

【Purpose of establishment】**Q1 For what purpose were the University of Tokyo Day Nurseries set up?**

A1 The University of Tokyo (Todai) Day Nurseries were set up to provide daycare services for faculty, staff, and students with small children, and make it easier for them to raise a family while working, doing research, or pursuing studies. They thus improve the work and study environment and enhance gender equality on campus. In accepting children for daily daycare, particular consideration is given to the needs of female researchers (instructors, postdocs, students, etc.).

【Applying for admission】**Q2 I'm a researcher with another national university who comes to a Todai facility regularly to do joint research. Can I enroll my child in Occasional Daycare?**

A2 **NEW!** From April, 2018, collaborative researchers, visiting researchers, part-time lecturers at the University of Tokyo are eligible to apply for the occasional daycare available at the four day nurseries.

Q3 Is daily (or occasional) daycare available to all Todai faculty, staff, and students? And is it better to apply early?

A3 For both daily and occasional daycare, applications are screened by each nursery's steering subcommittee, with the Day Nurseries Steering Committee making the final decision. Not all children can be admitted; a comprehensive assessment has to be made of such factors as the status and employment situation of the applicant and his/her spouse, as well as available spaces. Also, enrollment is not determined on a first come, first served basis or by lot. Please apply when applications are being accepted for the specific period when you want to enroll your child.

Q4 My spouse doesn't currently work but plans to get a job once our child is accepted into daycare. What documentation do I need to attach to the application?

A4 **NEW!** Applicants to the Nurseries should be enrolled at or employed (or have been offered a position) by the University at the time of application. Please only apply for a place at the nursery after obtaining a position at the University. Please note that not all children will be admitted to daycare as shown in **A3** above. Application is accepted for occasional daycare at the four university nurseries even if the spouse is unemployed as long as they are currently looking for employment or applying for university courses from April, 2018. However, the spouse must be employed or enrolled at the university to actually make use of the nursery.

Q5 Our baby is due after the application deadline. Can my application still be accepted?

A5 If you're expecting, your application will be accepted on a provisional basis. Once your baby is born, contact the Day Nursery Section to check what paperwork is needed.

Q6 I'm a special researcher who works 4 days a week, but on non-working days I intend to come to the library to gather materials. Am I eligible to apply for Daily Daycare?

A6 Daily Daycare is intended for full-time faculty, staff, and students, and for short-term employees who work twenty-nine hours (5days) a week or more. If you work four days a week or less, please enroll your child in Occasional Daycare. If you are a foreign national who receives the "Permission to Engage in Activity other than that Permitted under the Visa Status Previously Granted" and is limited to work up to 28 hours per week, please consult with the Nursery Section.

Q7 My wife is expecting our second baby. She doesn't work, but we want to put our oldest child in daycare for the time she'll be unable to look after him/her. Are we eligible to use Occasional Daycare?

A7 Since August, 2010, it became possible to apply for Occasional Daycare only to the duration of hospital stays for birth (Mother includes full-time housewife's case). Use by point where she is not being hospitalized is not admitted.

Q8 My first choice is Komaba Mukunoki Day Nursery and the second is Shirokane Himawari. Should I submit the application to both nurseries?

A8 Please submit the application and the certification to the Nursery Section of the nursery where you choose first.

Q9 I want to enroll my child in Occasional Daycare at two different nurseries by a day of a week. How many applications or certifications are necessary, and where should I submit them?

A9 On registration form, please check both of nurseries that you want to register and submit the form and the certification to the Nursery Section of the nursery where you will use most frequently.

【Visiting a nursery before applying】

Q10 Before applying, can I visit the nursery to see what it's like?

A10 Yes, you can. Please make an appointment in advance with the Nursery Section so that we can arrange a time that won't be disruptive for the children there.

【Period of enrollment】

Q11 Once my child is admitted, will he/she be able to attend until before entering primary school (at Hongo, the end of the academic year after a child turns three) ?

A11 At Todai Nursery Schools, children are accepted for enrollment until March 31. For the next year beginning April 1, current daycare users are screened in the same fashion as new applicants. Depending on number of applications received and other factors, an extension may not be granted, so please be sure to apply to another nursery or daycare as well.

【Admission Results】

Q12 When will I know whether my child has been admitted?

A12 The Day Nurseries Steering Committee convenes around the 20th of the month, and a notice of the result is mailed to your home address about 2 days later.

If your child is provisionally accepted, you will be asked to come with your child for an interview with a member of nursery staff. Final admission is decided on that basis.

【Daycare Fees】

◆ Basic Daycare Fees

Q13 Since I won't enroll my baby right on the first of the month, will Basic Daycare Fees be prorated by number of days?

A13 Basic Daycare Fees are not prorated. You will be charged for the whole month regardless of the day on which you enroll your child.

Q14 Both I and my spouse are enrolled in doctoral programs on scholarships, and we have no other source of income. Will our daycare fees be waived?

A14 **NEW!** In the four UTokyo day nurseries, the basic childcare charges of the regular childcare is based on the household income for the previous year. Please be aware that scholarships, even those which require repayment, are taken as household income.

In addition, any income from part-time jobs, money sent from home and research fellowships from JSPS are also taken as household income. Furthermore, the income of the grandparents who live in the same house may be taken into consideration if the residence tax of the parents are classed as tax-exempt.

Q15 What if suddenly my child has to take a day off due to a fever, for example? Is there a cancellation fee for Extended Daycare and meals?

A15 When you book extended or Saturday daycare, Occasional Daycare, or meals, appropriate staffing and catering arrangements are made in advance. If therefore you cancel after the deadline, you will be charged in full for the services booked. Please check the User's Guide for cancellation deadlines.

Q16 Last year I had a job with a company, but now I have almost no income because I'm enrolled in a doctoral program. Can I get my daycare fees waived?

A16 Basic Daycare Fees are determined based on the previous year's household income. We are unable to accommodate individual circumstances.

◆ **Occasional Daycare Fees**

Q17 I want to enroll my child in Occasional Daycare at two different nurseries. How are advance registration fees charged in that case?

A17 Since you register for Occasional Daycare separately at each nursery, you must pay separate advance registration fees at each nursery as well.

Q18 Does the ¥5,000 advance registration fee for Occasional Daycare have to be paid each year?

A18 The maximum length of enrollment in Occasional Daycare is until the end of the academic year (March 31), but if an extension is granted, no further advance registration fee is required.

Q19 I am enrolled in a doctoral program on a scholarship, and I have no other source of income. Is there a discount available on daycare?

A19 Flat fees are charged for occasional daycare regardless of income. No discounts or the like are available.

【Declining an acceptance】

Q20 I'm also applying to a public daycare center. I probably won't get the results from there until after I get the results from Todai Day Nurseries. If my child is accepted at both places, I'd prefer to put him/her in the public center. Can I decline the acceptance from Todai Day Nurseries?

A20 Yes, you can. As soon as you get the acceptance from the public daycare center, please contact the Day Nursery Section. You are required to submit the cancellation form.