Certificate of Entitlement</li> </ul>
Those who are planning to move to Minato City	<ul style="list-style-type: none"> <li>• Copies of documents confirming the Individual Number of all household members (either My Number card, notification card, or resident card with individual number)</li> <li>• Letter of Intent [DL]</li> <li>• A photocopy of the lease agreement or property sales agreement (an agreement that indicates the address in Minato City, the date of handing over of keys, and the names of parties to the agreement)</li> <li>• If the parent/guardian has a Shogaisha Techo (certificate of the disabled) or a certificate of receipt of specific medical expenses (designated intractable disease) you will need photocopies of each document</li> </ul>
When applying for children with a disability/sickness or children for whom there is concern regarding developmental delay	* See page 12 for details.
<ul style="list-style-type: none"> <li>• If you are not registered as a resident in Japan as of January 1, 2023, and January 1, 2024 (overseas residents and embassy staff)</li> <li>• If you have income overseas during 2022 and 2023</li> </ul>	Annual income declaration [DL] for years of 2022 and 2023 * If you have income or tax deductions from January to December 2022 and from January to December 2023, please attach the certificate. * If you have income overseas, the amount equivalent to the resident tax shall be calculated by converting the rate to Japanese yen. Annual income declarations must use local currency rates.
If you are not registered as a resident in Japan as of the date of the application deadline	Official ID verification documents such as passports (for all members of the household)

- \* Resident tax information required at User adjustment and when deciding childcare benefits will be confirmed by Minato City through information collaboration under the My Number system.
- \* If information linkage under the My-Number system is not possible, you may be asked to submit a certificate of taxation (or tax exemption).
- \* If your grandparents or other cohabitants are livelihood-centered, you will also need resident tax information. In addition, if you have not declared the resident tax, we cannot check the resident tax information, so you need to declare it.
- \* Foreign nationals applying under "Attending school" or "Seeking employment" may need a "Permission to Engage in Un-Eligible Activities" depending on their status of residence.
- \* Japanese translations must be attached to documents written in foreign languages.

## 7 Notes regarding applications

### (1) All applicants

- ① Just before the application deadline, reception counters and telephone lines will be very busy. Please apply well in advance. To avoid crowding at the reception counters, please submit the application documents by postal mail or electronically.
- ② Please complete all the necessary documents without omission, fill in all the necessary items, and submit them with plenty of time before the deadline. Please be aware that we cannot accept your application if any documents are missing. In addition, if there is a problem with the submitted documents, you may be asked to resubmit them.
- ③ For a tour of the nursery school, please contact each nursery school directly.
- ④ Please fill in the nursery-school code in the "desired nursery school" entry column of the application form. The nursery school codes are available on the "List of Licensed Nursery Schools, etc in Minato City." Please fill in the name and code of a nursery school correctly. If the filled-in name and the code do not match, the school name will take precedence.
- ⑤ For any addition or change of desired nursery school, please submit a notification by the application deadline for each month.
- ⑥ The application forms are valid until March 2025 for both enrollment and transfer applications. However, if your reason for applying is "seeking employment," "pregnancy and childbirth" or "attending school," the applicable period will be the same as the term of approval. If you wish to continue enrollment after April 2025, you will need to apply again.
- ⑦ If there is any change in the parents' or guardian' s work, family status, or other application information after application, your index points will change. Please submit the necessary documents after the change as soon as possible. If the actual situation is different from the content of the application, such as the work situation, the preliminary offer or the acceptance of enrollment may be canceled.
- ⑧ If there is a falsehood in the contents of the application, the application will be void.
- ⑨ The availability of licensed nursery schools will be updated on the day after the results are announced each month. Please check the Minato City official website.
- ⑩ Even when nursery school vacancies are not available at the time of application, vacancies may become available before user adjustments due to transfers or withdrawals. Therefore, please select nursery schools in the order of your preference regardless of their vacancy situation.

### (2) Applicants for April enrollment

- ① Application for April enrollment will be set up as shown on page 6. Applications after the first application period must be submitted in the second application period.
- ② Applicants for April enrollment cannot apply using the Application for Admission after Parents' Childcare Leave. See page 40 for details of Application for Admission after Parents' Childcare Leave.
- ③ In the second user adjustment for enrollment in April, applicants who wish for their children to be enrolled in a nursery school where there are vacancies, as it did not fill its capacity in the first user adjustment, and those applicants who are able to be enrolled from the 43rd and 57th day after birth, and who were born after January 2, 2024, will be selected by lottery.
- ④ The use of home-visit childcare services will be coordinated for those who have not received the preliminary offer from an official nursery school after the first and second user adjustments for April enrollment are completed. If you wish to use this service, please fill in your desire for home-visit childcare services under your third choice in the application form.
- ⑤ Those who have received a preliminary offer as a result of the first user adjustment for April enrollment will not be subject to the second user adjustment. If you wish to apply for a different nursery school than the nursery school from which you received a preliminary offer, you must decline the first preliminary offer by the deadline for submitting a notification of withdrawal. There is no user adjustment for a second offer while one still has the first offer.
- ⑥ If you have applied for January to March enrollment at the same time as applying for April enrollment, and you have received a preliminary offer for January to March enrollment, your application for April enrollment will be withdrawn. Please note that if you wish to enroll your child in April at another nursery school, you will need to decline the offer for January to March enrollment. However, after enrollment in January and February, it is possible to apply for a transfer during the second application period for April enrollment.
- ⑦ For details on the home-visit childcare services for children on waiting lists, please refer to the separate "Guide for home-visit childcare service for waiting children".

### **(3) Applicants on childcare leave**

- ① Applicants on childcare leave are not eligible for user adjustment. If you are taking childcare leave, you will be eligible for user adjustment from the month you are scheduled to return to work. The month in which they are planning to return to work is confirmed according to the scheduled date of reinstatement specified in they were able to reduce their period of childcare leave or not.
- ② Returning to work after childcare leave refers to returning to work at a company that has approved childcare leave. Therefore, it is necessary to return to work at the place of employment where the childcare leave was taken. if it is proven that you have changed your place of work after receiving a preliminary offer of enrollment, your offer will be canceled. Also, if you do not return to work in the month that your child enrolled in the nursery school, the child will be withdrawn from the nursery school. If your child is already enrolled under "childcare leave," they must be withdrawn.
- ③ Applicants who resume their jobs while they are on the waiting list for a licensed nursery school, etc., need to submit a Return to Employment Certificate. In addition, you must submit the "Certificate of Acceptance" and other documents from the location where your child is being cared for, so please contact the appropriate regional city office.
- ④ If you wish to extend your childcare leave, please fill in the appropriate fields on the "Confirmation Regarding FY2024 Application for Licensed Nursery School, etc."
- ⑤ If you are receiving childcare leave benefits and need a notice of non-acceptance (Notification of Placement on the Waiting List for Admission to a Nursery School) for the month of birth of a one-year-old, you need to apply for enrollment in the month of birth. Please note the deadline (See page 6 and 7 for deadlines). (Example) Deadline for the month of birth of a one-year-old child born in September 2023 → August 5, 2024  
Please check with your employer or Hello Work regarding the procedure for extending the period for childcare leave benefits.

### **(4) Applicants currently seeking employment**

If you apply with "seeking employment" conditions and do not receive a preliminary offer within the certification period, but you still wish to enroll your child in a nursery school, etc., after the certification period, you will need to reapply for certification and apply for enrollment by the application deadline for each month of admission.

### **(5) Applicants who apply with "pregnancy and childbirth" conditions**

If you apply with "pregnancy and childbirth" conditions and receive a preliminary offer, your child will only be allowed to attend a nursery school, etc. during the certification period. Please note that your child will no longer be able to attend the school after the certification period.

### **(6) Applicants with siblings already enrolled in a licensed nursery school or other childcare facility**

If there are siblings who are already due to be enrolled at a nursery school (including those due to begin procedures for enrollment), please report this when applying. If you do not report this and it is discovered that you withdrew a sibling prior to your child's enrollment, it will affect the adjustment index 6, 10 and priority 7, so your preliminary offer will be canceled.

### **(7) Applicants applying for the enrollment of siblings at the same time**

If even one of the siblings who had received a preliminary offer at the same time declines the preliminary offer, it will affect the user adjustment index number 6 and priority item number 9. Hence, children who have not declined the enrollment offer will also be canceled at the same time. If you no longer wish for enrollment, please submit a "Notification of Decline of Application for Nursery School, etc." within the acceptance period of the application.

### **Declining a preliminary offer**

If you have to decline a preliminary offer due to unavoidable reasons, you must submit a "Notification of Nonacceptance of Preliminary Offer" and "Notification of Change of Application Contents (change of desired nursery)." Please submit it to the applicable regional city office by the submission deadline. Please confirm the documents included in the Notification of Preliminary Offer for the deadline of submitting a Notification of Nonacceptance of Preliminary Offer.

In the case that you decline the preliminary offer for your first-choice nursery school or fail to submit the Notification of Nonacceptance of Preliminary offer by the deadline, the Notification of Placement on the Waiting List for the month will not be issued. In addition, you may not be able to extend the period of childcare leave benefits. Those who wish to enter the nursery school even after declining the preliminary offer will be required to resubmit a complete set of application documents.

## 8 Applications for children with disabilities or illnesses, children who are using medical treatment facilities / developmental support facilities, and children for whom there is concern regarding developmental delay

If your child has a disability or sickness, or if you are concerned about his/her growth or development, please consult your regional city office as soon as possible. The documents specified below need to be submitted for the application. In addition, an interview with a member of the Child Policy Section will take place after your application to confirm the state of your child. Please consult with the Health and Welfare Section of each regional city office as soon as possible. Therefore, please note that the application deadline is earlier than the other types of application.

Please refer to pages 6-7 for the application deadline.

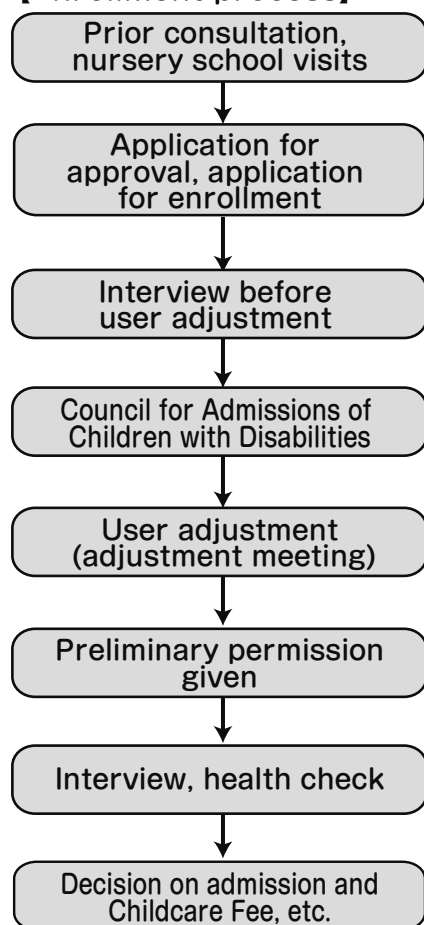
If a disability, illness, delay in the growth or development, etc. of the child is found during an interview or health check after you have received a preliminary offer, the child's enrollment may be declined depending on the conditions in the nursery school applied for.

If you have any concerns, be sure to consult with the applicable Regional City Office before applying.

Note: Please submit the following documents for children who need to wear braces or medical devices on a daily basis even if they are not disabled or sick, or who are sick at the time of application and are expected to be fully cured by the time they enroll in nursery school.

Eligible children	Required documents
<ul style="list-style-type: none"> <li>• Children who regularly see a doctor</li> <li>• Children with disabilities</li> <li>• Children with a sickness</li> <li>• Children who are using medical treatment facilities or developmental support facilities</li> <li>• Children with developmental delay concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Required documents specified on pages 8 and 9</li> <li>• Child Status Report [DL]</li> <li>• A written opinion by a city-designated doctor (For enrollment to nursery school)(DL) or a city-designated diagnostic report (DL)</li> <li>• A photocopy of the Shogaisha Techo if it has been issued (Only for those who live outside Minato City)</li> </ul>

### [Enrollment process]



- In order to understand the environment of a nursery school and the contents of nursery, we recommend taking a tour of the nursery school. Please contact to the respective nursery schools about tours in advance.
- After consulting with the applicable regional city office, please compile the necessary documents and submit them by the deadline.
- Prior to the user adjustment meeting, the Child Policy Section staff will interview parents/guardians and children at the applicable Regional City Office or Minato City Hall. The parent/guardian who normally looks after the child and the child himself/herself should attend.
- We will discuss whether it is possible to live in a group at the nursery school.
- If your child undergoes surgery or is hospitalized after applying for enrollment and his/her health condition changes from the time of application, or if you wish to transfer your child to another nursery school after applying, we may conduct interviews and hold a meeting of the Council for Admissions of Children with Disabilities again.
- User adjustment will be implemented according to the City's acceptance criteria.
- Even when the need for childcare services is acknowledged to be high as the result of user adjustment, there may be cases in which preliminary offer will not be issued if it is determined that a safe environment cannot be secured for the child at the nursery school applied for.
- Even after the preliminary offer is issued, the child's enrollment may be declined depending on the results of the interview and health check at the nursery school.
- Please refer to pages 26 to 28 for necessary notifications and procedures following enrollment.

### Home-visit style childcare services (Home-visit childcare services for children with disabilities Annie)

Home-visit childcare services are available for children who require medical care, as well as nursery care, due to disability, sickness, or other reasons and for whom group childcare is considered to be extremely difficult. One-on-one care is provided to children in the house of their parents/guardian. Please contact the competent regional city office for details. Operator: NPO Florence

## 9 Moto-Azabu Nursery School (Classes for Children in need of Medical Care and Disabled Children)

We accept children who need medical care<sup>※1</sup> on a daily basis or children with disabilities who are eligible for group childcare in a dedicated class.

Homeroom nurses are stationed in the class, and we provide pick-up and drop-off support in welfare vehicles for children who have difficulty coming to school.

After interview (see page 12) with the childcare department staff before user adjustment a Moto-Azabu Nursery School staff will visit the home and ask about the state of your child.

Name of the nursery school	Type	Location	Designated Administrator	Capacity	Days when the facility is closed
Moto-Azabu Nursery School	Municipal	2-14-12, Motoazabu, Minato City	Shunwakai, Social Welfare Corporation	20 persons	Sundays, national holidays, year-end and <sup>※2</sup> New Year holidays

※1 Medical care refers to medical acts to support life, which are required for daily life.

※2 The year-end and New Year holidays are from December 29th to January 3rd.

### 1. Eligible children

Before applying, you must be certified for requiring child care (certification of education and childcare benefits for children). Only Minato City residents can apply (those who plan to move to or live outside of Minato City cannot apply).

Depending on the condition of your child, the eligible age varies as follows. Children who have already reached the eligible age and month on the first day of the month are allowed to be enrolled.

Classification	Eligible children
Children in need of medical care	Children aged 2 and over, born on or before April 1, 2019
Children with disabilities	Children 4 months old and older, born on or before April 1, 2019

#### (1) Children in need of medical care

Your child must meet all of the following requirements:

- His/her condition is stable during daily life at home.
- Medical care is established as a part of daily life for parents/guardians and children.

In addition, the attending physician judges that their condition is unlikely to change as a result of any act (of medical treatment).

- The attending physician recognizes that group childcare is possible.
- The child's health condition does not change due to posture change or movement.

The following medical care can be carried out at the nursery school:

Medical care that can be carried out at the nursery school	
<ul style="list-style-type: none"> <li>① Suctioning (in nasal cavity and mouth, in airway, in tracheal cannula)</li> <li>② Tube feeding (tube, gastric fistula, intestinal fistula)</li> <li>③ Urethral catheterization</li> <li>④ Airway management</li> <li>⑤ Administration by inhalation / medication at a fixed time</li> <li>⑥ Hygiene management of tracheostomy</li> </ul>	<ul style="list-style-type: none"> <li>⑦ Hygiene management of the gastric fistula / intestinal fistula</li> <li>⑧ Blood sugar determination</li> <li>⑨ Oxygen control</li> <li>⑩ Management of ventilators(※)</li> <li>⑪ Management of stoma</li> <li>⑫ In addition, medical care approved by the mayor of Minato City</li> </ul>

※The management of ventilators is as follows.

What can be done at a nursery school	What can't be done at the nursery school
<ul style="list-style-type: none"> <li>· If the connector tube connected to the tracheal cannula comes off, attach it.</li> <li>· Switch on/turn on the ventilator.</li> </ul>	<ul style="list-style-type: none"> <li>· Change the ventilator settings.</li> <li>· Attach a ventilator with conditions set by the attending physician, including alarms, to the child at a specified time under the direction of a doctor.</li> </ul>

### If medical care is no longer needed for the child after nursery school enrollment

If medical care is no longer needed for your child and his/her degree of disability does not meet the class requirements for children with disabilities, your child is eligible for a transfer to a licensed nursery school in Minato City (including regular classes at Moto-azabu Nursery School). Please apply for a transfer to a licensed nursery school. Until the transfer goes through, the child is allowed to attend a class for children in need of medical care at Moto-Azabu Nursery School. In this case, however, we cannot provide pick-up and drop-off support by welfare vehicle.

## (2) Children with disabilities

Your child must meet all of the following requirements:

- Shogaisha Techo (certificate of the disabled) class 2 or above, or Ai no Techo (certificate of the intellectually disabled) level 2 or above. Special consideration is required due to disability or illness, etc.
- His/her health condition is stable without repeated hospitalization.
- Nursing care at home is established as a part of daily life for parents/guardians and children. In addition, the attending physician has determined that his/her health condition will not change even if childcare is given.
- The attending physician recognizes that group childcare is possible.
- There is no worry of aspiration during oral feeding.
- The child's health condition does not change due to posture change or movement.

(Notes)

- Depending on the degree of disability, your child may be accepted in a regular class or at another licensed nursery school.
- Your child is not allowed to enroll in any of the following cases.
  - If it is necessary to isolate your child from other children on a daily basis
  - If your child needs continuous observation of his/her health condition or treatment by a nurse
  - If the Council for Admissions of Children with Disabilities has determined that it is not possible to safely take care of your child due to difficulties in group childcare at the nursery school, etc.
- ※ If any of the above situations occur after your child's enrollment, he/she will must take a leave of absence or withdraw from the school following a judgment by the authorities such as the Council for Admissions of Children with Disabilities.

## 2. Childcare time

While taking into account the burden on the child (in order to keep the child safe), we will ask for the opinion of the attending physician, and consider the required childcare hours based on the working hours (including the commuting time) of the parents/guardians, etc., and decide on the childcare time. Specific childcare time will be coordinated with the nursery school during an interview prior to enrollment.

Required amount of childcare	Childcare time
Standard time	Required time between 7:15 and 18:15
Short time	Required time between 9:00 and 17:00

※A certificate must be submitted for childcare on Saturdays.

※Extended childcare is available until 19:15 from Monday to Friday.

## 3. Pick-up and drop-off support

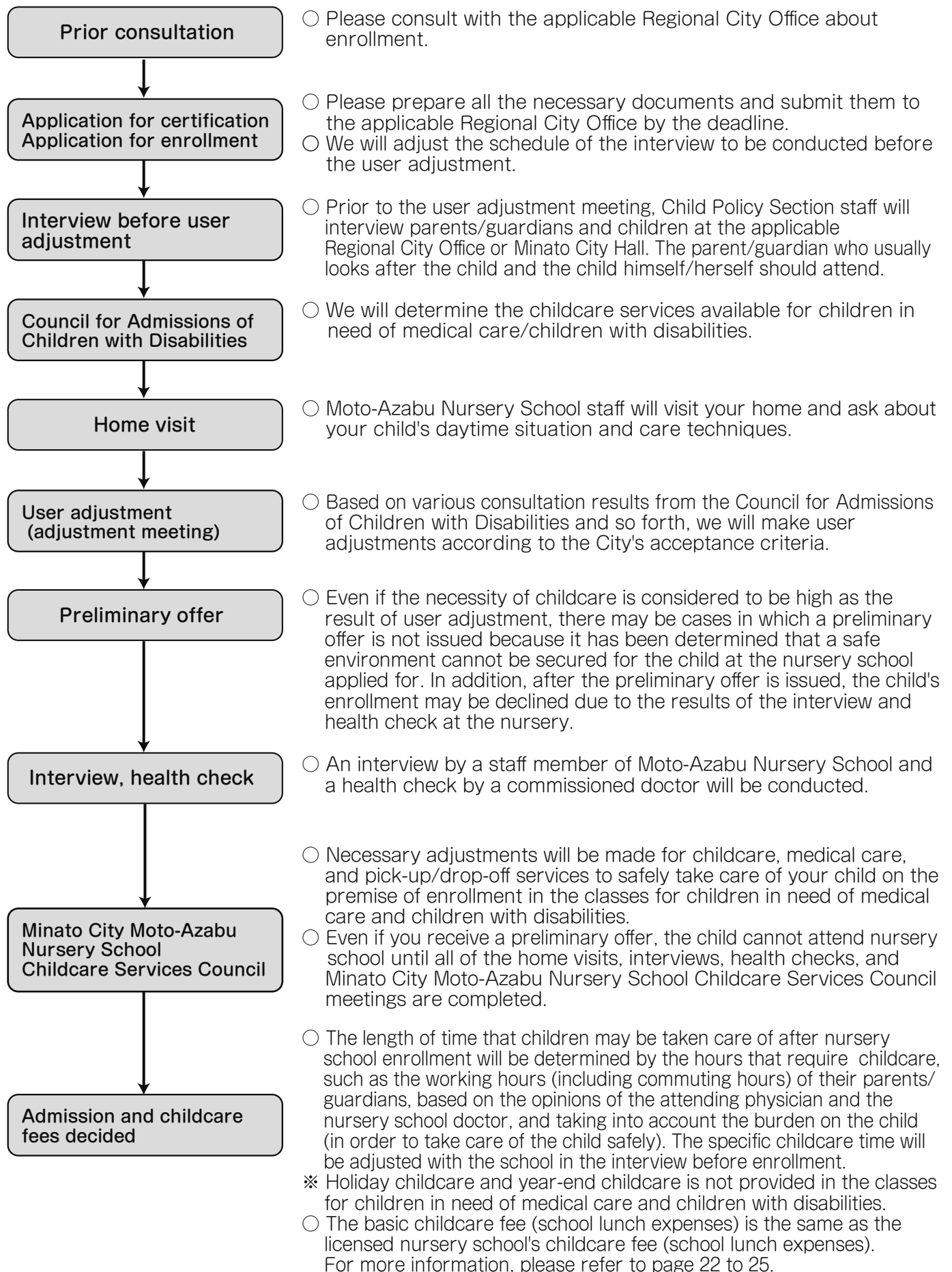
If it is difficult to commute by public transportation or private car, we will pick your child up and drop him/her off by welfare vehicle (only in Minato City).

Parents or guardians will ride together with their children on the welfare vehicles. The route, pick-up time and drop-off time will be decided based on interviews at the nursery school after the preliminary offers are issued, as several children will use these services at the same time. We are unable to offer individual services due to the particular circumstances of a child or his/her parents or guardians. In addition, we may make adjustments as needed due to changes in your family situation.

In addition, if your address is within walking distance of the school and your child can go to nursery school on foot or in a stroller, etc., he/she may not be eligible for pick-up and drop-off support.



#### 4. Enrollment process for Moto-Azabu Nursery School (classes for children in need of medical care and children with disabilities)



## 5. Application Deadline and Results Announcement

### (1) Application for enrollment in April 2024

The application period varies depending on the birthday of the child. Please be careful. Applications for April enrollment in Moto-Azabu Nursery School for the classes for children in need of medical care and children with disabilities are now only accepted during the first application period, because it takes time to conduct interviews before enrollment and decide on the necessary childcare services.

Application period	Notice of results
<p>Wednesday, November 1, 2023 through Thursday, November 16, 2023, 5:00 p.m.</p> <p>Applications for children with disabilities whose birthdays are between November 1 and December 1, 2023 will be accepted until Monday, December 4, 2023.</p>	<p>Tuesday, January 30, 2024</p> <p>We will notify you of the results rather than giving a presentation. Telephone inquiries will be accepted after Thursday, February 1, 2024.</p>

### (2) Application for enrollment in and after May 2023

Enrollment month	Deadline	Date of results announcement	
2024	May	Monday, March 4	Wednesday, April 17
	June	Thursday, April 4	Friday, May 17
	July	Tuesday, May 7	Tuesday, June 18
	August	Thursday, June 6	Thursday, July 18
	September	Friday, July 5	Friday, August 16
	October	Monday, August 5	Wednesday, September 18
	November	Thursday, September 5	Friday, October 18
	December	Monday, October 7	Friday, November 15
2025	January	Tuesday, November 5	Wednesday, December 18
	February		
	March		

## 6. Documents to Be Submitted and Submission Address

### (1) Documents to be submitted

In addition to the documents listed on pages 8 and 9, the following documents are required for nursery school enrollment. Please prepare and submit all documents by the application deadline. Please note that in the case of a lack of required documents, we will not accept your application. Note: [DL] means a form designated by the City. You can download these from the Minato City official website.

- ① Child Status Report [DL]
- ② Guidelines for childcare activities [DL]
- ③ Consent form [DL]
- ④ Doctor's opinion (for nursery school enrollment) [DL]
- ⑤ Medical certificate [DL] (Only for a child with a disability)
- ⑥ Medical care implementation application form [DL] (for a child in need of medical care)
- ⑦ The opinion of your child's attending physician and their instructions about medical care [DL] (for a child in need of medical care)

### (2) Submission address

Health and Welfare Subsection, Residents Support Section of the Regional City Office in your area (For the applicable Regional City Office, please check the cover page.)

## Frequently asked questions at Moto-Azabu Nursery School (classes for children in need of medical care and children with disabilities)

**Q 1 :** Is it possible to apply by mail?

**A 1 :** You can apply by mail, but please submit as many documents as possible to the counter of the Regional City Office in your area. This is so we can ask about your child's situation while looking at the application documents and discuss the interview schedule before user adjustment.

**Q 2 :** My child has a disability. If possible, I would like to apply for a regular class at the licensed nursery school close to my home. Can I choose this nursery school to write down in the "Desired Nursery School" field of the document when I apply for enrollment?

**A 2 :** Whether or not your child is eligible to attend the classes for children with disabilities at Moto-Azabu Nursery School will be decided by the Council for Admissions of Children with Disabilities meeting held after enrollment application. If it is judged that your child is not eligible, and you have written regular classes of other licensed nursery schools or Moto-Azabu Nursery School in the "Desired Nursery School" field of the application form, user adjustment will be made with the regular class rather than the classes for children with disabilities in Moto-Azabu Nursery School.

**Q 3 :** We are also considering using the home-visit childcare services for children with disabilities, Annie. Are there any differences between them?

**A 3 :** Moto-Azabu Nursery School (classes for children in need of medical care and children with disabilities) is for children for whom group childcare is considered possible, and the nursery school provides them with this childcare. Since Annie targets children who have extreme difficulties in group childcare, one-on-one childcare by childcare workers is conducted at the child's home. You can apply for both services, but enrollment depends on the results of the Council for Admissions of Children with Disabilities meeting, user adjustment, etc.

**Q 4 :** When it comes to pick-up and drop-off support, is it possible for a person other than the child's parents/guardians to ride on the welfare vehicles to help the child?

**A 4 :** In principle, it must be a parent or guardian, but if the person is aware of your child's condition and can provide assistance or respond to emergencies, that person is welcome to ride with the child.

**Q 5 :** What are the contents of school lunches?

**A 5 :** The content of school lunches or refreshments for children in need of medical care and children with disabilities depends on each child's condition. Based on the opinion of the child's attending physician, we will decide this in consultation with their parents and guardians.

**Q 6 :** If my child attends the classes for children in need of medical care and disabled children, does he/she have any interaction with the children of Moto-Azabu Nursery School's regular classes?

**A 6 :** At Moto-Azabu Nursery School, we have interactive activities between the classes for children in need of medical care and children with disabilities and the regular classes. After their enrollment in the nursery school, we examine and implement specific activities depending on the condition of each child.

**Q 7 :** My child attends other licensed nursery schools and uses the home-visit childcare services for children with disabilities, Annie. I would like my child to transfer to Moto-Azabu Nursery School (classes for children in need of medical care and children with disabilities). How can I apply for this?

**A 7 :** You can apply for a nursery school transfer. Please submit the transfer application form and the necessary documents for Moto-Azabu Nursery School (classes for children in need of medical care and children with disabilities) by the application deadline (see page 16 for the documents to be submitted and application deadline).

**Q 8 :** My child is enrolled at Moto-Azabu Nursery School (in classes for children in need of medical care and disabled children). Although the child no longer receives medical care, the child has a Class 1 Shogaisha Techo (certificate of the physically disabled). Is it possible for my child to attend regular classes at Moto-Azabu Nursery School or transfer to another nursery school?

**A 8 :** It is possible to apply for transfer. However, the Council for Admissions for Children with Disabilities, etc., will decide whether the child can be cared for in a regular class, whether the child can be cared for safely and securely at the desired nursery school, or whether it is appropriate to continue childcare in a class for children in need of medical care and disabled children. To apply for a transfer, in addition to the transfer application form, you will also need the required documents listed on page 12. Please contact us for details.

**Q 9 :** My child is enrolled in another licensed nursery school, etc. While enrolled there, the child required medical care. Is it possible to continue childcare at the nursery school where my child is currently enrolled?

**A 9 :** The decision will be made by the Council for Admissions for Children with Disabilities based on a comprehensive review of the child's condition, the content of medical care, the environment of the nursery school, etc. Decisions will be made on a case-by-case basis, such as continuing childcare at the nursery school the child is currently enrolled in, transferring the child to classes for children in need of medical care and disabled children at the Moto-Azabu Nursery School, or using a home-visit childcare service (such as Annie, which is a home-visit childcare service for children with disabilities).

Other questions about nursery school enrollment applications are included on pages 31 to 33. Please refer to these pages too.

## 10 Minato City childcare service user adjustment criteria

Applicants with a higher total of index points will be given preliminary offer. If there are other applicants with the same number of points, the order of priority shown on page 21 will be applied.

<Method of calculating the index points of each household>

<b>Father's basic index points</b>	+	<b>Mother's basic index points</b>	+	<b>Adjustment index points</b>	=	<b>Total index points of the household</b>
------------------------------------	---	------------------------------------	---	--------------------------------	---	--

Note: For a single-parent household, 20 points are added to the father's or mother's basic index points before adding the adjustment index points.

### (1) Basic index points

No.	Circumstances of parents/guardian			Basic index points	
	Reason for needing nursery services	Description			
1	Employment	Employed	Working at least 20 days a month	Those who are regularly working 8 hours or more a day or 160 hours or more a month	20
				Those who are working regularly for at least 6 hours but less than 8 hours a day	17
				Those who are working regularly for at least 4 hours but less than 6 hours a day	14
			Working at least 16 days a month	Those who are working regularly for at least 8 hours a day	17
				Those who are working regularly for at least 6 hours but less than 8 hours a day	14
				Those who are working regularly for at least 4 hours but less than 6 hours a day	11
			Working at least 12 days a month	Those who are working regularly for at least 8 hours a day	14
				Those who are working regularly for at least 6 hours but less than 8 hours a day	11
				Those who are working regularly for at least 4 hours but less than 6 hours a day	8
		Those who do not fall under any of the above but can prove that they are working regularly for at least 48 hours a month			8
		Those with a job offer	Received an informal job offer to work at least 20 days a month	Those who have received an informal job offer to work for at least 8 hours a day	14
				Those who have received an informal job offer to work for at least 6 hours but less than 8 hours a day	11
				Those who have received an informal job offer to work for at least 4 hours but less than 6 hours a day	8
			Received an informal job offer to work at least 16 days a month	Those who have received an informal job offer to work for at least 8 hours a day	11
				Those who have received an informal job offer to work for at least 6 hours but less than 8 hours a day	8
				Those who have received an informal job offer to work for at least 4 hours but less than 6 hours a day	5
			Received an informal job offer to work at least 12 days a month	Those who have received an informal job offer to work for at least 8 hours a day	8
Those who have received an informal job offer to work for at least 6 hours but less than 8 hours a day	5				
Those who have received an informal job offer to work for at least 4 hours but less than 6 hours a day	2				
Those who do not fall under any of the above but have received an informal job offer to work for at least 48 hours a month			2		
2	Pregnancy or childbirth	Childbirth (from 2 months before the month of due delivery (from 4 months before, for multiple births) to the expiration date of the certification period)		12	
3	Sickness	Those who are (or will soon be) hospitalized		22	
		Those who are receiving treatment at home	Bedridden almost all day; infectious disease; severe mental illness	20	
			Resting required almost all day	14	
			General treatment	11	
4	Disability	Shintai shogaisha techo (certificate of the physically disabled) class 1 or 2; ai no techo (certificate of the intellectually disabled) level 1 to 3; seishin shogaisha hoken fukushi techo (certificate of the mentally disabled) class 1 to 3		20	
		Shintai shogaisha techo (certificate of the physically disabled) class 3; ai no techo (certificate of the intellectually disabled) level 4		14	
		Shintai shogaisha techo (certificate of the physically disabled) class 4		8	

5	Providing nursing/long-term care for a family member	Providing nursing/long-term care at least 20 days a month	Those who are providing nursing/long-term care for at least 8 hours a day	1 7	
			Those who are providing nursing/long-term care for at least 6 hours but less than 8 hours a day	1 4	
			Those who are providing nursing/long-term care for at least 4 hours but less than 6 hours a day	1 1	
		Providing nursing/long-term care at least 16 days a month	Those who are providing nursing/long-term care for at least 8 hours a day	1 4	
			Those who are providing nursing/long-term care for at least 6 hours but less than 8 hours a day	1 1	
			Those who are providing nursing/long-term care for at least 4 hours but less than 6 hours a day	8	
		Providing nursing/long-term care at least 12 days a month	Those who are providing nursing/long-term care for at least 8 hours a day	1 1	
			Those who are providing nursing/long-term care for at least 6 hours but less than 8 hours a day	8	
			Those who are providing nursing/long-term care for at least 4 hours but less than 6 hours a day	5	
6	Seeking employment	Those who are out regularly to look for a job		2	
7	Attending school	Attending school	Studying at school at least 20 days a month	Those who are studying at a school for at least 8 hours a day	1 7
				Those who are studying at a school for at least 6 hours but less than 8 hours a day	1 4
				Those who are studying at a school for at least 4 hours but less than 6 hours a day	1 1
		Studying at school at least 16 days a month	Those who are studying at a school for at least 8 hours a day	1 4	
			Those who are studying at a school for at least 6 hours but less than 8 hours a day	1 1	
			Those who are studying at a school for at least 4 hours but less than 6 hours a day	8	
	Received informal acceptance offer from a school	Received informal acceptance offer from a school to study at least 20 days a month	Those who have received informal acceptance from a school to study at least 8 hours a day	1 1	
			Those who have received informal acceptance from a school to study at least 6 hours but less than 8 hours a day	8	
			Those who have received informal acceptance from a school to study at least 4 hours but less than 6 hours a day	5	
		Received informal acceptance offer from a school to study at least 16 days a month	Those who have received informal acceptance from a school to study at least 8 hours a day	8	
			Those who have received informal acceptance from a school to study at least 6 hours but less than 8 hours a day	5	
			Those who have received informal acceptance from a school to study at least 4 hours but less than 6 hours a day	2	
8	Post-disaster reconstruction	Those who cannot take care of their child due to recovery work after a disaster (e.g., recovery of a house damaged by a fire)		2 0	
9	Other	In addition to the items indicated above, when it is recognized that childcare is clearly required, such as when social care is required from a child welfare perspective.		2~22	

### 《Notes》

- ① The basic index points are determined based on the parents' /guardian's reason for needing childcare services.
- ② Only one reason is required to apply for childcare services. Please select this based on the basic index points, certification period, and period of attending the school.
- ③ The basic index points are determined based on the number of days and hours regularly spent for working, studying, or nursing.
- ④ The length of time that parents/guardians are not available for childcare is the criteria for determining their working status. Therefore, the total hours spent working, including break times, will be considered as the working hours.  
However, in the case of working at home, working hours will refer to actual working hours and will not include break times.
- ⑤ When the applicant is intending to return to work after maternity leave or childcare leave, the reason for needing childcare services will be regarded as "Employment."
- ⑥ When returning to work, if there is no change in the number of working days and working hours before and after taking maternity leave or childcare leave, the basic index points will be determined based on the number of working hours before taking the leave.
- ⑦ If you increase the number of working days and/or working hours after your child is enrolled, the basic index points will be determined based on your working status before the increase.
- ⑧ When reducing the number of working days or working hours, the basic index points are determined based on the working status after the reduction. (Please contact us if this is due to an unavoidable reason.) However, if you wish to work with a minimum of six hours a day or shorten your working hours by up to two hours a day under the Shorter Working Hours for Childcare system, the regular working hours will be used for the determination. Please note that even after your child has been given a preliminary offer of admission, if your work status differs from the one you submitted at the time of the application, the preliminary offer may be withdrawn.

## (2) Adjustment index points

No.	Conditions	Adjustment index points
1	A household on welfare	+8
2	A household where both parents/guardians are absent due to passing away, imprisonment, going missing, etc.	+8
3	A household in which the primary earner is out of work, and has received an informal job offer or goes out regularly to look for a job (excluding single-parent households)	+3
4	A single-parent family applying for first-time admission to a nursery school	+2
5	A case in which the child for whom the application is submitted or another child living together is disabled (first-time admission only) ※ In the case that another child living together is disabled, applies only until March 31 following the child's 18th birthday	+2
6	A household in which siblings are applying for new enrollment at the same time, or siblings are applying for new enrollment to a licensed nursery school, etc. where a child (excluding children scheduled to graduate or leave) is already enrolled ※ Applies only if siblings are applying for new enrollment at the same time, and the desired nursery school is the same nursery school. ※ Applies only to the following cases: if a sibling is currently enrolled and is applying for a transfer, and the desired nursery school is the school that the child's sister or brother is enrolled in, or the school to which you wish to transfer the child's sister or brother.	+1
7	A household that has twins or a larger number of multiple-birth siblings and is applying for enrollment of these children at the same time (first-time admission only)	+1
8	A household in which a parent became a single parent within three months prior to the month in which the notification date of the preliminary offer falls, or has received an informal job offer, or is seeking employment (limited to newly enrolled children)	+3
9	A household engaged in a business involving the handling of dangerous materials within their home while looking after the child	+1
10	If there are children in the same household who are not certified as requiring childcare ※ Although children in the same household may not have applied for admission to the nursery school, but those who have received a Certification for Childcare Facility Benefit (No. 2 and No. 3), and those who had not reached the age and month of application for admission, as well as those who are subject to long term care and nursing are excluded from selection.	-1
11	A case in which either or both of the parents/guardian is working but has no record of working for 2 months or longer ※ Does not apply when a rishokuhyo (letter of resignation) or other proof of leaving your previous employer has been submitted and it is proved that the parent/guardian has been working with similar working conditions continuously for the past one month. This applies to both parents and will be judged on the first day of the month when the results announcement is to be made. (April first enrollment only, will be judged as of February 1) ※ Applies if the working record in the last two months does not match their employment status.	-2
12	A case in which either or both of the parents' /guardian's working record are inconsistent with their income records ※ Apply to each parent.	-3
13	A household in which the parents/guardian are engaged in nursery care or long-term care for a family member certified as grade 3 to 5 in a Yokaigo Nintei (Certification of Needed Long-term Care), class 1 or 2 in a Shintai Shogaisha Techo (Certificate of the Physically Disabled), or level 1 or 2 in an Ai no Techo (Certificate of the Intellectually Disabled) within their home or the home of the disabled person ※ Applies to those whose "reason for childcare" is Providing nursing/longterm care for a family member.	+3
14	A household in which both of the parents/guardian are working for an embassy or similar institution, and do not have any visa that qualifies them to work in Japan or Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted	-3
15	A household in which there is a family member (other than the parents) who can take care of the child	-3
16	A household where the parents/guardians are working only in Minato City, and the child to be enrolled will be from outside Minato City	-9
17	A household whose payment of childcare fees is overdue for 3 months or longer without a valid reason (including fees for children who have already graduated from or left the nursery school) ※ This will be judged on the first day of the month when the results announcement is to be made.	-20
18	A person who has received an employment offer (and is confirmed to work for one year or more work) as a qualified nursery teacher or a nurse in a childcare facility	+6

※ "First-time admission" refers to the admission to a licensed nursery school of children who are not enrolled in a licensed nursery school as of the first day of the month in which the applicant wishes them to be admitted.

### (3) Order of priority

If two or more applicants have the same total of basic index points and adjustment index points, they will be placed in the order of priority specified below.

No.	Criteria
1	Households that have registered their residence in Minato City and are basing their life in Minato City. (excluding cases in which registration cannot be made for an unavoidable reason)
2	Households applying for first-time admission
3	Single-parent household
4	Households in which there is a person/are persons with a mental/physical disability or illness ※ Applicable when the situation of the parents/guardians falls under a "reason for needing childcare services"; or if they have a Shintai Shogaisha Techo (certificate of the physically disabled) class 4 or higher, Ai no Techo (certificate of the intellectually disabled) level 4 or higher, Seishin Shogaisha Hoken Fukushi Techo (certificate of the mentally disabled) class 3 or higher, or a certificate of receipt of specific medical expenses (designated intractable diseases). However, this applies only until March 31 following the child's 18th birthday.
5	Working household ※ Applicable only if the guardians' "Reason for needing childcare" is "employment" for both parents (excluding job offer).
6	Households in which the parents/guardian are working and have been using a Private Nursery certified by Tokyo (ninsho hoikusho) or other non-licensed nursery facility for at least 6 months ※ Applicable if the guardians' "Reason for needing childcare" is "Employment". Must have applied to a licensed nursery school within Minato City and been on the waiting list for six months or more. "6 months" is determined by the first day of the month when the results announcement is to be made. (Judgment will be made as of February 1 only for the first adjustment in April).
7	Households in which another child living in the same house is already enrolled at a licensed nursery school, etc. in Minato City
8	Households that have applied for re-enrollment of the child in a nursery school before the end of childcare leave, in the case of a child who left the nursery school when childcare leave was taken ※ Applicable only when one year or more has elapsed since the child left the nursery school. Applies not only to the child for whom application for re-enrollment has been made but also to his/her siblings.
9	Households that have applied for enrollment of two or more children living in the same house at the same time
10	Household with a large number of children under elementary school age in care
11	Households in which either or both of the parents/guardian is a licensed childcare worker or a nurse working in a nursery facility who is to returning to work after childcare leave, or households in which either or both of the parents/guardian is a licensed childcare worker or a nurse who has received a job offer from a nursery facility ※ Limited to the case where you work for over a year.
12	Households that wish to change from a home-visit childcare service to a licensed nursery school
13	Households whose economic need is greater (households in which the sum of municipal graded income tax paid by both parents/guardian is lower)
14	Households that have been residing in Minato City continuously for a long period ※ The longer period of residence of either of the parents is applied. In the case that either or both of the parents was/were temporarily registered as a resident(s) of a municipality other than Minato City due to an urban redevelopment project, returned to the City after the project was completed, and live(s) in a building in the redeveloped area, the periods before and during that temporary period in which the parent(s) lived outside the City will also be included.

- \*The applicability of adjustment index No. 5 and Order of Priority item No. 4 will be determined based on the documents for submission on page 8 and page 9 (4) and other documents.  
 However, those who have not received the disability handbook will be judged by submission of the following documents.
- A medical certificate prepared by a doctor certifying that the severity of disability of the child is equivalent to a particular class defined in the Shintai Shogaisha Techo (Certificate of the Physically Disabled), Ai no Techo (Certificate of the Intellectually Disabled), or Seishin Shogaisha Hoken Fukushi Techo (Certificate of the Mentally Disabled)  
 (Even if you do not receive a notebook, it is not necessary if you have received welfare allowance for children with disabilities due to intractable diseases, etc.)
  - \* Priority No. 4 will be determined by information in the column for the applicant and spouse's receipt of the Shogaisha Techo (certificate of the disabled) and certificate of receipt of specific medical expenses (designated intractable disease) in "Household Status Report" in the application documents. If there is no information on this, the applicant will not be eligible for Priority No. 4 even if you have a certificate such as the Shogaisha Techo (certificate of the disabled) that is eligible.

# 11 Childcare Fee

## (1) Determination of Childcare Fee

Childcare Fee are determined by the amount of tax on the Municipal tax per income of the household, the required costs of childcare, and the class age of the children. Every September, we switch the fiscal year of the city tax, which is the basis for calculating the Childcare Fee.

Childcare fees for FY2024	Municipal resident tax used as the basis for calculation of the fees
Fees for April to August 2024	Municipal resident tax for FY2023
Fees for September 2024 to March 2025	Municipal resident tax for FY2024

- \* School lunches are free of charge for children attending Minato City's municipal nursery schools and Minato City nursery facilities.
- \* Please note that you may incur higher fees if you have not declared Resident Tax or have just moved into Minato City and cannot confirm the tax information in Minato City and therefore did not submit the required documents.
- \* If you are on childcare leave and have no income, you will also need to declare a resident tax.
- \* In the case of those who cannot obtain a tax certificate (e.g., those who have income from overseas or are working for an embassy), the fees are calculated based on their annual income. (Please report any income from overseas.)

### <Municipal graded income tax>

- Within the amount of resident tax, we calculate the Childcare Fee with reference to the total amount of parents' Municipal Tax.
- \* In the case that the sum of the municipal resident tax of a person(s) living in the same household and supporting the household other than the father and the mother accounts for 50% or more of the total amount of municipal resident tax of the entire household, the municipal resident tax of such a person(s) is also used to calculate the fees.
- The amount of Municipal Tax per Income minus the adjustment deduction alone is the Municipal Tax per Income used for the calculation.
- Tax credits other than the adjusted deduction (dividend deductions; special tax deductions for housing loans, etc.; charitable contribution tax credits; foreign tax credits; and tax deductions for allocated dividend income/capital gains derived from the transfer of stocks, etc.) are not taken into account.

## (2) Payment of childcare fees

As a general rule, childcare fees are to be paid by direct debit. Since the "Minato City Nursery School Childcare Fee Direct Debit Request Form" is enclosed in the offer notification, please complete the procedure at a financial institution. You can also register using the web account transfer reception service on the Minato City official website. Please pay the childcare fee until the direct debit starts at a financial institution (bank, Japan Post Bank, etc.) or a convenience store by a payment form

Facility used	Licensed nursery school, Center for early childhood education and care, Minato City nursing facility	Municipal-level childcare services
Type of notice to be sent	Notification of decided Childcare Fee or Notification of decided Childcare Fee, etc.	Notice of Decision on User Share of Costs
Payment recipient	Minato City (in the case of City residents whose child is to be enrolled)	Respective facility (operator)
Payment method	Direct debit in principle	Check with the facility.
Due date	Last day of each month (the following business day of financial institutions when the last day of the month falls on their holiday)	Check with the facility.

\*As long as your children are enrolled on the first day of each month, please pay the childcare fee (for one month) for said month.



### (3) Nursery school fees borne by users

(Unit: yen)

Status of Municipal Resident Tax, etc.	Level	Monthly childcare fees				Hourly fees for extended childcare		
		Standard time childcare		Short time childcare		~ 19:15	19:15 ~	
		Age 0-2 classes	Age 3-5 classes	Age 0-2 classes	Age 3-5 classes			
Households on welfare etc.	A	0	0	0	0	0	200	
Households exempted from municipal resident tax	B	0	0	0	0	0	200	
Households taxed only for an equal share of municipal tax	C1	1,800	0	1,700	0	200	400	
Income-based levy for municipal resident tax ※	1 yen to 4,999 yen	C2	2,200	0	2,100			0
	5,000 yen to 49,999 yen	C3	2,700	0	2,600			0
	50,000 yen to 96,999 yen	D1	6,500	0	6,300			0
	97,000 yen to 119,999 yen	D2	11,200	0	11,000			0
	120,000 yen to 139,999 yen	D3	13,100	0	12,800			0
	140,000 yen to 159,999 yen	D4	16,000	0	15,700			0
	160,000 yen to 179,999 yen	D5	19,800	0	19,400			0
	180,000 yen to 199,999 yen	D6	22,100	0	21,700			0
	200,000 yen to 219,999 yen	D7	24,500	0	24,000			0
	220,000 yen to 239,999 yen	D8	26,900	0	26,400	0		
	240,000 yen to 259,999 yen	D9	28,800	0	28,300	0		
	260,000 yen to 279,999 yen	D10	30,700	0	30,100	0		
	280,000 yen to 299,999 yen	D11	33,000	0	32,400	0		
	300,000 yen to 319,999 yen	D12	35,900	0	35,200	0		
	320,000 yen to 339,999 yen	D13	40,100	0	39,400	0		
	340,000 yen to 359,999 yen	D14	43,000	0	42,200	0		
	360,000 yen to 379,999 yen	D15	45,800	0	45,000	0		
	380,000 yen to 399,999 yen	D16	48,200	0	47,300	0		
	400,000 yen to 429,999 yen	D17	50,600	0	49,700	0		
	430,000 yen to 459,999 yen	D18	53,400	0	52,400	0		
460,000 yen to 489,999 yen	D19	56,300	0	55,300	0			
490,000 yen to 519,999 yen	D20	59,100	0	58,000	0			
520,000 yen to 559,999 yen	D21	61,900	0	60,800	0			
560,000 yen to 599,999 yen	D22	64,800	0	63,600	0			
600,000 yen to 649,999 yen	D23	67,600	0	66,400	0			
650,000 yen to 699,999 yen	D24	70,500	0	69,300	0			
700,000 yen to 799,999 yen	D25	73,300	0	72,000	0			
800,000 yen to 899,999 yen	D26	76,200	0	74,900	0			
900,000 yen to 999,999 yen	D27	78,100	0	76,700	0			
1,000,000 yen to 1,099,999 yen	D28	80,000	0	78,600	0			
1,100,000 yen to 1,199,999 yen	D29	81,900	0	80,500	0			
1,200,000 yen or more	D30	83,800	0	82,300	0			
						400	600	

- \* Whether the standard time fees or the short time fees are applied depends on the duration of childcare services approved.
- \* The extended childcare service fees and time for private nurseries and childcare services at the municipal level may differ from those specified above. Please check directly with the facility concerned.
- \* The childcare fee for Minato City nursing facilities is fixed at 37,000 yen for classes of 3-5-year-olds, and 42,000 yen for classes of 0-2 year-olds at level A and level B, but in the case of Minato City residents, childcare fees are not collected because these facilities can be used free of charge thanks to the legal proxy receipt issued by facilities for the use of benefits.

#### (4) School Lunch Expense for 3-5 year old Class 0yen

\* For details on school lunches at private nursery schools, please contact the school directly.

#### (5) Mitigation of the burden of Childcare Fee for multi-children households, etc.

##### ① Reducing the burden of childcare fees for households with multiple children

If you are a Minato City resident and have older brother or sister who has the same livelihood, the childcare fee for the second child and after is free. However, the extended childcare fee will be charged for the second child and after.

Example 1 : If the first child is an admitted nursery school child (2 year old) and the second child is an authorized nursery school child (1 year old) (total of 350,000 yen for the parents' municipal taxes of income based levy.)

⇒Fee for first child (2 years old) : Full fee payment required 43,000 yen  
(D14 Level approved standard time)

Fee for second child (1 year old) : Free of charge 0 yen  
(D14 Level approved standard time)

Example 2 : If the first child is an elementary school student and the second child is an authorized nursery school child (1 year old), (total of 210,000 yen for the parents' municipal taxes of income based levy.)

⇒Fee for second child (1 year old) : Free of charge 0 yen  
(D7 Level approved standard time)

##### ② Mitigation of the burden of Childcare Fee for single-parent households and households with disabled children

In the case of a Minato City residents with a single-parent household or children with disabilities at home, the childcare fee for children in the household where the amount of total municipal tax of the income-based levy is less than 77,101 yen is free. However, extended childcare fee will be charged.

Example 3 : If the first child is an admitted nursery school child (3 years old) and the second child is an authorized nursery school child (2 year old) (total of 35,000 yen for the parents' municipal taxes of income based levy.)

⇒Fee for first child (3 years old): Free of charge 0 yen  
(Level C3 approved standard time)

Fee for second child (1 year old): Free of charge 0 yen  
(Level C3 approved standard time)

#### (6) Reduction of Nursery Fee

The reduction system may apply if it becomes difficult to pay the Childcare Fee, due to factors such as a significant decrease in current income or a significant increase in certain expenses due to illness or disaster, etc. The reduction of the fee is implemented in the month following application or in the month of application if the application is made on the first day of the month. Please note that even when the situation for which this reduction is eligible occurs before the date of application, the reduction cannot be applied retroactively. (If you are eligible for reduction under the Public Assistance Living, it will apply from the month where the day you start receiving welfare benefits belongs.)

At the time of application, please submit the necessary documents according to the reason, in addition to the application for reduction of basic childcare expenses.

Please consult the competent regional city office for more details.

## (7) Childcare Fee Exemption Table

If your child will be absent from the nursery school for more than one month from the beginning of the month due to the child's illness or injury, or the birth of the child's sibling, you can get an exemption from childcare fees by submitting a Notification of leave of absence from the nursery school along with medical documents, etc. by the first day of the previous month.

\*Please contact the private licensed nursery school directly regarding their handling of school lunch fees.

### ●Childcare Fee Exemption Table

Cases Items	Child is sick or injured	Birth of sibling
Exemption	Childcare Fee	
Exemption unit	Monthly base *There is no daily-based treatment	
Exemption Period	Period of medical treatment as indicated in the medical documents	A maximum of five months (seven months for multiple births) if the leave of absence begins on a monthly basis from two months before the expected month of childbirth (four months before the expected month of childbirth in the case of a multiple-child pregnancy) to the end of the month in which the 57th day occurs counting from the day following the day of childbirth.
Submissions	Notification of leave of absence from the nursery school (DL), Medical documents, etc.	Notification of leave of absence from the nursery school (DL), Copy of the page of the Maternal and Child Health Handbook that shows the expected date of childbirth.
Submit to	The Health and Welfare Subsection, Residents Support Section of your applicable regional city office, or enrolled facility	
Deadline for Application	The end of the previous month	

\* When there is no requirement for enrollment, your usage of the exemption system will be terminated even if your child is currently not attending.

### <Delay in the payment of childcare fees>

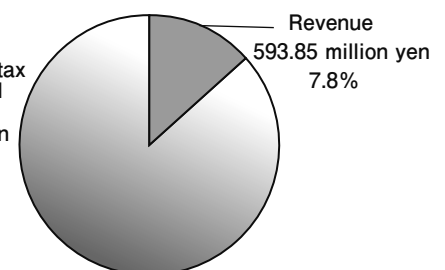
If the payment of the Childcare Fee is delayed without a valid reason, a reminder notice will be issued. A delay may even result in a demand through the nursery school and/or, as in the case of Municipal tax, the filing of a disposition for failure to pay. A delay in payment may also result in the deduction of 20 adjustment index points and thereby severely affect decisions on approval for change of nursery schools for the parents' /guardian's child or for enrollment of the child's siblings in the future.

\* Expenses for operation of the nursery school are taken from the childcare fee borne by parents and guardians, and the fees borne by Minato City, the national government and the Tokyo metropolitan government.

### ●Operational costs of the City's municipal nursery schools

FY2022	Operational (administrative) costs	Cost per child
	7.63279 billion yen	2,736,751 yen

Municipal resident tax and other general revenue sources  
7.03895 billion yen  
92.2%



## 12 Notifications and procedures after application and enrollment

If any of the following applies after you have applied to/enrolled your child in a nursery school, please submit the necessary documents to the applicable Regional City Office or the nursery school by the submission deadline. In order to reflect the change in the situation (change of certification reason, etc.) in the user adjustment before enrolling your child in a nursery school, it is necessary to submit documents by the application deadline (pages 6 to 7) of the month you wish your child to be enrolled.

### (1) Notification(s) that must be submitted depending on the situation at the time of application

If the situation of parents, etc. at the time of application falls under any of the following, please submit the necessary documents to the applicable Regional City Office or nursery school by the deadline.

Circumstances of father, mother, or other guardian at the time of enrollment	Required documents	Deadline
I applied with scheduled return from maternity leave and childcare leave	· Return to Employment Certificate [DL]	Within 2 weeks of returning to work*
My older child is in childcare, and I applied with the scheduled return from childcare leave for my younger child	· Return to Employment Certificate [DL]	Within 2 weeks of returning to work*
	· Application for Change in Type of Certification [DL]	End of the month before the month in which you return to work
I applied while due to attend school	· Enrollment Certificate [DL] or a photocopy of student ID	End of the month in which you enroll in the school
I applied with a job offer	· Employment Certificate issued after the start date of work.[DL]	End of the month in which the applicant starts working
	· A photocopy of a document that shows the working status for the first 2 months after starting employment (e.g., pay slip)	Submit monthly as soon as the applicant acquires it
I applied because I am seeking employment	· Certificate of employment [DL]	Submit as soon as the date the applicant starts working is fixed, within the certification period
	· Application for Change in Type of Certification [DL]	
	· A photocopy of a document that shows working status for the first 2 months after starting employment (e.g., pay slip)	Submit monthly as soon as the applicant acquires it
I applied based on the requirement of a fixed certification period of employment, childbirth, school attendance, etc. *In the case that the applicant is on the waiting list for a licensed nursery school, and wishes to apply again for enrollment even after the certification period ends	A set of documents for the application for certification and the enrollment application	Application deadline for each desired month of enrollment

- \* In the case that the Return to Employment Certificate is not submitted during the month in which the child has been enrolled, we will contact your place of work to confirm that you are employed.
- Please note that the child may have to leave the nursery school if the above documents are not submitted by the deadline.
- As a general rule, changes in certification, childcare requirements, childcare fees, etc. will be reflected from the month following the day of the application.
- For other procedures for changing the nursery school, please refer to the leaflet distributed after entering the school.

### (2) Notification required when there is a change in the contents of the application after submission (the certification content is not changed)

If there are any of the following changes after application, please submit the necessary documents to the applicable Regional City Office or nursery school by the deadline.

What's changed?	Documents to be submitted	Deadline for submission
Change or addition of nursery schools you wish your child to be enrolled in	· Notification of change in application contents [DL]	Application deadline for each enrollment month
Change of your name, address or contact information	· Notification of change in application contents [DL]	End of the month in which this changed
Change of work status (when you do not need to change the required amount of childcare) Example: I changed jobs, my workplace changed	· Notification of change in application contents [DL] · Certificate of employment [DL] and others (*) · A copy of your previous job separation notice, etc.	End of the month in which this changed
	· A copy of your current salary slip (two months worth)	Submit monthly as soon as the document is acquired.

\* The documents to be submitted vary depending on the type of change, so please check with the applicable Regional City Office.

### (3) Notification required when there is a change in the contents of the application after submission (the certification content is changed)

If there are any of the following changes after application, please submit the necessary documents to the applicable regional city office or the nursery school by the deadline.

What's changed?	Documents to be submitted	Deadline
Change of work status (when you need to change the required amount of childcare) Example: I quit my job, I changed jobs, my working hours and the required amount of childcare has changed	<ul style="list-style-type: none"> <li>Application for change of type of certification [DL]</li> <li>Certificate of employment [DL] and other (*1)</li> <li>A copy of your previous job separation notice, etc.</li> </ul>	End of the month in which this changed
	<ul style="list-style-type: none"> <li>A copy of your current salary slip (two months worth)</li> </ul>	Submit monthly as soon as the document is acquired.
Change of household structure (*2) Example: I got married, I got divorced, I entered into a de facto marriage, I started to live with relatives	<ul style="list-style-type: none"> <li>Application for change of type of certification [DL]</li> <li>Koseki Tohon (full copy of family register), etc. (*1)</li> </ul>	End of the month in which this changed
Change in the reason for needing childcare services	<ul style="list-style-type: none"> <li>Application for change of type of certification [DL]</li> <li>Documents to prove the need for childcare services (*1)</li> </ul>	End of the month in which this changed
Change in childcare situation (a place for my child to stay has been decided, such as the home of a relative.)	<ul style="list-style-type: none"> <li>Certificate of acceptance [DL] or</li> <li>Photocopy of contract and one-month childcare fee receipt</li> </ul>	End of the month in which this changed

\*1 The documents to be submitted vary depending on type of change, so please check with the applicable Regional City Office.

\*2 Childcare fees may change due to the changes in household structure. As a general rule, changes in certification, required amount of childcare, childcare fees, etc. will be reflected from the month following the day of the application.

### (4) Those who take childcare leave for their second child while their other child is enrolled (Only for those who need childcare because they are working)

① In the case of parents/guardian who are living in Minato City

When you find out that you are pregnant again while your child is still enrolled in a nursery school, please submit a Maternity Leave / Childcare Leave Notification (DL). In order to keep your child enrolled in a nursery school, you will need to return to your current workplace after taking childcare leave. You will need to change the reason for needing childcare from "Employment" to "Taking childcare leave" by the end of the month in which the childcare leave starts (or the end of the previous month if the childcare leave is taken from the first day of the month). Childcare hours during the childcare leave period will be certified as short-time hours.

\* However, note that home-visit childcare services for children on a waiting list are not available.

Status such as Childcare leave	Handling of child already attending nursery school
Parent/guardian planning to return to current job after childcare leave	Children who are eligible for childcare leave can continue to stay in the school until the end of the fiscal year (end of March) which belongs to the day when they are 1 year and 6 months old. * However, if you return from childcare leave during April, you can continue to stay in the school after April.

Since a child who is eligible for childcare leave is born on July 7, 2023 and will be 1 year and 6 months old on January 6, 2026 the period of approval for childcare leave for the older child is until March 31, 2026 at the latest.

\* If you are certified for Childcare Leave up to March 31, and are unable to return to work in April, you will leave the school.

② In the case of parents/guardian who are not living in Minato City

Status such as Childcare leave	Handling of child already attending nursery school
Only maternity leave is taken before returning to work	The child can continue to attend.
Either of the parents/guardian intends to take childcare leave as well	The child has to leave the nursery school at the end of maternity leave.

**(5) Those whose child will be transferred, take leave from school, or be withdrawn from school (those whose child is enrolled in a nursery school)**

If any of the following applies, please submit the necessary documents. Mail is also accepted. Please contact the applicable regional city office in advance.

Description	Required document	Precautions
Changing to another nursery school in Minato City	<ul style="list-style-type: none"> <li>Application for Change of Nursery Schools [DL]</li> </ul>	<ul style="list-style-type: none"> <li>Apply before the application deadline set for the month in which you intend to change nursery schools.</li> <li>If you have changed your mind after submitting your child's school transfer application and you want your child to continue attending his/her current nursery school, please withdraw the transfer application by the same deadline.</li> <li>Depending on the content of the documents submitted while enrolled in nursery school, we may ask you to submit additional documents, so please apply well in advance.</li> <li>Once submitted, an application for changing nursery schools is effective until the application deadline for March admission of the fiscal year in which it is submitted.</li> <li>If you wish to continue applying in the next fiscal year, you need to submit another application.</li> <li><u>Once a preliminary offer to transfer has been made, you cannot cancel the transfer application and your child will not be allowed to return to the original nursery school for any reason.</u> (Prior to the school transfer, if you fail to undergo an interview and to have your child attend a check by the end of the month before the month your child will start attending the new nursery school, your child will leave the original school.)</li> <li>The child's nursery school cannot be changed while maternity/childcare leave is being taken.</li> </ul>
Leave of absence	<ul style="list-style-type: none"> <li>Notification of Leave of Absence/withdrawal from the Nursery School [DL]</li> </ul>	<p>If your child is absent from the nursery school for more than one month from the beginning of the month due to the child's illness or injury, or the birth of the child's sibling, a leave of absence can be taken. (A leave of absence must not exceed three months.) * Please refer to page 25 for exemptions from Childcare Fee.</p>
Withdrawing from the nursery school	<ul style="list-style-type: none"> <li>Notification of Leave of Absence/withdrawal from the Nursery School [DL]</li> </ul>	<p>Your child must be withdrawn from the nursery school if he/she falls under any one of the following. Please submit an application for withdrawal from the school. <u>Please note that the application for withdrawal cannot be canceled for any reason.</u></p> <ol style="list-style-type: none"> <li>① When your child is enrolled in a kindergarten, international school, company-led childcare office, etc. *Double enrollment at a licensed nursery school is not possible.</li> <li>② When either of the parents/guardian becomes able to take care of the child at home due to resignation from work or other reasons.</li> <li>③ When the parents/guardian and the child move out of Minato City and the parents/guardian no longer work in Minato City.</li> <li>④ When the child is continuously absent from the nursery school for more than three months (excluding cases where the child is absent from the nursery school due to the child's illness or injury, or due to the birth of the child's sibling)</li> <li>⑤ When one of the parents/guardians takes childcare leave again for a child in nursery school from the beginning of the month to the end of the month.</li> </ol>

**(6) Those who move out of Minato City while their child is enrolled**

If either parents/guardian have a place of work in Minato City, the child's enrollment can continue even after you move out. If your child is going to continuously stay enrolled, please notify Minato City and the local government where you are moving to.

If one of the guardians is taking childcare leave, seeking employment, or is offered a job, the child will leave the school. However, those who are using the at-home visit-type childcare service will use it until the transfer date.

If your child is enrolled in a Minato City nursing facility, please also refer to "Procedure for moving out of Minato City" which you would have received when you obtained enrollment approval for the Minato City nursing facility.

**(7) Current Status Notification**

**\*This is a necessary procedure for those who have children currently enrolled in a nursery school.**

The parents/guardian must once every year to submit a Current Status Notification to confirm their reason for requiring childcare.

If it is not possible to confirm their reason for requiring childcare, the certification will be terminated and you will not be able to use the nursery school.

We will inform you about the details of the Current Status Notification when it is time to submit it.

## 13 Extended/early morning nursery services

Every nursery school offers extended childcare service after the standard time childcare ends (excluding Saturdays). The service can be used at the nursery school at which your child is enrolled. However, extended childcare fee will be charged separately from the normal childcare fee.

<Outline of extended childcare service>

	Municipal licensed nursery school/Minato City nursing facility/Center for early childhood education and care (Types 2 and 3 certification)	Private licensed nursery school/Small-scale childcare facility/Home-visit childcare services/Childcare within institution facility
Extended hours	In one-hour increments after 18:15	Depending on the nursery school and facility. Contact the nursery school or facility for details.
Eligible children	Children aged 1 or older (infants who are eating solids)	
Available days of the week	Monday to Friday	
Capacity	Contact the nursery school or facility.	

\* Extended Childcare Fee and extended childcare hours vary depending on each nursery school. Please refer to the separate "List of Licensed Nursery Schools in Minato City".

<About applying for use>

- It is necessary to submit an application to the nursery school or facility beforehand.
- Please contact the relevant nursery school or facility for details regarding how to use the service.
- Be sure to keep to the extended time that you have indicated in your application.
- If the time applied in advance and the time of pick-up change, please contact the nursery school immediately.

### (1) Extended Childcare Fee

<Fees for extended childcare service> See page 23 for details regarding the fee levels.

Level	Classification				Total maximum monthly fees
	7:15 a.m. to 7:15 p.m.		7:15 p.m. to 10:00 p.m.		
	Hourly fees for extended childcare	Maximum monthly fees	Hourly fees for extended childcare	Maximum monthly fees	
A, B	0 yen	0 yen	200 yen	2,000 yen	2,000 yen
C1 to D6	200 yen	2,000 yen	400 yen	4,000 yen	6,000 yen
D7 to D30	400 yen	4,000 yen	600 yen	6,000 yen	10,000 yen

\* Extended childcare fees are charged even if the basic childcare fee is free as noted in "Reducing the burden of childcare fees for households with multiple children" on page 24.

\* For children under short time childcare, extended childcare service fees are charged when childcare exceeds the short time childcare hours.

\* If the child is picked up outside the approved time period without prior application for extended childcare service, an amount equivalent to the applicable extended hourly childcare service fee shown above will be charged.

\* Extended hourly childcare service fee and extended hours of private nursery schools and municipal-level childcare services may be different from those shown above. Please contact each nursery school or facility for details.

\* Extended home-visit childcare services for children on the waiting list are charged at 1,000 yen per hour.

### (2) Early morning nursery services

This service is available at Shimmei Nursery School.

Available hours	6:15 to 7:15 (day-to-day basis)
Eligibility	Parents/guardian who cannot take care of their child due to work
How to apply	Apply directly at the nursery school. Applications are accepted as long as there is a vacancy.
Eligible children	Children aged 1 or older and already enrolled in Shimmei Nursery School
Fee	0 to 400 yen/day *The fee varies according to the level as shown in the above table.

## 14 Holiday nursery service

The nursery facilities specified below offer holiday nursery services for parents/guardians who cannot take care of their child on a holiday due to work or other unavoidable reasons.

Eligible children	Children aged 4 months or older who meet any of the following conditions: ① attending a licensed nursery school or a center for early childhood education and care (excluding Type 1-certified children) in Minato City, or a Minato City nursing facility, or using a small-scale childcare service, or a home-visiting childcare business for waiting children. ② residing in Minato City, and attending a licensed nursery school or a center for early childhood education and care (excluding Type 1-certified children) or using municipal-level childcare services outside of Minato City. ③ living in the city and attending a Licensed Nursery School on a monthly basis and my necessity for childcare has been approved.														
Eligibility	When childcare is required on a holiday, etc., due to work or other unavoidable reasons														
Available hours	7:15 to 18:15 on Sundays/national holidays (excluding December 29 to January 3) * Shibaura Island Children's Garden (Kodomo-en) is available on December 29 and 30														
Fee	Free.														
Application period	From the 1st to the 9th of the previous month of the date of use (reception is available only on weekdays, from 9:00 to 17:00)														
How to apply	Please make a reservation by directly calling the nursery school at which you wish to use the service and submit an application form and certificate of employment and other necessary documents to the nursery school in which the child is enrolled. For more information, please check the Minato City official website. * Those pertaining to ② and ③ may submit applications to the Administration Support Subsection, Nursery School Section (Tel: 3578-2940)														
Available nursery schools and inquiries	<table> <tr> <td>Shimmei Nursery School</td> <td>Phone: 5733-6822</td> </tr> <tr> <td>Takahama Nursery School</td> <td>Phone: 5781-0255</td> </tr> <tr> <td>Shibaura Nursery School</td> <td>Phone: 5232-1130</td> </tr> <tr> <td>Higashi-azabu Nursery School</td> <td>Phone: 3584-3811</td> </tr> <tr> <td>Shibaura Island Children's Garden</td> <td>Phone: 5443-7337</td> </tr> <tr> <td>Moto-azabu Nursery School</td> <td>Phone: 5422-7338</td> </tr> <tr> <td>Shinno Nursery School</td> <td>Phone: 5422-6363</td> </tr> </table>	Shimmei Nursery School	Phone: 5733-6822	Takahama Nursery School	Phone: 5781-0255	Shibaura Nursery School	Phone: 5232-1130	Higashi-azabu Nursery School	Phone: 3584-3811	Shibaura Island Children's Garden	Phone: 5443-7337	Moto-azabu Nursery School	Phone: 5422-7338	Shinno Nursery School	Phone: 5422-6363
Shimmei Nursery School	Phone: 5733-6822														
Takahama Nursery School	Phone: 5781-0255														
Shibaura Nursery School	Phone: 5232-1130														
Higashi-azabu Nursery School	Phone: 3584-3811														
Shibaura Island Children's Garden	Phone: 5443-7337														
Moto-azabu Nursery School	Phone: 5422-7338														
Shinno Nursery School	Phone: 5422-6363														

## 15 Year-end nursery service

This service is temporarily available at Minato municipal nursery schools for parents/guardians who cannot take care of their child during year-end holidays due to work or other unavoidable reasons.

Eligible children	Children aged 4 months or older who meet any of the following conditions: ① attending a licensed nursery school or a center for early childhood education and care (excluding Type 1-certified children) in Minato City, or a Minato City nursing facility, or using a small-scale childcare service, or a home-visiting childcare business for waiting children. ② residing in Minato City, and attending a licensed nursery school or a center for early childhood education and care (excluding Type 1-certified children) or using municipal-level childcare services outside of Minato City. ③ Living in the city and attending Licensed Nursery School on a monthly basis and my necessity for childcare has been approved.														
Eligibility	When childcare is required at the end of the year due to work or other unavoidable reasons														
Use period	07:15 to 18:15 on December 29 and 30														
Fee	Free.														
Application period	Early to mid-November * The application period for enrollment in December will be set separately.														
How to apply	Please submit an application form and certificate of employment and other necessary documents to the nursery school in which the child is enrolled. * For those pertaining to ② or ③, please submit applications to the Child-care Facilities Support Subsection of the Nursery School Section.														
Available nursery schools and inquiries	<table> <tr> <td>Shimmei Nursery School</td> <td>Phone: 5733-6822</td> </tr> <tr> <td>Takahama Nursery School</td> <td>Phone: 5781-0255</td> </tr> <tr> <td>Shibaura Nursery School</td> <td>Phone: 5232-1130</td> </tr> <tr> <td>Higashi-azabu Nursery School</td> <td>Phone: 3584-3811</td> </tr> <tr> <td>Moto-azabu Nursery School</td> <td>Phone: 5422-7338</td> </tr> <tr> <td>Shinno Nursery School</td> <td>Phone: 5422-6363</td> </tr> <tr> <td colspan="2">City approved nursery school (excluding the above designated nursery schools)</td> </tr> </table>	Shimmei Nursery School	Phone: 5733-6822	Takahama Nursery School	Phone: 5781-0255	Shibaura Nursery School	Phone: 5232-1130	Higashi-azabu Nursery School	Phone: 3584-3811	Moto-azabu Nursery School	Phone: 5422-7338	Shinno Nursery School	Phone: 5422-6363	City approved nursery school (excluding the above designated nursery schools)	
Shimmei Nursery School	Phone: 5733-6822														
Takahama Nursery School	Phone: 5781-0255														
Shibaura Nursery School	Phone: 5232-1130														
Higashi-azabu Nursery School	Phone: 3584-3811														
Moto-azabu Nursery School	Phone: 5422-7338														
Shinno Nursery School	Phone: 5422-6363														
City approved nursery school (excluding the above designated nursery schools)															



## 16 Frequently asked questions

**Q 1** : Can I consult with you regarding enrollment in a nursery school before application? Can you check my documents to be submitted in advance?

**A 1** : The reception of the applicable regional city office of the area you live will respond to consultations regarding enrollment. Application forms can be obtained from the reception or downloaded from the Minato City website. It is also possible to check the documents to be submitted in advance. If you are applying for the first time, please contact the Childcare Concierge (see the bottom of the table of contents). Please take advantage of these videos. Please contact your desired nursery school directly to reserve a tour.

**Q 2** : Where can I submit an application? Can I apply via post?

**A 2** : Please bring a completed application form with you to the Health and Welfare Subsection, Residents Support Section of each regional city office. You can also apply by mail. Please submit your application to your local regional city office. The Daiba Annex cannot accept applications. Please use the documents check sheet so that there are no missing documents.

**Q 3** : If I apply, am I guaranteed to get my child enrolled? Is it first-come-first-serve?

**A 3** : It is not guaranteed that your child will be enrolled. If the number of applications exceeds the number of available spaces, we will conduct a user adjustment. It is not a first-come-first-serve basis.

**Q 4** : When can I apply for a nursery school?

**A 4** : You can apply if your child is at the age when he/she is able to enter the nursery school as of the first day of the enrollment month. The age of children who can enter the nursery school varies depending on each nursery school, so please check the List of licensed nursery schools, etc. in Minato City.

**Q 5** : Can we submit an application for an unborn child?

**A 5** : No, it is not possible to submit an application for an unborn child. Please submit an application by the deadline for your desired month of admission after the child is born. It is possible to request the issuance of work certificates, etc. from your place of work, etc. even before the childbirth. Please see page 6 for the application period for those who wish their child to enroll in the Age 0 class in April 2024.

**Q 6** : Is it possible to submit a work certificate that I requested from my workplace before birth?

**A 6** : Work certificates issued within 3 months as of the deadline are valid. If the period is short after childbirth and the deadline is short, and the schedule such as maternity leave and expected return to work is undecided, please include the planned period.

**Q 7** : I am self-employed, but I have no documents in the required document examples. What should I submit?

**A 7** : We may ask you about your work and propose which documents you should submit. Please consult with us in advance, well before the application deadline.

**Q 8** : We cannot decide which we should choose for our child: kindergarten or nursery school. Can we submit an application for both of them?

**A 8** : You can apply for a nursery school and a kindergarten at the same time. However, the child is not allowed to be enrolled in both a nursery school and a kindergarten concurrently. Please consult with the School Affairs Section, Please refer to page 2 for applications for Municipal kindergartens and private kindergartens.

**Q 9** : We are going to submit an application for siblings the same time.  
Do we need to submit an Employment Certificate for each child?

**A 9** : Please prepare one copy of the work certificate for parents. There is no need to prepare for each child who is applying at the same time.

**Q10** : Employment Certificate is not likely to be ready in time for the application deadline. Will you accept my application if I submit only the application form?

**A10** : If an Employment Certificate or other document certifying the need for childcare does not reach us by the deadline, the application cannot be accepted because the need for childcare is not certified. Please submit all of the necessary documents. Just before the application deadline, the reception desk will be crowded. We recommend that you apply early.

**Q11** : How should I apply if we (parents/guardians) have two or more reasons for making a childcare services application?

**A11** : Only one reason is required for a childcare services application. Please select one reason based on the basic index points, certification period, and period of attending the school.

**Q12** : Does the number of our preferred nursery schools or the order of preference affect the user adjustment?

**A12** : The number of your preferred nursery schools does not affect the user adjustment. When there are vacancies in multiple nursery schools, including your preferred schools, preliminary offers will be given for the nursery school of your highest preference. In addition, even if you cannot find any nursery school vacancies on the Minato City official website, if there is a withdrawal after the vacancy availability was posted, the vacancy information will be used for user adjustment. Therefore, please decide the order of preference regardless of the availability of vacancies and the number of children on the waiting list.

**Q13** : Can my child be enrolled at a licensed nursery school and an unlicensed childcare facility at the same time?

**A13** : Your child can't be enrolled at these schools at the same time. If your child uses an unlicensed nursery school when he/she is enrolled in a licensed nursery school, your child will be withdrawn from the licensed nursery school.

**Q14** : I'm on childcare leave. When can my child be enrolled in a nursery school?

**A14** : You can apply for admission from the month you return to work from childcare leave. For example, if you plan to return to work on October 14, you can apply for October enrollment, so please apply by September 5, the application deadline.

**Q15** : I'm planning to use my company's short working hours system after returning to work from childcare leave. What will happen to my index points?

**A15** : If you take on shorter working hours after returning to work, and you want to work more than six hours a day or take up to two hours of childcare, you will be judged to be working regular working hours and this will be reflected in the application of the index. If you want to get shorter hours of childcare or reduce the number of days you work, or if you change your working hours, you will be judged according to your working hours after returning to work and this will be reflected in the application of the index. In addition, if you extend your working hours after returning to work, we will determine the index based on your working hours before the maternity leave.

**Q16** : One of the parents/guardians is living away from home to work. Are we eligible for Adjustment Index 4, Adjustment Index 8, or Priority 3?

**A16** : Families with one parent/guardian living away from home to work are all certified as a family with both parents and are not eligible for any of these requirements.

**Q17** : When does the adjustment index points table item 12 apply?

**A17** : We will calculate your hourly wage based on the actual number of hours and days worked and the reported income, and if the amount falls below Tokyo's minimum wage, the adjustment index point table item applies.

**Q18** : If I enroll my child in a nursery school with the reason "childbirth" because I need childcare, can I change the certification to "childcare leave" after the certification period expires?

**A18** : Childcare leave certification is a certification that can be received on the premise that you will take childcare leave for your next child and return to your previous workplace. Those who have been approved for maternity leave cannot have the approval changed to childcare leave. If you enroll a child in a nursery school for childbirth reasons, eligibility to use the school will end after the period expires.

**Q19** : What percentage of applicants will be accepted for the XX nursery school? What are the minimum required index points? Where is a popular school?

**A19** : We don't calculate or publish such percentages. In addition, since you can apply for a number of facilities individually, it is not possible to say which is popular or what the number of points is required for your child to get in. Please refer to the monthly vacancies and the minimum enrollment index points at the time of the announcement of the preliminary offer results for the first user adjustment for April 2023 enrollment that are available on the Minato City official website.

**Q20** : I applied for my child's nursery school enrollment as I plan to return to work, but what happens if I change jobs without returning to work?

**A20** : Since the employment listed on your certificate is indexed on the premise of your returning to work, if your place of employment or employment situation changes, the preliminary offer will be canceled.

**Q21** : If my child is attending nursery school due to my job-seeking requirements, can I start working from the 1st of the following month after the job-seeking period expires?

**A21** : You need to start working within the period of the job-seeking requirements (within 3 months). Example: In the case of job-seeking requirements beginning in April, start working by the end of June

**Q22** : I applied but was put onto the waiting list. Do we need to apply repeatedly each month?

**A22** : No. Once submitted, the application remains valid up to application for March enrollment in the fiscal year in which you wish to enroll your child (For FY2024, applications are valid from April 2024 to March 2025). However, if the certification is for job seeking, childbirth, school attendance, etc., the period is limited. If you wish to continue applying for admission in April of the following fiscal year or thereafter, you will need to make another application.

**Q23** : When can I apply to change the nursery school? Will changing schools be a disadvantage for applications?

**A23** : You can apply for transfer after enrolling in the nursery school. Priority is given to new applicants.

**Q24** : I applied, but I'm thinking about changing jobs. Do I need to do anything?

**A24** : If there is a change in the contents of your application after you submit the form, please contact the applicable regional city office immediately and submit the necessary documents.(See pages 26 and 27.) If it is found that there has been a change in the contents of your application after the preliminary offer or acceptance, the offer or acceptance will be canceled.

**Q25** : Please tell me how much my Childcare Fee will be.

**A25** : Please refer to pages 22 to 25 after confirming the amount of municipal resident tax per-income levy set out in your resident tax (tax exemption) certificate or the special district resident tax decision notification. If the decision has been made for your child to enter a nursery school, we will send you a notice regarding the acceptance of the child's admission and childcare fees at the end of the month before the enrollment month. In addition, if the school in question is a nursery school that Minato City residents apply for through Minato City, the childcare fee during the period you are a Minato City resident is shown in the table on page 23.

## II Other Childcare Services

### Private Nurseries Certified by Tokyo (ninsho hoikusho)

Private Nurseries certified by Tokyo are facilities established under the nursery policy of the Tokyo Metropolitan Government to meet diversified childcare needs. These nursery facilities satisfy certain standards set by the Tokyo Metropolitan Government for equipment, area, number of staff, etc., and are subsidized by the Tokyo Metropolitan Government and Minato City.

➡ Please contact the facility for more details.

(As of October 2022)

Area	Facility	Address	Phone	Operating hours	Capacity	Eligible age	Operator
Shiba	Mita Petit Cleish	Lions Mansion Felis Mita 1F, 5-29-22 Shiba	5440-5950	7:00 ~ 20:00	33	3 months to preschool age	Kodomonomori Co., Ltd.
	Petit Nursery Tamachi	Caterina Mita 1F, 4-16-1 Shiba	3451-5670	7:00 ~ 20:00	40	3 months to preschool age	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 to third birthday	General Incorporated Association Futabakai
	Nichii Kids Sawayaka Azabujuban Nursery School	Monte Plaza 2F, 1-10-3 Azabu-Juban	3586-3887	8:00 ~ 22:00	30	57 days to preschool age	Nichii Gakkan Co. Ltd.
	Poppins Nursery School Hiroo	Qiz Hiroo 3F, 5-1-11 Minami-Azabu	5475-2185	7:30 ~ 22:00	66	57 days to preschool age	Poppins Educare Inc.
	Nursery Room	5-6-8 Minami-Azabu	3473-8317	7:00 ~ 20:00	35	43 days to third birthday	Imperial Gift Foundation Boshi-Aiiku-Kai
	Yurarin Higashi-azabu	SERAPH 10 AZABU 1F and 2F, 1-26-2 Higashi-Azabu	6426-5567	7:30 ~ 22:00	30	57 days to preschool age	Lifesupport Co., Ltd.
Akasaka	Poppins Nursery School Akasaka	Akasaka Intercity Air 2F, 1-8-1 Akasaka	5545-5341	7:30 ~ 20:30	30	57 days to preschool age	Poppins Educare Inc.
Takanawa	Combi Plaza Shirokanedai Nursery School	Lamiar Shirokanedai 2F, 3-15-6 Shirokanedai	5447-7600	7:30 ~ 20:30	39	57 days to preschool age	CombiWith Corporation
	Poppins Nursery School Shirokanedai	Dahlia Court Shirokanedai 1F Room 101, 4-8-16 Shirokanedai	5789-2166	7:30 ~ 22:00	30	57 days to preschool age	Poppins Educare Inc.
	Nichii Kids Sawayaka Shirokane Takanawa Nursery School	1-25-25 Shirokane	3441-6734	7:30 ~ 21:00	20	57 days to 3 years old	Nichii Gakkan Co. Ltd.
	Poppins Nursery School Takanawa	Conforia Mita Isaragozaka 2F, 4-9-7 Mita	5419-2115	7:30 ~ 22:00	36	57 days to preschool age	Poppins Educare Inc.
Shibaaura-konan	ASC Odaiba	2-2-3 Daiba	3599-2829	7:30 ~ 22:00 (Sundays/national holidays) 8:00 ~ 18:00	30	45 days to preschool age	Japan Nursery Service Inc.
	Angelica Nursery Shibaaura-en	Air Terrace 2F, 4-22-2 Shibaaura	5439-4340	7:30 ~ 20:30	40	57 days to preschool age	Angelica Nursery Co., Ltd.
	Poppins Nursery School Shibaaura	Capital Mark Tower 2F, 4-10-1 Shibaaura	5444-2120	7:30 ~ 22:00	34	57 days to preschool age	Poppins Educare Inc.
	Nichii Kids Sawayaka Konan Nursery School	City Tower Shinagawa Nishi Bldg. 2F and 3F, 4-2-5 Konan	3471-9826	7:30 ~ 21:00	50	57 days to preschool age	Nichii Gakkan Co. Ltd.
	Angelica Nursery Shinagawa-en	Shinagawa Front Bldg. Kids-kan 2F, 2-3-13 Konan	5781-9736	7:30 ~ 20:30	40	57 days to preschool age	Angelica Nursery Co., Ltd.

#### (Subsidy for Childcare Fee for licensed childcare centers or unlicensed childcare facilities and services for use of facilities, etc.)

During the period of certification for education and childcare benefits for children and the period of certification of benefits for the use of facilities for child-rearing, there is a system that subsidizes part of the nursery fee for the parents/guardians of children enrolled in private nurseries certified by Tokyo (Ninsho Hoikusho) or in unlicensed childcare facilities that have received "a certificate of fulfilling the standards for guidance and supervision of unlicensed childcare facilities" from the prefectural government or other local municipalities (excluding Minato City nursing facilities and Minato Childcare Support). In addition, there is a system for benefits for facility usage etc. for other unlicensed childcare facilities that have been authorized by local municipalities. For details, please refer to Minato City official website.

➡ Applications/inquiries

«Subsidies for unlicensed childcare facilities and benefits for the use of facilities, etc.»  
 Child-care Facilities Support Subsection, Nursery School Section Tel: 3578-2429  
 "About Subsidy of Childcare Fee for Non-Licensed Childcare Facility, and Facilities Use Benefits"  
 Child-care Facilities Support Subsection, Nursery School Section Tel: 3578-2428

## Minato Childcare Support

\* This project offers free early childhood education and childcare.

In principle, these facilities offer nursery service of up to eight hours a day/160 hours a month in principle, for households that cannot take care of their child due to part-time work, short working hour arrangements, and other reasons. There are two types of service—regular service and day-to-day (“spot”) service—depending on the frequency of use.

➡ Please contact the facility for more details.

Facility	Minato Hoiku Support Shirokane	Minato Hoiku Support Konan 4-chome	Minato Hoiku Support Higashi-azabu	Minato Hoiku Support Akasaka	Minato Hoiku Support Shirokanedai
Address	2F, 3-10-12 Shirokane	1F, 4-2-4 Konan	4F, 2-1-1 Higashi-azabu	2F, 9-4-2 Akasaka	1F, 4-6-2 Shirokanedai
Applications/inquiries	Phone: 5423-4909	Phone: 5796-8861	Phone: 5544-8461	Phone: 3475-3902	Phone: 6450-4298

## Unlicensed childcare facilities

For childcare facilities other than licensed nursery schools and private nurseries certified by Tokyo (ninsho hoikuen) that have been notified to Minato City, please refer to the Minato City website.

➡ Please contact the facility directly for details.



## Babysitters

Please contact the organization below for details.

➡ Inquiries: All Japan Childcare Services Association (ACSA)  
Kusafuka Building 2F, 5-4, Arakicho, Shinjuku-ku Phone:5363-7455

## Minato City babysitter user support (Temporary childcare user support) project

Parents/guardians who require temporary childcare by a babysitter due to unforeseen circumstances in daily life will receive a portion of the fee subsidized.

➡ For more information, please refer to the Minato City official website.

Inquiries: Children and Families Support Center  
Child and Family Service Subsection Phone : 5962-7201

## Temporary childcare

This is a service for children normally taken care of at home, but whose parents/guardians temporarily cannot take care of them for some reason. Some Private Nurseries certified by Tokyo (ninsho hoikusho) and baby hotels also offer this service. Please note, however, that there is a limit to the capacity of this service. For details, please refer to Minato City official website.



## <Temporary childcare at Minato municipal nursery schools>

### (1) Emergency temporary childcare at Minato municipal nursery schools

Eligible children	Children aged 4 months to preschool age residing in Minato City for whom group childcare is possible
Eligibility	Parents/guardian who temporarily cannot take care of their child at home due to childbirth, illness, or other emergencies

## (2) Temporary childcare at Minami-aoyama Nursery School, Minami-azabu Nursery School, and Iigusa Nursery School

\*This project offers free early childhood education and childcare.

Eligible children	Children aged 4 months to preschool age residing in Minato City for whom group childcare is possible
Eligibility	<ul style="list-style-type: none"> <li>① Parents/guardian who temporarily cannot take care of their child at home for employment reasons, etc.</li> <li>② Parents/guardian who need temporary childcare for personal reasons such as recovery from childcare fatigue.</li> </ul>

## (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 project offers free early childhood education and childcare.

\*Shinno Nursery School: scheduled to open on April 1, 2023.

Eligible children	Children aged 4 months to preschool age residing in Minato City for whom group childcare is possible
Eligibility	<ul style="list-style-type: none"> <li>① Parents/guardian who temporarily cannot take care of their child at home for employment reasons, etc.</li> <li>② Parents/guardian who need temporary childcare service in for personal reasons such as recovery from childcare fatigue.</li> </ul>

## Temporary childcare at private nursery schools

\*This project offers free early childhood education and childcare.

Eligible school	Aisei Nursery School	Benesse Konan Nursery School
Eligible children	Children aged 4 months to preschool age residing in Minato City for whom group childcare is possible	
Eligibility	<ul style="list-style-type: none"> <li>① Parents/guardian who temporarily cannot take care of their child at home for employment reasons</li> <li>② Parents/guardian who need temporary childcare service for personal reasons such as recovery from childcare fatigue.</li> <li>③ Parents/guardian who temporarily cannot take care of their child at home due to childbirth, illness, or other emergencies (emergency temporary childcare)</li> </ul>	
Application/inquiries	Phone:3441-5410	Phone:5783-5874

## Temporary childcare services that make use of available space at private nursery schools and small-scale childcare facilities

\*Temporary childcare services that make use of available space are available when there are vacancies in the regular childcare capacity.

Please refer to Minato City's official website for details on participating facilities, etc.

Please note that there may be cases in which the childcare service is not available, depending on the number of available spaces and the childcare system of the facility. Please contact the facility directly.



## 〈Other temporary childcare services〉

### (1) Temporary childcare for infants

\*This project offers free early childhood education and childcare.

Facility	Appy Shimbashi	Kirakira Plaza Shimbashi 2F and 3F, 6-4-2 Shimbashi Phone:5425-7525
	Appy Azabu	Azabu Library 1F, 5-12-24 Roppongi Phone:5114-9900
	Appy Nishi-azabu	Nishi-Azabu Iki-iki Plaza 3F, 2-13-3 Nishi-Azabu Phone:5467-7175
	Appy Akasaka	Park Court Akasaka Hinokicho The Tower 2F, 9-4-2 Akasaka Phone:3475-3900
	Appy Shirokanedai	Yukashi-no-Mori 1F, 4-6-2 Shirokanedai Phone:6450-4249
	Appy Konan	Shinagawa Front Bldg. Kids-Kan 3F, 2-3-13 Konan Phone:6712-0688
	Appy Konan 4-chome	Metropolitan Housing 1F, 4-2-4 Konan Phone:5796-8862
	Appy Shibaura	Shibaura Nursery School 1F, 3-1-16 Shibaura Phone:5730-3253
Eligible children	Children aged 4 months to preschool age residing in Minato City for whom group childcare is possible	
Registration/inquiries	Contact the facility directly (see above for contact information)	

### (2) Child-rearing Square “Ai-port” (temporary childcare (Aoba))

\*This project offers free early childhood education and childcare.

Location	2-25-1 Minami-aoyama
Eligible children	Children aged 2 months to the sixth grade of elementary school for whom group childcare is possible
Registration/inquiries	Child-rearing Square “Ai-port” Phone: 5786-3250

### (3) Staff dispatching service for temporary childcare

\*This project offers free early childhood education and childcare.

Place	Home of parents/guardian
Types of service offered	Temporary childcare, Post-disease childcare, Newborn care, etc.
Eligible children	Children living in the city, and basically from 7 days of age to 6th grade of elementary school
Registration/inquiries	Child-rearing Square “Ai-port” Address: 2-25-1 Minami-Aoyama Phone:5786-3250

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

	Temporary care for infants *This project offers free early childhood education and childcare.	Twilight Stay	Short Stay
Location	5-18-1-102 Shiba (adjacent to Shiba Nursery School)		
Services offered	We take care of children regardless of the reason, such as parental illness, event participation, refreshment, etc.	We take care of children when parents/guardians are unable to provide nighttime childcare due to work or other reasons.	We let the children stay overnight and take care of them when it becomes difficult for parents/guardians to provide childcare due to childbirth, nursing care, business trips, illness, ceremonial occasions, etc.
Eligible children	Children aged 4 months to preschool age residing in Minato City for whom group childcare is possible	Children aged 6 months to the third grade of junior high school who are living in the City and for whom group childcare is possible	Children aged 10 months to third year of junior high school for whom group childcare is possible
Inquiries	Minato Child-rearing Supporting Center “Pokke” Phone:6435-0411		

## (5) Child-Rearing Support Komusubi (Family Support Center Project)

\*This project offers free early childhood education and childcare.

Place	Homes of user members or supporting members
Types of service offered	Komusubi is a family support project that links those who need support for their childcare (user members) and those who provide childcare support (supporting members) to develop a cooperative system for child-rearing throughout the community. The main activities include bringing children to or picking up children from nursery schools/students' clubs as well as taking care of children outside the operating hours of nursery schools or when their parents need to go out.
Eligible children	Children aged 0 to the sixth grade of elementary school * This service is also available for parents/guardian who are not residing but working in Minato City.
Registration/inquiries	Local Volunteer and Activity Support Subsection, Minato Council of Social Welfare Phone:6230-0284

## (6) Infant short stay (Azabu Infant Home, Institute of Infants of Tokyo Saiseikai Central Hospital)

Facility	Azabu Infant Home	Institute of Infants of Tokyo Saiseikai Central Hospital
Location	5-1-20 Minami-azabu	1-4-17 Mita
Eligible children	Infants under the age of 7 days to 4 years old and living in the city	Infants between 5 days old and 1 year old, who are resident in Minato City
Service offered	When it becomes difficult for parents to take care of their children due to childbirth, nursing care, business trips, illnesses, funerals, etc., we will take care of the child with accommodation.	
Application/inquiries	Child and Family Support Center Phone: 5962-7201	

## (7) Minato Childcare Support

Day-to-day ("spot") childcare services are provided when there is a vacancy in their regular services. Please see page 35 for details.

## (8) Temporary childcare services during a summer break

Licensed Nursery Schools, center for early childhood education and care, and Minato City nursing facilities carry out temporary care service for summer vacation. Details will be posted on Minato City official website as soon as it's time.

### Home-visit type childcare service for waiting children

As a measure for waiting children, this is a home-visit type childcare service for children aged 0-2 who were unable to enter authorized childcare facilities.

Target	<ul style="list-style-type: none"> <li>· Children who live in the city, who have applied for enrollment in a licensed nursery school, etc., and who have requested admission to two or more nursery schools (two or more nursery schools accepting children from 57 days old, for those under three months old), but have not been given a preliminary offer, and wish to continue to enroll in a licensed nursery school, etc.</li> <li>※The following people are not eligible for use.</li> <li>· Children in 3-year-old class or higher</li> <li>· Those who have not applied for enrollment in a licensed nursery school, etc.</li> <li>· Those whose parents/guardians are taking childcare leave</li> <li>· Children with disabilities or diseases, or children who are worried about their growth or development, may not be able to use it.</li> </ul>
Use period	Monday to Saturday (excluding national holidays, year-end and New Year holidays) 7.15am - 6.15pm ※ If you are using extended childcare, you will need to apply to each business operator in advance.
Application and inquiry	Child-care Facilities Support Subsection, Nursery School Section Phone:3578-2445

\* For details, please refer to the separate sheet "Guide for Home-visit Childcare Service for waiting children".



## Nursing facilities for sick and recovering children

\*This project offers free early childhood education and childcare.

Please check the Minato City official website for details such as the location and contact information of the nursing facilities for sick and recovering children, etc.

Eligible children	<p>Children aged 6 months to preschool age, who have received certification of education and childcare benefits or certification of benefits for the use of facilities (Type 2 or 3), and meet either of the following conditions:</p> <p>(1) Those living in the city who are enrolled in Licensed Nursery School, center for early childhood education and care, Minato City nursing facilities, Private Nurseries certified by Tokyo (ninsho hoikusho), or Unlicensed Childcare Facilities that have been authorized by Tokyo Metropolitan Government or municipalities, or using Small-Scale Childcare Business, Employer-provided childcare services, Home-visit-type Childcare Services for waiting children, Minato Childcare Support (regular use), Project to expand the number of 1-year-old children using vacant classes.</p> <p>(2) Those living outside the city, who are enrolled in a licensed nursery school, center for early childhood education and care, Minato City nursing facilities, Private Nurseries certified by Tokyo (ninsho hoikusho), or use a small-scale childcare service, an Employer-provided childcare services, an Employer-provided childcare services, or a home-visit type childcare service for waiting children (all are limited to facilities and services in Minato City).</p>
Eligibility	<p>For nursing facilities for sick children: When the child is ill or suffers a recurring illness and it is difficult for the child to receive group childcare</p> <p>For nursing facilities for recovering children: When the child's illness is somewhat stable, and they are recovering, it is difficult for the child to receive group childcare</p> <p>* There may be cases in which the child cannot be accepted depending on his/her condition.</p>
Day and times of childcare	Monday ~ Friday 8:30 to 17:30 ※Extended childcare services are not available.
Fee	<p>2,000 yen/day for Minato City residents, 3,000 yen/day for non-Minato City residents</p> <p>* For residents of the City only, there is a usage exemption system for households that are exempt from resident tax or receiving welfare benefits.</p>
Closed days	<p>Saturdays, Sundays, national holidays, and year-end and New Year holidays (December 29 to January 3).</p> <p>* Some facilities have summer holidays.</p>
Pre-registration	<p>If you are using a licensed nursery school in the City, a center for early childhood education and care (excluding children who have received Type 1 Certification), a Minato City nursing facility, or small-scale childcare services, you should receive a usage card from the nursery school, etc. in which your child is enrolled (application is not required).</p> <p>If you are using another childcare facility, childcare service, etc., please submit the necessary documents, including an application form, to the following application address.</p> <p>Child-care Facilities Support Subsection, Nursery School Section, Child and Family Support Dept. Minato City Office 1-5-25 Shiba Koen, Minato-ku, Tokyo 105-8511</p>
Reservations	After you have pre-registered, you will need to make a reservation directly with the relevant nursing facility by phone or Internet for each use.
Inquiries	Child-care Facilities Support Subsection, Nursery School Section Phone: 3578-2441

### <Funding support for fees for home-visit childcare services for sick or recovering children>

Minato City provides funding support to cover part of the fees for home-visit babysitting services for sick or recovering children, which are available for parents/guardians with a child who has difficulty attending a nursery school or elementary school due to illness. Please contact the subsection below for details.

➡ Inquiries: Child-care Facilities Support Subsection, Nursery School Section Phone: 3578-2441

### III Application for Admission at Completion of Childcare Leave

Parents/guardian who intend to return to work after childcare leave in the middle of a fiscal year can apply for admission of their child to a nursery school/temporary nursery facility. A child can be admitted on the first day of the month in which the parents/guardian are to be reinstated after their child turns 1, by reservation.

● **Eligibility (all of the following criteria must be met)**

- (1) Both of the parents/guardian are registered as residents and actually reside in Minato City.
- (2) The parents/guardian are taking care of a child born between May 1, 2023 and April 1, 2024.
- (3) Either or both of the parents/guardian is taking childcare leave for one year under the Act on Childcare Leave and related laws and regulations, and is to return to work on or after the reference date (the day before the child turns one) during the child's enrollment month.
- (4) Either or both of the parents/guardian is qualified to receive childcare leave benefits under the Employment Insurance Act, the National Public Officers Mutual Aid Association Act, the Local Public Officers, etc. Mutual Aid Association Act and other laws.
- (5) An application for April 2024 enrollment is not submitted (including applications made outside of Minato City).
  - \* Those whose maternity leave is completed or those on childcare leave who are to return to work on a day other than the days specified in (3) above are not eligible.
  - \* Those who are unable to receive benefits due to special measures for childcare leave benefits may still be eligible for "Reservation for admission after childcare leave" if they have duly paid employment insurance premiums and have worked for more than one year.
  - \* In the case that the child is born on May 1, 2023 and the parents/guardian are to return to work on April 30, 2024, an application should be submitted for ordinary April 2024 admission. In the case that the child is born on April 1, 2024 and the parents/guardian are to return to work on April 1, 2025, an application should be submitted for ordinary April 2025 admission.
  - \* If your child has a disability or illness, please consult with the Health and Welfare Subsection, Residents Support Section of your applicable regional city office as soon as possible.
  - \* If your child's birthday is the 1st day of a month and you wish to apply for an entrance reservation for the month before your child's birthday month, you need to return to work on the day before the child's 1st birthday.

● **Available facilities**

Municipal licensed nursery school, Shibaura Island Children's Garden, Minato City nursing facility (Katsurasaka Nursing Facility, Tamachi Nursing Facility, Shibaurabashi Nursing Facility only)

\* This program is not available for private licensed nursery schools, small-scale childcare facilities and other Minato City nursing facilities.

● **Applicable class and number of children accepted under this program**

Age 0 class; Several children in each facility

● **Application period, selection (lottery) date, results announcement date**

Date of birth of eligible children	Acceptance period by mail	Acceptance period at receptions	Selection (lottery) date, results announcement date
May 1, 2023 to April 1, 2024	March 6, 2024 to March 29, 2024	March 6, 2024 to April 4, 2024	April 10, 2024

● **How to apply**

<b>Application reception</b>	Apply by postal mail or electronically At the Health and Welfare Subsection reception counter, Residents Support Section of the applicable Regional City Office. (*Daiba Annex does not accept applications.)
<b>Application hours</b>	8:30 to 17:00 Monday to Friday (excluding national holidays)
<b>Documents to be submitted</b>	<input type="checkbox"/> Application form for admission after childcare leave [DL] <input type="checkbox"/> All of the documents to be submitted specified on pages 8 and 9 <input type="checkbox"/> A copy of the "Notification of Payment of Childcare Leave Benefits" issued by Hello Work (a copy of your health insurance card for civil servants) * If you do not have a "Notification of Payment of Childcare Leave Benefits", a copy of your Employment Insurance Subscriber Card, or pay slip etc. that you can see the payment of employment insurance premiums

**For those applying electronically**

You can apply on the Minato City official website.

**Please see "FY2024 Guide to Application for Admission at Completion of Childcare Leave," a separate document issued by Minato City, for more details.**

"FY2024 Guide to Application for Admission at Completion of Childcare Leave" is available at the Health and Welfare Subsection, Residents Support Section of your applicable regional city office, and the facilities accepting the reservation.

The document can also be downloaded from the Minato City official website.

## Explanation of terms in this booklet

No.	Term	Applicable page	Term description
1	Licensed nursery schools	Page 1	This is a general term used by Minato City Office for licensed nursery schools, centers for early childhood education and care, Minato City nursing facilities, and municipal-level childcare services (small-scale childcare services, home-visiting childcare services, etc.).
2	Partner facility	Page 1	This is a facility that handles post-graduation matters for small-scale nursery schools, and that also can continue to be used after the 3-year-old classes. Please see the list of small-scale childcare facilities with partner facilities.
3	Certificate	Page 2	In this booklet, "certificate" refers to a document which will be sent to parents/guardians whose needs for using childcare services have been approved after they have applied for "certification of education and childcare benefits for children (Type 2 or Type 3)." " The certificate will be sent with a preliminary offer or a Notification of Placement on the Waiting List on the day of the announcement of the results of the first application for the desired enrollment month (excluding Type 1). * Please keep the certificate in a safe place as it is required for an interview before enrolling in a nursery school.
4	Reason for needing childcare services	Page 2	Certification for Type 2 and 3 is determined according to the situation that leads to parents and guardians not being able to take care of their children. Note: You are required to submit documents certifying the situation at the time of application for certification.
5	Return to work	Page 2	This means returning to work again at the workplace where childcare leave was granted.
6	User adjustment (user adjustment meeting)	Page 4	If a large number of applicants apply for nursery school vacancies, preliminary offers are issued based on Minato City's criteria, using the degree of childcare needs based on the parents/guardian's work situation and household status, etc., to calculate the total index points of the household and their order of priority. (See pages 18 to 21 for indices.)
7	Transfer application	Page 7	An application made when parents/guardians want to transfer their child from a licensed nursery school, etc. to another licensed nursery school, etc. * If the parents/guardians wish to transfer a child who is enrolled in an unlicensed childcare facility (including private nurseries certified by Tokyo (ninsho hoikusho)) to a licensed nursery school, they should make a new application instead of a transfer application.
8	First-time admission	Page 20	A type of admission, applicable when a child who is not enrolled in a licensed nursery school as of the 1st day of the enrollment month enters a licensed nursery school.
9	Childcare fee (borne by users)	Page 23	Childcare fees when using licensed nursery schools, etc.
10	Unlicensed childcare facilities	Page 34	Childcare facilities other than licensed childcare facilities such as licensed nursery schools, centers for early childhood education and care, and municipal-level childcare services, which are registered to prefectural governments or municipalities.
11	Certificate of benefits for the use of facilities for child-rearing *In this booklet, it refers to the Type 2 and Type 3 certification.	Page 34	Certification necessary to receive benefits for early childhood education/childcare on a free-of-charge basis when using nursery schools and unlicensed childcare facilities.
12	Offers free early childhood education and childcare.	Pages 35-39	These projects have been implemented since October 1, 2019. They make early childhood education and childcare free of charge to subsidize the usage fee of childcare facilities for parents and guardians who are making use of a benefits program (if their child is enrolled in an Age 3 to 5 or an Age 0 to 2 class in households which are exempt from the municipal resident tax, and they have received a certificate of benefits for the use of facilities for child rearing (Type 2 and Type 3 certification)) *Please see the Minato City official website for more details.

# FY2024 Nursery School Enrollment Application Document Check Sheet

**Please note the application deadline.**  
 Please submit the documents by postal mail or electronically.  
 If any documents are missing, your application cannot be accepted. Please be especially careful when applying by postal mail or electronically.

## Please make sure you have all the documents before applying.

(Please use a black ink pen or black ballpoint pen. Do not use an erasable pen. The use of correction fluid or tape (white-out) is not allowed.)

### 1. Documents that must be submitted by all applicants.

- ① Application for Children's Education and Nursery Benefits, Nursery School Enrollment Application Form, Child Health Declaration Form
  - ※ You can find filled-in examples on the Minato City official website. Please scan the QR code to access the website.
  - All pages are filled out.
  - I have confirmed that the Nursery code and my desired nursery are the same.
  - I have checked the column for "Shogaisha Techo (certificate of the disabled) and status of receipt of certificate of receipt of specific medical expenses (designated intractable disease)" for the applicant and his/her spouse.
  - Anyone applying as a sibling has checked their selection of their desired conditions.
- ② Confirmation of FY2024 application for licensed nursery schools, etc.
  - I have checked the necessary items.
  - The parents have signed the reverse side as guardians.
  - (Only for those planning to return to work) I have checked the columns of "Consent to Return to Work" and signed the form.

① Filled-in examples



### 2. Documents to prove the need for childcare (Please check page 8 (2).)

※ These are necessary for both parents, and any cohabitants aged 18-64.

Situation		Applicable person	Documents to be submitted
Worker (those who have a provisional job offer) (Including those who plan to return to work from maternity leave and childcare leave)		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> Certificate of employment (issued within 3 months of the deadline)
Attached documents of those who work (Applicable person only)	Those who work at more than 2 places	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> Certificates of employment from all workplaces
	Executive/self-employed business owner Domestic employee Family employee	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> Document showing the actual content of work <input type="checkbox"/> Document showing income
	Those who have changed jobs within the last three months (Only those who had less than one month between their current and previous job positions.)	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> Documents that can show your previous employment record (actual working days/work hours/salary payment records for the last three months before leaving the company) and the date of resignation
Those who will give birth		<input type="checkbox"/> Mother	<input type="checkbox"/> A photocopy of the cover of your maternal and child health handbook and the page where you can see the date of childbirth expected. ※ In the case of multiple births, the number of babies
People with illness		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> A photocopy of your medical certificate (issued within 3 months of the deadline) (Specific descriptions of the time of onset, the period of treatment or the frequency of hospital visits, and the condition that makes childcare difficult.)
People with disabilities		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> A photocopy of your Shogaisha Techo (certificate of the disabled) (only for residents outside Minato City)
Those who are nursing or caring		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> A copy of a Kaigo-Hokensho (long-term care insurance certificate), or Shogaisha Techo (certificate of the disabled) (only for those who live outside Minato City), or either of the medical certificates of the care-receiver or care-giver. <input type="checkbox"/> Time Schedule <input type="checkbox"/> Documents confirming the actual state of care/nursing
Those who are looking for a job		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> Copy of Hello Work acceptance slip
Those who are in school (have an offer to enter a school)		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other	<input type="checkbox"/> Certificate of study (offer) issued within 3 months of the deadline

### 3. Other necessary documents

Please check (4) "Other Documents" on page 9 and submit any applicable documents.

If your child attends an unlicensed childcare facility or is being cared for by a babysitter, etc. (including cases where the child is looked after by relatives, etc.)	<input type="checkbox"/> A photocopy of the certificate of acceptance [DL] (or a photocopy of the contract (parts concerning the enrollment to the non-licensed nursery school) and a photocopy of a receipt for your childcare fee for one month) * When more than one childcare service is used, please submit the photocopies of all documents for each of the services.
If you are a single parent	<input type="checkbox"/> A copy of a document confirming that you are a single parent (Koseki Tohon (copy of family register), etc.) * Not required if you are receiving a child-rearing allowance in Minato City.
If your child's sibling is scheduled to enter or is enrolled in a private kindergarten, etc., and you have received a certificate of benefits for the use of facilities for child-rearing (Type 2 or Type 3)	<input type="checkbox"/> A photocopy of your certification for Benefits for The Use of Facilities for Child Rearing (only for those who live outside Minato City) * If you plan to apply for certification you will need a pledge designated by the City.
If a person who lives with your family is under the age of 18 and has received a Shogaisha Techo (Certificate of the Disabled)	<input type="checkbox"/> A photocopy of his/her Shogaisha Techo (certificate of the disabled) (only for those who live outside Minato City) * Valid until the first March 31 after the day he/she turns 18.
If you have a job offer as a nursery teacher or a nurse at a childcare facility (including in the case that you plan to return to work)	<input type="checkbox"/> Pledge <input type="checkbox"/> Copy of Certificate of Entitlement
If you plan to move to Minato City	<input type="checkbox"/> Documents confirming the Individual Number of all household members <input type="checkbox"/> Consent Form <input type="checkbox"/> Copy of rental agreement or trade agreement (with address, delivery date, and contractor's name) <input type="checkbox"/> If you have a Shogaisha Techo (certificate of the disabled) or a certificate of receipt of specific medical expenses (designated intractable disease), you will need a photocopy of each document
Applications for children with disabilities or illnesses, children who are using medical treatment facilities / developmental support facilities, and children for whom there is concern regarding developmental delay	Please see page 12 for details.
Those who are not registered as resident in Japan as of January 1, 2023 or January 1, 2024 (Resident overseas, embassy personnel)	<input type="checkbox"/> If you had income overseas in 2022 or 2023 <input type="checkbox"/> Annual income declaration form (for 2022 and 2023) <input type="checkbox"/> Documents certifying income, expenses and deductions
Those who are not registered as resident in Japan as of the date of the application deadline	<input type="checkbox"/> Official ID verification documents such as passports (for all household members)

If there are no deficiencies in any of the documents, please apply.

We will not be able to respond to telephone inquiries to confirm the arrival of your postal mail application or electronic application.

We are not responsible for any delays or non-arrival of documents caused by postal accidents, etc.