On-campus Nursery Application Guide (from April 2026)

Kawauchi Keyaki Nursery School & Aobayama Midori Nursery School

Eligibility

Tohoku University employees and students who are deemed to require childcare assistance due to the nature of their jobs/studies and have nursery school children who can act in a group are welcome to apply.
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

Availability

※Please note that applications for certain age groups may not be accepted due to the continued enrollment of students from the 2025 school year.

●Kawauchi Keyaki Nursery School
Children between 0 and 2 years of age: a few spots are available

●Aobayama Midori Nursery School
Children between 0 and 5 years of age: a few spots are available

Under 1 olds class:	Born after April 2, 2025
1-year-olds class:	Born April 2, 2024– April 1, 2025
2-year-olds class:	Born April 2, 2023– April 1, 2024
3-year-olds class:	Born April 2,2022– April 1, 2023
4-year-olds class:	Born April 2,2021– April 1, 2022
5-year-olds class:	Born April 2, 2020– April 1, 2021

Application Submission Deadline & Procedure

The deadline is Friday, January 16,2026.
Please use the following Google Form: https://forms.gle/RHJww3HuTPFpzvPFA

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)	❑ Notice of Working Conditions (photocopy)
	One parent: employed by Tohoku Uni. Spouse: employed elsewhere	❑ 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	❑ 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.		❑ Proof of Enrollment ❑ Certification for support (教育・保育給付認定申請書, *kyouiku hoiku kyuufu nintei shinseisho,* see note below)
JSPS Research Fellowship for Young Scientists employed at Tohoku University（PD,RPD,CPD）		❑ Notice of Working Conditions (photocopy)
JSPS Research Fellowship for Young Scientists other than above		❑ Notice of receipt of scholarship ❑ Proof of acceptance by a laboratory ❑ Certification for support (教育・保育給付認定申請書, *kyouiku hoiku kyuufu nintei shinseisho,* see note below)
Spouse who is currently seeking employment or is self-employed		❑ Certification for support (教育・保育給付認定申請書, *kyouiku hoiku kyuufu nintei shinseisho,* see note below)

(3) Applicants on 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.

※Aobayama Midori Nursery School requires parents to return to work within **two weeks after** enrollment.

※Kawauchi Keyaki Nursery School requires parents to return to work within **one month after** enrollment.

If you plan to return from childcare leave earlier than scheduled, 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 copy of the page with the child's date of birth from the mother-child health record book, etc

※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.

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 your spouse is seeking employment or is self-employed, you will need to obtain a certificate to prove this status from your local ward office in Sendai City.

If you apply by December 3rd, 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)**

Target Groups

Children aged 0 to 2 as of April 2nd, 2026 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)

Required procedures

No procedures are necessary as Sendai City will notify Tohoku University.

- **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 aged 3 to 5 as of April 2nd, 2026.

② Children aged 0 to 2 as of April 2nd, 2026 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, JSPS Research Fellowship for Young Scientist, etc.

① Children aged 3 to 5 as of April 2nd, 2026 for whom you have obtained a municipal childcare approval certificate (Type 2 or 3)

② Children aged 0 to 2 as of April 2nd, 2026 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)

Required procedures

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

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

1. Overview

	Kawauchi Keyaki Nursery School (Classes for children 0-2 years old)	**Aobayama Midori Nursery School (Classes for children 0-5 years old)**
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^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	Preschoolers between two months and two years old	Preschoolers two months and older
Contractor	Art Childcare Corporation	Art Childcare Corporation

2. Days & Hours

<table>
<tr><td>Days</td><td colspan="3">Monday – Saturday
Excluding public holidays and December 29 – January 3</td></tr>
<tr><td rowspan="3">Hours</td><td>Regular childcare:</td><td colspan="2">8:00 a.m. – 7:00 p.m.</td></tr>
<tr><td rowspan="2">Extended-hour childcare:
※Not available on Saturdays at either facility</td><td>Kawauchi Keyaki Nursery School</td><td>Aobayama Midori Nursery School</td></tr>
<tr><td>7:00 – 8:00 p.m.

Reservation required 2 weeks prior to requested day(s)</td><td>7:30 – 8:00 a.m., 7:00 – 8:00 p.m.
7:30 – 8:00 a.m., 7:00 – 10:00 p.m.

Reservation required by 25th of month preceding requested day(s)</td></tr>
<tr><td>Temporary childcare:</td><td>N/A</td><td>8:00 a.m. – 7:00 p.m.

Reservation required 2 weeks prior to requested day(s)</td></tr>
</table>

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

<table>
<tr><td rowspan="2"></td><td rowspan="2">Age</td><td>Kawauchi Keyaki Nursery School</td><td colspan="2">Aobayama Midori Nursery School</td></tr>
<tr><td>For employees</td><td>For those eligible for free childcare</td><td>For those not eligible for free childcare</td></tr>
<tr><td rowspan="4">Regular childcare</td><td>Under 12 months</td><td>The municipality in which you live determines the fee amount. However, as determined by Tohoku University, the upper limit is ¥37,100/month.
※Meal fees included</td><td rowspan="2">¥0
※Meal fees included</td><td>¥37,100/month
※Meal fees included</td></tr>
<tr><td>1–2</td><td>The municipality in which you live determines the fee amount. However, as determined by Tohoku University, the upper limit is ¥37,100/month.
※Meal fees included</td><td>¥37,000/month
※Meal fees included</td></tr>
<tr><td>3</td><td rowspan="2"></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>4–5</td><td>Usage fee: ¥23,100
Main meal fee: ¥1,000;
Extra meal fee: ¥4,500
Total: ¥28,600/month</td></tr>
<tr><td colspan="2" rowspan="2">Extended-hour childcare (reservation required)
※Monthly contract</td><td>7:00 – 8:00 p.m.
First child: ¥3,000/month
Each additional child:
+ ¥1,500/month</td><td colspan="2">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</td></tr>
<tr><td colspan="3">¥300/~30 min.</td></tr>
<tr><td colspan="2">Temporary childcare (reservation required)</td><td></td><td colspan="2">¥400/~30 min.</td></tr>
</table>

※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.

(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 '3.Childcare Fees').

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

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