

**【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.

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

**A2** Visiting researchers, part-time lecturers at the University of Tokyo are eligible to apply for the occasional daycare. However, in principle, the use is limited to the day on which the person conducts educational activities or research etc. at the University of Tokyo.

**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** **Spouse of** applicants to the Regular Daycare should be enrolled at or employed (or have been offered a position) at the time of application. Please only apply for a place at the nursery after obtaining a position. Please note that not all children will be admitted to daycare as shown in **A3** above. Application is accepted for occasional daycare even if the spouse is unemployed as long as they are currently looking for employment or applying for university courses. 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 services?**

**A7** When the spouse is unemployed, it is only possible to apply for Occasional Daycare for the length of hospital stays for birth.

**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.

**【Start of use, etc.】**

**Q10** Currently, I am on childcare leave. I would like to return to work if I could enroll my child in an in-school day nursery, and I am considering returning to work in the middle of the month. Will I be able to use the day nursery from the day I return to work?

**A10** In principle, the day of regular childcare (monthly childcare for five days a week) starts on the 1<sup>st</sup> (or, in the case of a Saturday or a holiday, the day following that day). People who take childcare leave are required to return to work during the month they enter their child into the day nursery. Please note that if you are unable to return to work during that month, your child will need to leave the day nursery.

**Q11** I am currently pregnant. Considering I can enter my child into an in-school day nursery, I would like to return after 8 weeks of maternity leave. Can I use the day nursery after the day I return to work?

**A11** For those who do not take childcare leave and return to work after 8 weeks of childcare leave, they can enroll their child after the day they return to work. Please refer to Q10 for details about returning to work after childcare leave.

**Q12** Our first child uses the Hongo Keyaki Day Nursery. We plan to take childcare leave for the second childbirth. How long can the first child use the day nursery?

**A12** You can use the day nursery until the day before the start of childcare leave for the second child. If the childcare leave for the second child starts, the first child will need to leave the day nursery.

**Q13** I am planning to be employed by the University of Tokyo from September 16. My spouse works for a private company. Will use of the day nursery for all departments at the University of Tokyo only be available from September 16?

**A13** Entry into the day nursery for all departments at the University of Tokyo is not permitted before recruitment or prior to entry because the facilities are for infants that are nurtured by faculty members, students, etc. of the University of Tokyo. Therefore, in this case, you would be eligible to enter your child into the day nursery from September 16th.

### **【Visiting a nursery before applying】**

#### **Q14 Before applying, can I visit the nursery to see what it's like?**

**A14** Yes, you can. The Day Nursery will accept at the time of day without affecting the childcare of their children, so please contact each Day Nursery in advance.

### **【Period of enrollment】**

#### **Q15 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) ?**

**A15** At UTokyo Day Nurseries, 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 Poppins Nursery School Toudai Hongo Sakura, Registered nursery school ,Authorized nursery school or daycare as well.

### **【Admission Results】**

#### **Q16 When will I know whether my child has been admitted?**

**A16** The Day Nurseries Steering Committee convenes around the 20<sup>th</sup> 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. When entering the Day nursery is admitted, please reserve Parent (or guardian)-and-child interview with nursery staff immediately.

## **【Daycare Fees】**

### **◆ Basic Daycare Fees**

**Q17** Since I won't enroll my baby right on the first of the month, will Basic Daycare Fees be prorated by number of days?

**A17** Basic Daycare Fees are not prorated. You will be charged for the whole month regardless of the day on which you enroll your child.

**Q18** 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?

**A18** 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.

**Q19** 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?

**A19** 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.

**Q20** 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?

**A20** Basic Daycare Fees are determined based on the previous year's household income. We are unable to accommodate individual circumstances.

## ◆ Occasional Daycare Fees

**Q21** I want to enroll my child in Occasional Daycare at two different nurseries. How are advance registration fees charged in that case?

**A21** Since you register for Occasional Daycare separately at each nursery, you must pay separate advance registration fees at each nursery as well.

**Q22** Does the ¥5,000 advance registration fee for Occasional Daycare have to be paid each year?

**A22** 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.

**Q23** 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?

**A23** Flat fees are charged for occasional daycare regardless of income. No discounts or the like are available.

## 【Declining an acceptance】

**Q24** 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 UTokyo 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 UTokyo Day Nurseries?

**A24** 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.

**【Others】**

**Q25** There are several day nurseries on the University of Tokyo campus, but do you have different application methods and contact points?

**A25** There are eight day nurseries on four of the University of Tokyo's campuses (Hongo, Shirokane, Komaba, Kashiwa).

The application method is the same for the day nurseries (Hongo Keyaki Day Nursery, Shirokane Himawari Day Nursery, Komaba Mukunoki Day Nursery, Kashiwa Donguri Day Nursery) covered by all departments established by the University of Tokyo.

Please be aware that the application method and contact point for each of the other day nurseries differ. The contact points for each nursery are as follows.

For details, please visit our website.

<https://www.u-tokyo.ac.jp/kyodo-sankaku/ja/nurseries/hoikuen.html>

Nursery	Provider	Contact Section (Weekday 9:00~17:00)
Hongo Keyaki Day Nursery	UTokyo	Day Nursery Section, Diversity Promotion Group, Personnel Department Email: hoikuen.adm@gs.mail.u-tokyo.ac.jp
Shirokane Himawari Day Nursery		Day Nursery Section, The Institute of Medical Science Email: hoikuen@ims.u-tokyo.ac.jp
Komaba Mukunoki Day Nursery		Day Nursery Section, Komaba Institute of Industrial Science The University of Tokyo E-mail : hoikuen@iis.u-tokyo.ac.jp
Kashiwa Donguri Day Nursery		Day Nursery Section, Kashiwa Administration Department Email: hoiku.kj@gs.mail.u-tokyo.ac.jp
Hospital Ichou Nursery School		The University of Tokyo Hospital, Administration Section Tel : 03-5800-8632
Poppins Nursery School Toudai Hongo Sakura	PoppinsCo Ltd.	Poppins Nursery School Toudai Hongo Sakura Email: todai_sakura@poppins.co.jp
Tanpopo Nursery School (Registered nursery school)	Social welfare corporation Ashitabanokai	Counselling Service for Foreign Residents of Academy Promotional Division, Bunkyo Ward Tel : 03-5803-1190
Komaba Area Nursery School (Authorized nursery school)	Non-profit organization Toudai komaba hoikunokai	Komaba Area Nursery School Tel: 03-5454-6185

**Q26 With regard to the shift to "Free Early Childhood Education and Care" from October 2019, will day nurseries for all departments be eligible?**

**A26** All day nurseries for all departments are non-approved nursery schools, but non-approved nursery schools are also covered by this grant-in-aid program. Among the eligible persons for the grant-in-aid system,

- 1) 3 to 5 years  
⇒ 【Up to 37,000yen】
- 2) 0 to 2 years: Households with exemptions from municipal residence tax are eligible.  
⇒ 【Up to 42,000yen】

In order to be eligible for the exemption, you must apply at your local municipal office and a “Need for childcare” appeal must be approved.

The application for certification is not required for those who have already obtained effective certification for applying for approved daycare centers.

The method of payment of expenses varies depending on the local municipality. Please check with your local municipality for details of the procedures.

For details, please refer to "Learn about free early childhood education and care" on the website below.

URL : <https://www.youhomushouka.go.jp/about/en/>

**Q27 Are UTokyo nurseries doing anything about covid-19? Will day nurseries be closed?**

**A27** In UTokyo Day nursery, we cooperate with child care providers and relevant departments at universities to implement measures to prevent infectious diseases. In addition, the operation of UTokyo Day nursery (Hongo Keyaki, Shirokane Himawari, Komaba Mukunoki, and Kashiwa Donguri) is to be addressed as follows according to the level of activity restriction guidelines of the University of Tokyo.

Activity restriction of University of Tokyo	Response of the UTokyo Day Nursery
Level 0.5	Regular operations in principle. However, If childcare at home is possible, refrain from going to the UTokyo Day Nursery.
Level Pre-1	
Level 1	
Level 2	Childcare at home in principle. However, Fundamental childcare time (8:30-18:30or9:00-19:00) is available only if you need Childcare due to education and research activities.
Level 3	Suspension of operations
Level 4	

※Response of the UTokyo Day Nursery may change depending on the circumstances.