On-campus Nursery Application Guide (from April 2027)

Kawauchi Keyaki Nursery School & Aobayama Midori Nursery School

1. Eligibility 1
2. Available Classes & Age Groups 1
3. Nursery School Overview 2
4. Regular Childcare 3
5. Extended-hour Childcare and Temporary Childcare 4
6. Childcare Fee Exemption Programs 5
7. Nursery Enrollment Application Procedures 8
8. Enrollment Screening 11
9. Additional Notes 12
10. Contact Information 12

1. Eligibility

Infants and young children who have a parent or guardian who is a faculty member, staff member, or student at Tohoku University, who can participate in group childcare without difficulty, and who are deemed to require childcare due to their parent's or guardian's work, studies, or other circumstances.

Applications are not taken for children not yet born.

Kawauchi Keyaki Nursery School	**From the age of two months until the first March 31 following the child's third birthday**
Aobayama Midori Nursery School	From the age of two months until the beginning of elementary school

2. Available Classes & Age Groups

※Please note that applications for certain age groups may not be accepted due to the continued enrollment of students from the 2026 school year.

Available Classes

Kawauchi Keyaki Nursery School	0 ***saiji*** class – 2 ***saiji*** class
Aobayama Midori Nursery School	0 *saiji* class – 5 *saiji* class

Age Range by Class (Date of Birth)

0 *saiji* class	Born after April 2, 2026
1 *saiji* class	Born April 2, 2025– April 1, 2026
2 *saiji* class	Born April 2, 2024– April 1, 2025
3 *saiji* class	Born April 2, 2023– April 1, 2024
4 *saiji* class	Born April 2, 2022– April 1, 2023
5 *saiji* class	Born April 2, 2021– April 1, 2022

※If no places are available, you may register for the waiting list for the 2027 academic year only.

3. Nursery School Overview

Tohoku University operates two nursery schools: Kawauchi Keyaki Nursery and Aobayama Midori Nursery. Please note that the information on childcare fees, childcare fee exemptions, and necessary application documents differs between the two nurseries. Please refer to the section for the nursery you are interested in.

Kawauchi Keyaki Nursery School: As Sendai City sends notifications to the university directly, many procedures, including those related to childcare fee exemptions and obtaining a Certification for Support, are not required.

Aobayama Midori Nursery School: Depending on circumstances, parents and guardians may need to complete various procedures themselves.

	Kawauchi Keyaki Nursery School (Classes for 0-2 *saiji* children)	**Aobayama Midori Nursery School (Classes for 0-5 *saiji* children)**
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 Tozai Subway line's Kawauchi Station （Kawauchi-Kita Campus）	On the south side of the Tozai Subway line's Aobayama Station （Aobayama New Campus）
Facility	Single-story building Floor space: 199.53 m^2 (including the playground: 241 m^2) Parking space available for drop-off & pick-up 	Aobayama Midori Welfare Facilities: 3rd & 4th floors 3F: 818.09 m^2, 4F: 320 m^2 Exclusive 4F rooftop play area Parking space available for drop-off & pick-up 
Capacity	22 (6 from the municipality)	116
Target User Groups	Tohoku University employees, students, etc., local residents	Tohoku University employees, students, etc.
Child Age	From the age of two months until the first March 31 following the child's third birthday	Preschoolers two months and older
Contractor	Art Childcare Corporation	Art Childcare Corporation

4. Regular Childcare

Days of Operation: Monday – Saturday
Excluding public holidays and December 29 – January 3

Childcare Hours: 8:00 a.m. – 7:00 p.m.

Childcare Fees: In principle, childcare fees are deducted from your salary. The fees are as follows.
For information on childcare fee exemptions, please refer to Section 6, 'Childcare Fee Exemption Systems'.

<table>
<tr><th rowspan="2">Class</th><th rowspan="2">Kawauchi Keyaki Nursery School</th><th colspan="2">Aobayama Midori Nursery School</th></tr>
<tr><th>Childcare Fee Exemption Applicable</th><th>Childcare Fee Exemption Not Applicable</th></tr>
<tr><td>0 saiji class</td><td>The municipality in which you live determines the fee amount. As determined by Tohoku University, the upper limit is ¥37,100/month</td><td rowspan="2">¥0</td><td>¥37,100/month</td></tr>
<tr><td>1 and 2 saiji classes</td><td>The municipality in which you live determines the fee amount. As determined by Tohoku University, the upper limit is ¥37,000/month</td><td>¥37,000/month</td></tr>
<tr><td>3 saiji class</td><td>–</td><td rowspan="2">Usage fee: ¥0
Main meal fee: ¥1,000
Extra meal fee: ¥4,500
Total: ¥5,500/month</td><td>Usage fee: ¥26,600
Main meal fee: ¥1,000
Extra meal fee: ¥4,500
Total: ¥32,100/month</td></tr>
<tr><td>4 and 5 saiji classes</td><td>–</td><td>Usage fee: ¥23,100
Main meal fee: ¥1,000
Extra meal fee: ¥4,500
Total: ¥28,600/month</td></tr>
</table>

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

💡 For children in the 3–5 *saiji* classes, please refer to the 'Childcare Fee Exemption Available' column.

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:

For children in the 3–5 saiji classes, childcare fees consist of "childcare usage fees" and "meal fees (main meals and extra meals).

◆Childcare usage fees

There are no exemptions for childcare usage fees even during a period of absence, or in cases when a child is enrolled or withdrawn midway through the month. However, at Kawauchi Keyaki Nursery School only, if a child enrolls in or leaves the nursery midway through the month, the childcare fees will be reduced on a prorated

basis.

◆Meal Fees

Exemptions available depending on the following conditions. The equivalent meal fees for children in the 0–2 saiji classes is ¥4,500 per month.

・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

However, at Kawauchi Keyaki Nursery School, if childcare fees are reduced when a child enrolls in or leaves the nursery, the equivalent meal fees will not be reduced in addition.

◆Procedures and Refunds

For procedures regarding absence or leaving, please refer to page 9. Please note that exemptions will not apply if the required notifications (a notification about the absence, a notification about returning, and a notification about leaving) are not submitted. Also, once childcare fees have been collected, they will not be refunded even if a notification about absence or leaving is submitted afterward.

5. Extended-hour Childcare and Temporary Childcare

Extended-hour Childcare (reservation required)

Kawauchi Keyaki Nursery School	Hours of Use	Childcare Fees
Monthly Use	7:00 – 8:00 p.m.	First child: ¥3,000/month Each additional child: ¥1,500/month
Pay-per-use	7:00 – 8:00 p.m.	¥300/~30min

Application Deadline: At least two weeks before the planned date of use

Aobayama Midori Nursery School	Hours of Use	Childcare Fees
Monthly Use	7:30 – 8:00 a.m. & 7:00 – 8:00 p.m.	¥4,000/month
	7:30 – 8:00 a.m. & 7:00 – 10:00 p.m.	¥8,000/month
Pay-per-use	7:30 – 8:00 a.m. & 7:00 – 10:00 p.m.	¥300/~30min

Application Deadline: By the 25th of the month before the intended month of use

Temporary childcare (reservation required) ※ Only if the nursery has available spaces.

	Hours of Use	Childcare Fees
Kawauchi Keyaki Nursery School	N/A	
Aobayama Midori Nursery School	8:00 a.m. – 7:00 p.m.	¥400/~30 min.

Application Deadline: At least two weeks before the planned date of use

6. Childcare Fee Exemption Programs

There are two different childcare fee exemption programs. Kawauchi Keyaki Nursery School and Aobayama Midori Nursery School are classified as different types of childcare facilities, so the eligibility requirements and application procedures differ. Please check the information applicable to the nursery you are using.

※*Temporary childcare, extended-hour childcare, and meal fees are not covered by either exemption program.*

Nursery School	**Program 1** Free Early Childhood Education and Care (National Government Program)	**Program 2** Childcare Fee Exemptions for Second and Subsequent Children (A Sendai City Program)
Kawauchi Keyaki Nursery School （*Sendai City chiikigata-hoikujigyou*）	Not required	Not required
Aobayama Midori Nursery School （*kigyou-shudougata-hoikujigyou*）	Documents required for some applicants	**Refunded directly to parents by Sendai City** **Application to Sendai City required** (Multiple-Child Household Benefit Certification, etc.)

Program 1

Free Early Childhood Education and Care (National Government Program)

●Kawauchi Keyaki Nursery School

Eligibility	Children from households exempt from municipal tax (including public assistance recipients and children in foster care)
Procedure	No Application Required

●Aobayama Midori Nursery School

User Category	Eligibility	Procedure
Faculty and Staff (including those at the Miyagi University of Education)	**3–5 *saiji* classes:** All Children	No Application Required
	0–2 *saiji* classes: Children from households exempt from municipal tax (including public assistance recipients and children in foster care)	Submit **a document certifying municipal tax-exempt status** by the time of the interview.
Parents who are both not employed by the university (e.g., students)	**3–5 *saiji* classes:** Holders of Certification for Support (Category 2)	Submit the **Certification for Support** (教育・保育給付認定証, *kyouiku hoiku kyuufu ninteishou*) by the time of enrollment.
	0–2 *saiji* classes: Residents of households exempt from municipal tax (including public assistance recipients and foster parents) who hold Certification for Support (Category 3)	Submit a **document certifying municipal tax-exempt status by the time of the interview** and the **Certification for Support** (教育・保育給付認定証, *kyouiku hoiku kyuufu ninteishou*) by the time of enrollment.

※Please refer to page 9 for information about Certification for Support(教育・保育給付認定, *kyouiku hoiku kyuufu nintei*).

Program 2

Childcare Fee Exemption for Second and Subsequent Children (A Sendai City Program)

Starting in September 2026, childcare fees for second and subsequent children aged 0–2 have been waived.

Reference: Sendai City Official Website
https://www.city.sendai.jp/nintechosa/kurashi/kenkotofukushi/kosodate/hoikuryo_r08.html

●Kawauchi Keyaki Nursery School（*Sendai City chiikigata-hoikujigyou*）

Eligibility	Both the parent(s) and child must be registered as residents of Sendai City.
Application Procedures	No application required (Sendai City will notify the university directly).
How to Receive the Benefit	Childcare fees will automatically be reduced to ¥0.

●Aobayama Midori Nursery School（*kigyou-shudougata-hoikujigyou*）

⚠️ Unlike Kawauchi Keyaki Nursery, parents/guardians must submit the application themselves.

Eligibility Requirements (All of the following conditions must be met)

(1) Both the parent(s) and child must reside in Sendai City and be registered residents.
(2) The child must be under 3 years old as of April 1, 2027.
(3) Both parents must meet the eligibility requirements for childcare.
(4) The child must be the second or subsequent child in the same household.
(5) The child must not be receiving a fee exemption under the national government program (Program 1).

Application and Benefit Receipt Process

1. Online Application (to Sendai City)
2. Notification of Certification
3. Payment of Childcare Fees (to the university)
4. Request for Receipt Issuance (to the university upon receiving notice from Sendai City)
5. Send a Reimbursement Claim every 3 Months (from Sendai City)
6. Direct Deposit to Your Account

Application Overview

How to Apply	Sendai Online Application Service See details here: Application Guide
Maximum Monthly Benefits※	0 *saiji*: ¥37,100/month; 1 and 2 *saiji* : ¥37,000/month
How to Receive the Benefits	Submit a reimbursement claim to Sendai City every three months. The benefits will be transferred to your bank account.
Required Documents	Documents certifying the need for childcare (one for each parent)

※If the number of days of childcare used in a month is 15 days or fewer, the benefit amount will also be reduced proportionally.

7. Nursery Enrollment Application Procedures

The following documents are required to apply for enrollment. Both the applicant and spouse must separately prepare documents certifying the need for childcare.

1. Nursery Enrollment Application Form

2. Documents Certifying the Need for Childcare

■Applicant

Category	Required Documentation
Full-time employees of Tohoku University (no fixed term)	None
Full-time employees of Tohoku University (fixed term) Part-time employees JSPS Research Fellows employed by the university	Notice of Working Conditions (photocopy)
JSPS Research Fellows (not employed by Tohoku University) JSPS International Research Fellows	Proof of acceptance by the laboratory or other hosting department Copy of the Certification for Support (*教育・保育給付認定証, kyouiku hoiku kyuufu ninteishou* (see below)
Undergraduate or graduate student at Tohoku University	Certificate of Enrollment Copy of the Certification for Support (*教育・保育給付認定証, kyouiku hoiku kyuufu ninteishou* (see below)

■Spouse

Category	Required Documentation
Tohoku University faculty and staff, etc.	Same as the applicant
Individuals employed by a general employer	Certificate of Employment
self-employed individuals	Certificate of Employment Copy of the Certification for Support (*教育・保育給付認定証, kyouiku hoiku kyuufu nintei shinseishou* (see below)
Individuals seeking employment	Copy of the Certification for Support (*教育・保育給付認定証, kyouiku hoiku kyuufu nintei shinseishou* (see below)
Students (including those enrolled at other universities)	Proof of Enrollment Copy of the Certification for Support (*教育・保育給付認定証, kyouiku hoiku kyuufu ninteishou* (see below)

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 student) or your spouse is seeking employment or is self-employed, you must obtain certification for childcare services (known as 'Certification for Support') from your local municipal government. Residents of Sendai City may complete this procedure at their respective ward office.

Certificate Issuance Schedule (For Sendai City)

Application Period	Certificate Mailing Date
Applications submitted by the end of November	Late January
Applications submitted from December until about February 5	Late February

If you have not received your Certification for Support by the time you submit your nursery school application, please attach a copy of the receipt bearing the ward office's stamp (教育・保育給付認定申請書（受領印付）の写し, *kyouiku hoiku kyuufu nintei shinseisho (juryou shirushi-tsuki) no utsushi*), which was returned to you when you submitted the Certification for Support Application Form to the ward office. Once you receive the certificate, please submit a copy of it separately.

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

※If you are applying for Kawauchi Keyaki Nursery School only, you do not need to obtain the required documentation at the time of application. (The necessary procedures will be handled via the nursery school at a later date.)

3. A photocopy of the child's health checkup results. (For example, a copy of the page with the child's most recent checkup information in the Maternal and Child Health Handbook)

4. A document confirming the child's date of birth (e.g., a copy of the page showing the date of birth in the Maternal and Child Health Handbook).

Individuals on Childcare Leave

If you are on childcare leave at the time of application, you must submit documentation confirming your scheduled return-to-work date (unless the date is already stated in your Certificate of Employment), such as a personnel transfer notice indicating your childcare leave period.

Nursery School	Eligible enrollment date
Kawauchi Keyaki Nursery School	Available starting one month prior to returning from childcare leave.
Aobayama Midori Nursery School	Available starting two weeks prior to returning from childcare leave.

If you are able to return to work earlier than the scheduled end of your childcare leave, please indicate this in the remarks section of the application form.

* If you have been offered a job but have not yet started working, please submit a certificate showing that you are expected to start employment.

* To ensure that your child can safely participate in group childcare at the nursery, you may be asked to submit a medical certificate issued by a pediatrician or physician stating any health-related considerations or precautions necessary for your child to participate in group childcare.
* Please note that submitted documents will not be returned.
* Submitted documents will be used solely for the purpose of determining nursery school admission and for nursery school administration.

Application Submission Deadline & Procedure

The deadline is Friday, January 15, 2027.
Please use the following Google Form: https://forms.gle/BLJzc5Ht8yCvVB2c6

If the number of applications exceeds the available capacity, applicants will be placed on the waiting list, and admission selection will be conducted as soon as a vacancy becomes available. Please note that admission is not granted on a first-come, first-served basis. **Waiting list registrations are valid for the current fiscal year only.**

8. 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.

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 enrollment appears difficult based on the interview.

During the interview, please consult 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.

- Meals (Allergy Considerations / Halal Food)

  We do not provide Halal-certified food. We can only remove specific items from the menu if they can be easily taken out. If removing these items means we cannot provide a complete meal, please prepare a substitute meal, such as a packed lunch or snacks.

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

9. 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 DEI Promotion Section mentioned below.

(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 DEI Promotion Section mentioned below. When the child is due to return to school, please submit a Return Notice (Form 8) at least two weeks in advance.

***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 no longer be enrolled.**

(3) During maternity leave for a second or subsequent child, your eldest child may attend the nursery school.

(4) Regarding usage during childcare leave, as a general rule your child(ren) can continue attending until the last day of the month that includes the day preceding your youngest child's first birthday, as long as you first apply for continued enrollment and receive approval. 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 may be permitted. (If they are on a waiting list on the day 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) A confirmation of the current situation and needs of the parents/guardians of each child and their admission status is carried out every school year.

10. Contact Information

DEI Promotion Section
Human Resources and Planning Division
Human Resources and Planning Department
Tohoku University Administration Bureau
Tel: 022-217-4811
Email: hoiku@grp.tohoku.ac.jp