

# On-campus Nursery Application Guide (from April 2024)

## *Kawauchi Keyaki Nursery School & Aobayama Midori Nursery School*

In April 2022, Kawauchi Keyaki Nursery School entered a transition period, shifting from a non-registered childcare facility to an on-site Sendai City municipal-level childcare facility (i.e. a nursery school for children between 0 and 2 years old). Children aged 3 to 5 will continue to be able to attend the nursery until this period comes to an end in 2025. Please also be aware that the childcare fees will be set by Sendai City (with a maximum amount set by the university).

### **Eligibility**

Tohoku University employees and students who are deemed to require childcare assistance due to the nature of their jobs/studies and have healthy preschool children over two months are welcome to apply.

Applications are not taken for children not yet born.

### **Availability**

※Please note that applications for certain age groups may not be accepted due to the continued enrollment of students from the 2023 school year.

#### **Kawauchi Keyaki Nursery School**

**Children between 0 and 2 years of age: a few spots are available**

※Your child's enrollment will end when they graduate from the 2-year-old class. If there is a vacancy in the 3- to 5-year-old class at that time, you may apply for enrollment in the 3- to 5-year-old class (until the 2025 academic year).

**Children between 3 and 5 years of age: a few spots are available** ※May be enrolled until 2025

#### **Aobayama Midori Nursery School**

**Children between 0 and 5 years of age: a few spots are available**

Under 1:	Born after April 2, 2023
1-year-olds:	Born April 2, 2022 – April 1, 2023
2-year-olds:	Born April 2, 2021– April 1, 2022
3-year-olds:	Born April 2, 2020– April 1, 2021
4-year-olds:	Born April 2, 2019– April 1, 2020
5-year-olds:	Born April 2, 2018– April 1, 2019

### **Application Submission Deadline & Procedure**

The deadline is Friday, January 19, 2024.

Please use the following Google Form: <https://forms.gle/DikwHicUiVTUbiUt9>

## Necessary Application Documents

- (1) Application form (Form 1, attached)
- (2) Documents that confirm childcare is required in your situation. (Both applicant and spouse are required to submit individual documentation.)

Category		Required Documentation
Employees	Full-time employees of Tohoku University (no fixed term)	None
	Full-time employees of Tohoku University (fixed term) Part-time employees of Tohoku University (annual contract)	<input type="checkbox"/> Notice of Working Conditions (photocopy)
	One parent: employed by Tohoku Uni. Spouse: employed elsewhere	<input type="checkbox"/> Proof of Employment from the employer of the spouse not employed by Tohoku University
	Co-living with grandparent(s) who are under the age of 65 and still working	<input type="checkbox"/> Proof of Employment from the employer of the grandparent not employed by Tohoku University
	Students who are parents/guardians and commute to the university, graduate schools, etc.	<input type="checkbox"/> Proof of Enrollment <input type="checkbox"/> Certification for support (教育・保育給 付認定申請書, <i>kyouiku hoiku kyuufu nintei shinseisho</i> , see note below)
JSPS Research Fellowship for Young Scientists employed at Tohoku University (PD,RPD,CPD)		<input type="checkbox"/> Notice of Working Conditions (photocopy)
JSPS Research Fellowship for Young Scientists other than above		<input type="checkbox"/> Notice of receipt of scholarship <input type="checkbox"/> Proof of acceptance by a laboratory <input type="checkbox"/> Certification for support (教育・保育給 付認定申請書, <i>kyouiku hoiku kyuufu nintei shinseisho</i> , see note below)

- (3) Applicants on maternity/childcare leave: Documentation noting the date you will return to work is also necessary, unless your return date is already noted on the Proof of Employment.

※If you intend to return from childcare leave early, please indicate this in the remarks section of the application form.

- (4) A photocopy of the child's most recent health checkup results. (For example, a copy of the page with the child's most recent checkup information from the mother-child health record book.)

(5) A photocopy of the child's health insurance card.

※If you have accepted a job offer but have not begun your term of employment yet, please attach documentation to prove the receipt of a job offer.

※Applicants may be asked to submit additional documentation.

※Please note that submitted documents will not be returned to you.

※The submitted documents will not be used for any purpose other than admission selection and the management of the nursery school.

※You will first be asked to send proof of employment in a PDF format. If your application is successful, you will then be asked to submit an original at the time of your interview. Therefore, please make sure you keep such documentation safe. If there are any discrepancies between the documentation supplied at the time of application and the paperwork that is submitted later, the offer may be rescinded.

### About Certification for Support

(教育・保育給付認定, *kyouiku hoiku kyuufu nintei*)

If you are not employed by the university (for example, you are a graduate student, JSPS scholarship recipient, etc.) or if your spouse is seeking employment, you will need to obtain a certificate to prove this status from your local ward office in Sendai City.

If you apply by December 1st, the certificate will be sent in late January; if you apply on or after December 4th, it will be sent in late February.

If you cannot attach the certificate in time, please attach a copy of your application for the certificate. Then please send us the certificate as soon as you receive it.

(Sendai City website: <https://www.city.sendai.jp/kodomo-kankyosebi/kigyosyudogata.html>)

※Kawauchi Keyaki Nursery School will carry out these procedures at a later date. Therefore, if it is the only nursery school to which you wish to apply, you do not need to acquire the certification for support at this time.

## **Free Early Childhood Education and Nursery Care**

Kawauchi Keyaki Nursery School and Aobayama Midori Nursery School differ in their handling of Free Early Childhood Education and Nursery Care. **Temporary childcare is not provided free of charge.**

### ● **Kawauchi Keyaki Nursery School (on-site, municipal-level childcare facility from April 2022)**

#### **Target Groups**

1. All children who are 3 to 5 years of age
2. Children between 0 and 2 years of age from municipal tax-exempt households (including the children of guardians, as designated by the Livelihood Protection Law, and the children of foster parents, as designated by the Child Welfare Act)

#### **Tuition**

Fee for use of childcare services: **0 yen**

※Lunch and **extended hour childcare** are **not provided free of charge**. However, depending on family circumstances, there are exemptions for lunch fees. (This matter is decided by the municipality in which you live.)

### ● **Aobayama Midori Nursery School (a private childcare facility)**

#### **Target Groups**

- (1) The applicant is a faculty member (including faculty at the Miyagi University of Education)
  1. All children who are 3 to 5 years of age
  2. Children between 0 and 2 years of age from municipal tax-exempt households (including the children of guardians, as designated by the Livelihood Protection Law, and the children of foster parents, as designated by the Child Welfare Act)
- (2) The applicant or their spouse is not employed by the university, but is a student, research fellow, etc.
  1. Children who are 3 to 5 years of age, for whom you have obtained a municipal childcare Approval Certificate (Type 2 or 3)
  2. Children between 0 and 2 years of age from municipal tax-exempt households (including the children of guardians as designated by the Livelihood Protection Law and of foster parents as designated by the Child Welfare Act), for whom you have obtained a municipal childcare Approval Certificate (Type 2 or 3)

※Individuals who fall under Target Group (2) must attach documentation that proves their municipal tax exemption to their application.

#### **Tuition**

Fee for use of childcare services: **0 yen**

※Lunch and **extended hour childcare** are **not provided free of charge**.

## 1. Overview

	<b>Kawauchi Keyaki Nursery School (Classes for children 0-2 years old)</b>	<b>Aobayama Midori Nursery School (Classes for children 0-5 years old)</b>
Facility Type	Sendai City municipal-level childcare services: on-site childcare facility	Private childcare services: Unlicensed childcare facility
Location	On the west side of the Namboku subway line's Kawauchi Station By the Center for International Exchange	On the south side of the Namboku subway line's Aobayama Station
Facility	Single-story building Floor space: 199.53 m <sup>2</sup> (including the playground: 241 m <sup>2</sup> ) Parking space available for drop-off & pick-up	Aobayama Midori Welfare Facilities: 3rd & 4th floors 3F: 818.09 m <sup>2</sup> , 4F: 320 m <sup>2</sup> Exclusive 4F rooftop play area Parking space available for drop-off & pick-up
Capacity	22 (6 from the municipality)※1	116
Target User Groups	Tohoku University employees, students, etc., local residents	Tohoku University employees, students, etc.
Child Age	Preschoolers between two months and two years old ※	Preschoolers two months and older
Contractor	Art Childcare Corporation	Art Childcare Corporation

※1: Childcare for children 3 to 5 years of age is also available during the transition period, which ends in 2025.

## 2. Days & Hours

Days	Monday – Saturday Excluding public holidays and December 29 – January 3		
Hours	Regular childcare:	8 a.m. – 7 p.m.	
	Extended-hour childcare: ※ <b>Not available on Saturdays at either facility</b>	Kawauchi Keyaki Nursery School	Aobayama Midori Nursery School
		7 p.m. – 8 p.m. <b>Reservation required</b> 2 weeks prior to requested day(s)	7:30 – 8 a.m., 7 – 8 p.m. 7:30 – 8 a.m., 7 – 10 p.m. <b>Reservation required</b> by 25th of month preceding requested day(s)
	Temporary childcare:	N/A	8 a.m. – 7 p.m. <b>Reservation required</b> 2 weeks prior to requested day(s)

### 3. Childcare Fees (deducted from your monthly salary in principle)

		Kawauchi Keyaki Nursery School	Aobayama Midori Nursery School	
		For employees	For those eligible for free childcare	For those <b>not</b> eligible for free childcare
	Age			
Regular childcare	Under 12 months	The municipality in which you live determines the fee amount. However, as determined by Tohoku University, the upper limit is <b>¥37,100/month</b> . ※Meal fees included	<b>¥0</b> ※Meal fees included	<b>¥37,100/month</b> ※Meal fees included
	1–2	The municipality in which you live determines the fee amount. However, as determined by Tohoku University, the upper limit is <b>¥37,100/month</b> . ※Meal fees included		<b>¥37,000/month</b> ※Meal fees included
	3	Childcare usage fee: ¥0 Main meal fee: ¥1,000 Extra meal fee: ¥4,500 <b>Total: ¥5,500/month</b>	Usage fee: ¥0 Main meal fee: ¥1,000	Usage fee: ¥26,600 Main meal fee: ¥1,000 Extra meal fee: ¥4,500 <b>Total: ¥32,100/month</b>
	4–5	※You may be exempted from paying this amount depending on the municipality in which you live.	Extra meal fee: ¥4,500 <b>Total:¥5,500/month</b>	Usage fee: ¥23,100 Main meal fee: ¥1,000; Extra meal fee: ¥4,500 <b>Total: ¥28,600/month</b>
Extended-hour childcare (reservation required) ※Monthly contract		7 p.m. – 8 p.m. First child: <b>¥3,000/month</b> Each additional child: <b>+ ¥1,500/month</b>	7:30 – 8 a.m. & 7 – 8 p.m.: <b>¥4,000/month</b> 7:30 – 8 a.m. & 7 – 10 p.m.: <b>¥8,000/month</b>	
		<b>¥300/~30 min.</b>		
Temporary childcare (reservation required)		<b>¥400/~30 min.</b>		

※Childcare fees are based on the child's age, which is considered their age on the day before the first day of the school year.

## **Notes on the handling of fees during a period of absence, or in cases when a child is enrolled or withdrawn midway through the month:**

Childcare usage fees: No exemptions

Meal fees (main meals and extra meals): Exemptions available

Children who do not attend the nursery for an entire month: Full exemption

Children who do not attend a single day between the 1st-15th of the month: Half-price exemption

Children who do not attend a single day between the 16th and the last day of the month: Half-price exemption

※The corresponding fee for meals for 0 to 2-year-old children is ¥4,500. However, if the childcare fee is pro-rated based on the day of admission or withdrawal from Kawauchi Keyaki Nursery School, the fee amount allotted for school lunch will not be reduced.

※It is necessary to submit the proper notification when you intend to take your child out of the nursery for a period of time (in such cases, at least one month prior), and when you intend for your child to return (at least two weeks prior). Please note that if you do not submit such notification, you will not be exempted from paying fees.

※To be exempted from paying the school lunch fee during a period of absence, the notification form must be submitted prior to the payment of childcare fees.

## **4. Enrollment Screening**

The selection and screening process to be admitted will be conducted in accordance with the criteria established by the Kawauchi Keyaki Nursery School and Aobayama Midori Nursery School Management Committees. In order to confirm that there are no potential issues to entering the nursery schools' group childcare environment, it may be necessary to submit a certificate from a pediatrician or a physician regarding any health concerns related to entering collective childcare.

An interview will be conducted by a nursery school teacher after a tentative enrollment offer has been made. There is a possibility that a tentative offer may be rescinded if a smooth enrollment seems difficult based on the interview.

※If the number of applications exceeds a nursery school's capacity, it will not be possible to accommodate all applicants' desired start date for their child. Those who wish to enter the nursery school will be registered and informed as soon as a vacancy arises. Please note that places are not offered on a first-come first-served basis. In addition, **registration is valid for one fiscal year only.**

### **During the interview, please consult with the nursery teacher about the following:**

- Transitioning into childcare

Full daycare will not commence from the child's first day. Rather, the amount of time your child spends at the nursery school will increase gradually. Depending on the individual child, this transition process may take up to two weeks.

- Allergy considerations

As meals and snacks are prepared in the nursery school's lunchroom, you may have to supply a substitute meal (ex. a packed lunch) depending on the menu.

※Even if you supply a substitute meal, there will be no adjustment made to associated fees.



## 5. Additional Notes

- (1) If there are any changes to the information you noted on the application form, please promptly submit a Family Status Change Notice (Form 5) to the nursery school. The nursery school will then pass it on to the Human Resources and Planning Department's Human Resources and Planning Division.
- (2) When withdrawing your child from the nursery or taking your child out for an extended period of time, please submit a Withdrawal Notice (Form 6) or a Notice of Absence (Form 7) to the nursery school at least a month in advance in principle. The nursery will pass it on to the Human Resources and Planning Department's Human Resources and Planning Department.

When the child is due to return to school, please submit a Return Notice (Form 8) at least two weeks in advance to the nursery school. The nursery school will pass it on to the Human Resources and Planning Department's Human Resources and Planning Department.

\*A child who is absent from Kawauchi Keyaki Nursery School for more than 2 months, or from Aobayama Midori Nursery School for more than 6 months, will be considered to have been withdrawn.

- (3) During maternity leave for another child, your eldest child may attend the nursery school.
- (4) Your child(ren) can continue attending until the last day of the month during which your youngest child turns 1, as long as you first apply for continued enrollment and receive approval from the municipality in which you live. (If your newborn's birthday is on the first of the month, your other child(ren) can continue attending until the last day of the previous month, as long as your application is approved by your municipality.)

If your youngest child is on a waiting list at the time of their 1st birthday, applications to extend this period by up to 6 months are permitted. (If they are on a waiting list when they turn 18 months old, this period can be extended for another 6 months).

- (5) Childcare fees are, in principle, paid for and deducted from your salary.
- (6) The current situation and needs of the parents/guardians of each child and their admission status is carried out every school year.

**3- to 5-year-olds can attend Kawauchi Keyaki Nursery School during its transition period (until 2025).**

- (7) Kawauchi Keyaki Nursery School is required to separately submit documentation to Sendai City after your interview. The childcare fees will be determined by Sendai City (the maximum amount is specified in the third section entitled 'Childcare Fees').

If you have any questions, please refer to the contact formation below.

Nursery Service Coordinator Human Resources and Planning Division, Human Resources and Planning Department Tel: 022-217-4811 Email: hoiku@grp.tohoku.ac.jp
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