

General Information on Setagaya Municipal Authorized Kodomo-en



How do children spend their time at Municipal Kindergarten and Authorized Kodomo-en?



The Municipal Kindergarten/ Authorized Kodomo-en is the “start” to education

Why so much emphasis on play in educational activities?

Self-selected play during early childhood is an activity in which subjects become curious about, and try to involve themselves with their surroundings. The goal at Kindergartens/Municipal Authorized Kodomo-en is to provide a lot of different experiences by allowing children to connect with a wide assortment of people and subjects in order to broaden their interests, and foster a desire to interact with them on their own.

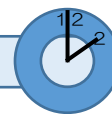
Through our integrated approach, the qualities and abilities that we help foster in children during all time spent at Kindergartens/Municipal Authorized Kodomo-en are: fundamentals of knowledge and skill, fundamentals of thought, judgement, expression, etc., learning ability and humanity. Children follow their own sensibilities in play and life to uncover wonders and find solutions. The comprehensive development of these qualities and abilities at kindergartens/kodomo-en leads to a smooth transition to the kind of learning that starts from elementary school.

The fun of discovery and experience interacting with a variety of people and subjects will motivate them when they reach elementary and junior high schools.

Lunchtime

Self-selected
play activities

Activities before leaving
the kindergarten/
kodomo-en



14:00

Leave the
kindergarten/
kodomo-en



Enjoy eating together and
expand their interest in
food.



While playing with animals and
growing plants, they develop a
love for nature and the
importance of cherishing life.



Familiarize themselves with
picture books, listen to
stories that pique their
interest, and have fun with
imagination.

“Play” in kindergartens/kodomo-en = “learning” for children

Features of Setagaya Municipal Kindergartens/ Authorized Kodomo-en

Drive to support children's growth and learning

Deployment of educational activities to foster “non-cognitive abilities”

(Ability to find children's good points)



We build a relationship of trust with each child, provide them with opportunities for various experiences and carry out educational activities to foster the following “non-cognitive abilities” while expanding their interests: The ability to persistently tackle their own goals, the ability to interact with people and the ability to control their feelings and actions.

Deployment of educational activities throughout 11 years from early childhood education to compulsory education

We are working to realize high-quality educational activities in collaboration with neighboring municipal elementary and junior high schools, and are promoting community-based management of kindergartens/kodomo-en and schools while making the most of the educational capabilities and characteristics of the community.

Promotion of education in collaboration with schools, homes and communities

Deployment of educational activities incorporating the “Setagaya Approach Start Curriculum”

Devoting themselves to playing and experiencing emotional states such as happy, fun, and regretful leads to self-affirmation, which is gained through play and life. Such self-affirmation will be a foundation for subsequent living and learning.

The municipal kindergartens and elementary schools utilize a common curriculum that enables a smooth transition from learning and growing at the kindergartens to education at elementary schools.



Creating opportunities for parent-child and parent-parent interaction

It is important for children to grow up feeling loved by their parents/guardians. Going to and from kindergarten while holding hands with the parent/guardian or interacting with him/her at kindergarten are precious times for children.

We also value opportunities for lighthearted talk with parents/guardians about things they don't understand or problems with raising children to work together for their children.

Enriching opportunities for direct and indirect experiences, which lead to a fuller life experience



We devise ways to engage in educational activities, such as experiencing nature in local parks and fields, interacting with the elderly, other students at local nursery schools, elementary schools, junior high schools and universities, or participating in local events, and utilizing various resources at public facilities.

An Initiative Focusing on the Setagaya City Education and Childcare Practice Compass

Setagaya City has developed the Setagaya City Education and Childcare Practice Compass, which outlines the thoughts and perspectives we want to emphasize when considering the types of kindergartens and nursery schools in our city and the framework of public and private establishments to ensure that children can grow through various experiences.

Municipal kindergartens organize their educational and childcare programs based on the Education and Childcare Practice Compass.

About Tamon Kindergarten, Municipal Authorized Kodomo-en

- About capacity

- 4-year-old child: Capacity Eligible class1 (Kindergarten Frame): 60
 Eligible class2 (Nursery School Frame): 8
- 5-year-old child: Capacity Eligible class1 (Kindergarten Frame): 60
 Eligible class2 (Nursery School Frame): 8
- Both the 4-year-old and 5-year-old age groups' classes are operated with a capacity of 68 children per grade (34 students per class).
- If you have Eligible class1 (Kindergarten Frame), you can admit your child to the Municipal Authorized Kodomo-en mid-year if there is a vacancy. For Eligible class2 (Nursery School Frame), you are subject to the same procedure for admission to a nursery school.
- Tamon Kindergarten, the Municipal Authorized Kodomo-en, accepts children from our business partner Mishuku-no-Mori Nagomi Nursery School (serving ages 0 to 3 years old) when they turn 4.

☐ About education and childcare hours

- Flow of a day

Monday - Friday

	7:15	9:00	12:00	14:00	15:00	18:15	19:15
	School Lunch			Snack			
Eligible class1 (Kindergarten Frame)	Nursery Care Service	Come to Authorized Kodomo-en Leave Municipal Authorized Kodomo-en		Nursery Care Service (leave Municipal Authorized Kodomo-en at any time)			
Eligible class2 (Nursery School Frame)	Childcare (come to Municipal Authorized Kodomo-en at any time)	Educational activities according to the curriculum (kindergarten education)		Childcare (leave Municipal Authorized Kodomo-en at any time)		Extended childcare (*)	

Saturday/long holiday periods

	7:15	9:00	12:00	14:00	15:00	18:15	19:15
	School Lunch					Snack	
Eligible class1 (Kindergarten Frame)	Nursery Care Service (come to and from Municipal Authorized Kodomo-en at specified time)						
Eligible class2 (Nursery School Frame)	Childcare (come to and from Municipal Authorized Kodomo-en at specified time)						Extended childcare (*)

- Holidays

Eligible class1 (Kindergarten Frame)	Eligible class2 (Nursery School Frame)
<p>Saturdays, Sundays, public holidays, the following days and other days specifically approved by the Board of Education</p> <p>A) Summer break: July 20 to August 31</p> <p>B) Winter break: December 24 to January 7</p> <p>C) Spring break: March 19 to April 9</p>	<p>Sundays, public holidays, December 29 - January 3 of the following year, and other days specifically approved by the Board of Education</p>

- The time of leaving the Municipal Authorized Kodomo-en may change depending on events. At the beginning of admission, we will gradually extend the education hours so that the children enjoy life at the Municipal Authorized Kodomo-en with peace of mind.

* The extended childcare is provided for children who have received extended childcare at our partner, Mishuku-no-Mori-Nagomi Nursery School.

○ About School Lunch

- The Municipal Authorized Kodomo-en, Tamon Kindergarten, provides food service to all children. The daily food service not only provides Municipal Authorized Kodomo-en children meals that satisfy the nutrients necessary for growth, but also teaches the enjoyment of eating with others and the importance of food. They are also motivated to eat food through the duration of the food service.

○ About drop-off and pick-up

- We request that you drop off and pick up your child on foot. We recommend that parents/guardians and their children walk to and from the kindergarten while viewing grass and flowers on the roadside, interacting with the familiar natural sights while talking a lot with each other.
 - * Please note that parking for cars and bicycles is not available.
- When you arrive at the kindergarten for drop-off or pick-up, you can talk with our staff about how your child has spent his or her time. This can deepen a mutual understanding between you and the kindergarten staff.

○ About childcare fees

- With the exemption from early childhood education and childcare fees, no childcare fees are incurred (0 yen).
 - * No application or procedures required.
- For school lunch fees, please refer to “About food service fees for Municipal Authorized Kodomo-en” on pages 11 - 12.
- Expenses other than childcare fees, such as learning materials, parental membership fees, and Municipal Authorized Kodomo-en's clothes, are the responsibility of parents/guardians.

○ Others

- If you wish to come and see the Municipal Authorized Kodomo-en, please contact the facility in advance.
- If you have any questions before admitting your child to the Municipal Authorized Kodomo-en, please contact the facility.
- Tamon Kindergarten, the Municipal Authorized Kodomo-en, accepts children from our business partner Mishuku-no-Mori Nagomi Nursery School (serving ages 0 to 3 years old) when they turn 4.

About certification for admission to Municipal Kindergarten/Authorized Kodomo-en

○ About certification for admission

1. If you wish to admit your child to a Municipal Kindergarten/Authorized Kodomo-en, you will need an Education/Childcare Benefit Certification.
2. The certification is divided into three categories and the facility that you can use is determined by the category as shown below:
 - * Eligible class 1 is required to admit your child to a Municipal Kindergarten/Authorized Kodomo-en (Kindergarten Frame).
 - * Application for the Authorized Kodomo-en (Nursery School Frame) requires Eligible class 2 just like the application for admission to a nursery school.

Category	Certification criteria	Target, etc.
Eligible class 1	Standard education hours	If your child is 3 years old or older and you wish to provide them with education. [Facility to use] <u>Municipal Kindergarten, Municipal Authorized Kodomo-en (kindergarten frame)</u> , private kindergartens that have transitioned to the new system
Eligible class 2	3 years old or older and childcare certification	If your child is 3 years old or older and you have a “need for childcare” and wish to receive childcare at a nursery school, etc. [Facility to use] <u>Municipal Authorized Kodomo-en (nursery school frame)</u> , nursery school
Eligible class 3	Less than 3 years old and childcare certification	If your child is less than 3 years old, and you have a “need for childcare” and wish to receive childcare at a nursery school, etc. [Facility to use] <u>Municipal Authorized Kodomo-en (nursery school frame)</u> , nursery school, community-based childcare business

[Flow up to admission to a Municipal Kindergarten/Municipal Authorized Kodomo-en (kindergarten frame)]

- [1] Apply for admission directly to a kindergarten
▼
- [2] Unofficial decision on admission
(If the number of applicants exceeds the capacity when recruiting new children (initial reception), a lottery will be held)
▼
- [3] Apply for Education/Childcare Benefit Certification through the kindergarten.
(You should apply for “Eligible class 1” as set forth in the Category column of the above table.)
Details of the certification application will be announced after an unofficial decision on admission is made.
▼
- [4] The City will issue a benefit certification and a written consent for admission.
▼
- [5] Admission to the kindergarten
* For the flow up to admission to a Municipal Authorized Kodomo-en (nursery school frame), refer to “An Admission Guide to Nursery Services for Your Child or Children” issued by Setagaya City.

○ About application for certification for admission

1. New application
 - (1) Fill out “Benefit Certification Application (for Eligible class 1)” with necessary items referenced in the entry example on page 8-9.
 - (2) After the enforcement of the “Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures,” you are requested to enter Personal Numbers (Individual Number) in the “Benefit Certification Application.” At the same time, documents verifying the Personal Numbers and relevant identities are also required. These documents should be submitted together with the “Benefit Certification

Application.”

* For the description of the Personal Numbers (Individual Number), refer to “About confirmation of Personal Number (Individual Number)” below:

- (3) Enclose the application form in the reply envelope addressed to Infant Education and Childcare Support Division, Secretariat, Setagaya City Board of Education, seal it, attach a stamp, and submit it by mail.
- (4) Even if you are to move to Setagaya City but you do not have a certificate of residence yet, you cannot submit an application at this time. You should complete the procedure for transferring the certificate of residence before submitting the application form.

2. For those who admitted their child or applied for admission to a certified nursery school, etc. during FY 2023 (April 2023 to March 2024)

- (1) Those who admitted their child or applied for admission to a certified nursery school, etc. during FY 2023 (April 2023 to March 2024) have already received Education/Childcare Benefit Certification (Eligible class 2). They are required to switch their certification. At the same time, we perform Facility Use Benefit Certification (Eligible class 2), which is required for exemption from Nursery Care Service fees, etc.
- (2) Refer to pages 8 to 9 and complete the “Benefit Certification Application (for Eligible class 1).”
- (3) After the enforcement of the “Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures,” you are requested to enter the Personal Numbers (Individual Number) in the application form. At the same time, documents verifying the Personal Numbers and relevant identities are also required. These documents should be submitted together with the application form.

* For the description of the Personal Numbers (Individual Number), refer to “About confirmation of Personal Number” below.

- (4) Enclose the application form in the reply envelope addressed to Infant Education and Childcare Support Division, Secretariat, Setagaya City Board of Education, seal it, attach a stamp, and submit it by mail.

○ About confirmation of Personal Number (Individual Number)

- (1) About persons who are required to notify their Personal Number (Individual Number)

[1] Kindergarten child

[2] Applicant (guardian) and the spouse of guardian

[3] If a person other than the above [2] is responsible for household budget, the responsible person

- (2) Items to be submitted (for “Personal Number verification” and for “identification”)

- **Documents required to verify the Personal Number**

A copy of either of the following documents ([1] or [2]) should be submitted for the applicant (guardian) and the spouse of the guardian.

[1] “My Number (Individual Number) Card” (Social Security and Taxation Number Card)

[2] The Notification card*1

***1 Available only when there are no changes in items, including names and addresses, or when a change procedure was appropriately taken if any. (According to the Act on Use of Information and Communications Technology in Administrative Procedure, enforced on May 25, 2020.)**

★ If you don't have any of [1] and [2] described above, you don't need to submit them.

In this case, Setagaya City may verify your Personal Number and write it in the application to calculate childcare and school lunch fees, as necessary. **If you disagree on this, please contact us.**

* Please take note that you need to submit “Documents required for identification” even if you don't have “Documents required to verify the Personal Number.”

- **Documents required for identification**

For the applicant (guardian), submit a copy of any of the following types of document ([1] to [3]).

[1] One of the following documents is required:

Official Photo Identification (valid Driver's License, valid Passport issued by Japan, My Number Card, and Residence, Card or Special Permanent Resident Certificate for foreigners). The document issued by other government offices which is shown your full name, date of birth or address with a photo attached.

[2] Two or more are required from among the following documents:

Official Insurance Card (Health Insurance Certificate (Social insurance included), Nursing Insurance Certificate, Medical Certificate for Advanced Elderly, Pension Book, Childcare Allowance Certificate, and Special Childcare Allowance Certificate). The document issued by other government offices which is shown your full name, date of birth or address, or the receipt of utilities (electricity, gas, water and telephone), etc.

[3] If you intend to use the following documents for identification, any **three or more** documents:

Passbooks, cash cards, medical institution consultation tickets, library lending cards, etc. or other certificates issued by a public office containing only a name

給付認定申請書

To the Setagaya City Mayor

Application date 令和 6 年 6 月 23 日

Due to employment, illness or other reasons, I would like to apply for Education/Childcare Benefit Certification or Facility Use Benefit Certification related to the use of kindergartens, authorized Kodomo-en, special support schools, unauthorized nursery schools, temporary childcare services, sick child daycare services, or family support center services, pursuant to Article 20, Paragraph 1 or Article 30, Paragraph 5, Item 1 of the Act on Child and Childcare Support.

Note:
If the contents of your application differ from the fact, the education/childcare benefit certification or facility use benefit certification may be canceled.

Parent/guardian (applicant)	Furigana	セタガヤ タロウ		Address	世田谷区 世田谷 4 丁目 21 番 27 号	
	Name	世田谷 太郎		〇〇マンション101		
	Contact person(s)	① 氏名	世田谷 太郎	続柄	父	<input type="checkbox"/> 自宅 <input checked="" type="checkbox"/> 携帯 <input type="checkbox"/> 勤務先
		電話番号	090-XXXX-XXXX		② 氏名	続柄
Address as of January 1 of year prior to desired certification date ³		世田谷区世田谷4-21-27 年 月 日転入				

※3 現住所と異なる場合は、記入した住所地の区市町村で Please check b. 属する年度を賦課年度とする区市町村民税所得割額を確認することができる書類（課税証明書等）を添付してください。

Applying child	Desired certification category. Check the applicable certification category (a to d).	a <input type="checkbox"/>	1号 法19条 / 新制度移行幼稚園・認定こども園（幼稚園枠）を利用	Complete the front side only *If you use nursery care services and meet the childcare requirements, read c, and check if applicable.		
		b <input checked="" type="checkbox"/>	1号 法19条 / 区立幼稚園・多聞幼稚園（幼稚園枠）を利用			
		c <input type="checkbox"/>	2号・3号 法30条の4 / 幼稚園の預かり保育、認可外保育施設等を利用	Please be sure to complete the reverse side of the form to confirm the need for childcare.		
		d <input type="checkbox"/>	2号・3号 法19条 / 企業主導型保育施設等を利用			
	Furigana	セタガヤ シロウ		Personal Number (individual Number)	XXXXXXXXXXXX	
	Name	世田谷 次郎		Date of birth	XXXX年XX月XX日	
	Desired date of enrollment		XXXX 年 〇〇 月 〇〇 日から <input checked="" type="checkbox"/> Until entry to elementary school <input type="checkbox"/> 年 月末日まで		Certified as in need of nursing care has a certificate of disability	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public assistance for everyday living		<input type="checkbox"/> Receiving <input checked="" type="checkbox"/> Not receiving		Single-parent household	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

※4 認定を希望する場合には、認定開始希望日（施設等の利用開始日）より前に申請をしてください。（認定開始日の遡及はできません。）

※5 申請は1児童につき1枚必要となります。

Household member information		Furigana Name	Relationship	Date of birth	Personal Number (individual Number)	Place of employment or enrollment (school or kindergarten), or location of unaccompanied job transfers	Certified as in need of nursing care has a certificate of disability
	1	セタガヤ タロウ 世田谷 太郎	父	XXXX年 XX月XX日	XXXXXXXXXXXX	〇〇株式会社	<input type="checkbox"/> Yes
	2	セタガヤ ハナコ 世田谷 花子	母	XXXX年 XX月XX日	XXXXXXXXXXXX	△△株式会社	<input type="checkbox"/> Yes
	3			年 月 日			<input type="checkbox"/> Yes
	4			年 月 日			<input type="checkbox"/> Yes

Taxation confirmation	<input type="checkbox"/> 非課税に該当	申請児童が満3歳に達する日以後の最初の3月31日までに施設等を利用する予定があり、区市町村民税非課税世帯に該当する場合は、☑をしてください。
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＜注意事項＞

子ども家庭支援課窓口・ファクシミリでの申込みは受け付けていません。

保育認定・調整課入園担当あてに郵送してください。

※「希望認定区分」において、イに☑をした方は、乳幼児教育・保育支援課あてに郵送してください。

＜事務処理欄＞

担当	確認	入力

If you checked c or d in the "Desired certification category" on the front page, please fill in the items below and attach the required documents.

Reasons for need of childcare (Please write for each parent/guardian.)			
Reasons for need of childcare		Parental (Relationship:) situation	Parental (Relationship:) situation
W o r k	type	<input type="checkbox"/> Working outside the home <input type="checkbox"/> Self employed ⇒ <input type="checkbox"/> at home <input type="checkbox"/> outside home <small>※ Situations in which a guardian runs their own company, is sole proprietor, or when a relative of the guardian in the third degree of kinship has their own business, are also considered to fall under "self-employed worker."</small> <input type="checkbox"/> a side job <input type="checkbox"/> Other ()	<input type="checkbox"/> Out of home work <input type="checkbox"/> Self employed ⇒ <input type="checkbox"/> at home <input type="checkbox"/> outside home <small>※ Situations in which a guardian runs their own company, is sole proprietor, or when a relative of the guardian in the third degree of kinship has their own business, are also considered to fall under "self-employed worker."</small> <input type="checkbox"/> a side job <input type="checkbox"/> Other ()
		Pregnancy/Childbirth (At the time of application) <input type="checkbox"/> No <input type="checkbox"/> Yea ⇒ (Scheduled date) yyyy MM DD	<input type="checkbox"/> No <input type="checkbox"/> Yea ⇒ (Scheduled date) yyyy MM DD
Illness/Disability		(Name of Illness or disability) (Has handbook) <input type="checkbox"/> Yes <input type="checkbox"/> No	(Name of Illness or disability) (Has handbook) <input type="checkbox"/> Yes <input type="checkbox"/> No
N u r s i n g c a r e	Person receiving nursing care Name of illness or disability	Relationship to the applicant child : _____	Relationship to the applicant child : _____
	Status	<input type="checkbox"/> Hospitalization <input type="checkbox"/> Out patient care times / month <input type="checkbox"/> Day care times/week Name of hospital or facility ()	<input type="checkbox"/> Hospitalization <input type="checkbox"/> Out patient care times / month <input type="checkbox"/> Day care times/week Name of hospital or facility ()
Disaster recovery		Disaster situation :	Disaster situation :
Job seeking		Activity details :	Activity details :
I n s c h o o l	Purpose	<input type="checkbox"/> To work <input type="checkbox"/> Other ()	<input type="checkbox"/> To work <input type="checkbox"/> Other ()
	Period	Until yyyy MM DD	Until yyyy MM DD
	Plans after Graduation	(Work days & hours) <input type="checkbox"/> Week days/(hours/day) <input type="checkbox"/> Month	(Work days & hours) <input type="checkbox"/> Week days/(hours/day) <input type="checkbox"/> Month
Other		Contents that are recognized as difficult to provide childcare	Contents that are recognized as difficult to provide childcare

Child care leave period based on "Act on Child Care and Family Care Leave."			
Parent/Guardian (Relationship :)	Date: From	yyyy MM DD	Until yyyy MM DD
Parent/Guardian (Relationship :)	Date: From	yyyy MM DD	Until yyyy MM DD

※The need of childcare will be recognized during the child care leave period of the child applying for certification.

Attached documents ※A set of documents is required for each parent/guardian (However, among those who have checked b in the "Desired certification category" on the front page, those who have already received certification d do not need attached documents because the need of childcare has been confirmed. If you unsure about certification d, please contact us at Tel 03-5432-1200.	
1	Working outside the home(including plans) ----- Self-employed Work certification(就労証明書) ----- Work certification(就労証明書) and Objective document related to your employment(Notification of opening, Contract, Invoice, etc)
2	Childbirth (Limited to the expected month of birth and two months before and after.) Copy of Maternal and Child Health Handbook (Page where name and expected birth date are listed)
3	Illness Copy of medical certificate from doctor※The medical certificate must clearly state that the applying child cannot be cared for.
4	Disabled Copy of "Physical Disability Handbook" or "Health and Welfare Handbook for the Mentally Disabled" or "Rehabilitation Handbook"
5	Nursery care Documents showing nursing care is required(※)and schedule list (スケジュール表) (※Medical certificate, Copy of nursing care insurance card,etc)
6	Disaster recovery Disaster victim certificate and schedule list (スケジュール表)
7	Job seeking Proof of employment (就労確約書)
8	In school(including plans) Student registration(Notification of acceptance) and timetable

About school lunch fees for Municipal Authorized Kodomo-en

○ School lunch fees for Municipal Authorized Kodomo-en (Kindergarten Frame)

- Since school lunch fees are not covered by exemption from early childhood education and childcare fees, you are required to bear the actual costs of the staple food and accompanying dishes. (No fees incurred for August)
- However, households receiving welfare assistance are exempt from the school lunch fees for their child. Households with an annual income of less than 3.6 million yen are also exempt from the cost of accompanying dishes and are responsible for the cost of staple foods only.

Level	Classification	Monthly school lunch fees (per person)
Level 1	Receiving welfare assistance (Act no. 144 of 1950)	0 yen
Level 2	Households whose per income amount of inhabitant tax is 0 yen (including households whose municipal inhabitant tax is levied only on a per capita basis).	1,900 yen
Level 3	Households whose per income amount of inhabitant tax if their income is 77,100 yen or less.	1,900 yen
Level 4	Households whose per income amount of inhabitant tax if their income exceeds 77,100 yen.	4,700 yen
Level 5 (*1)	Households whose per income amount of inhabitant tax if their income cannot be confirmed.	4,700 yen

(* 1) For households whose tax amount cannot be confirmed, the monthly school lunch fees are the same as that of Level 4.

- When calculating the per income amount of inhabitant tax, dividend deductions, special tax credits such as housing loans, foreign tax credits, and donation deductions, are not applied, which may result in a difference between the calculated amount and the actual amount of tax.
- The school lunch fees from April to July are determined based on the tax amount of the previous year, and those from September to March of the following year are determined based on the tax amount for the current year.

* About reducing the burden on multi-child households

For children in Level 4 or 5 who have two or more siblings in the third grade of elementary school or younger in the same household, their school lunch fees are 1,900 yen.

○ School lunch fees for Municipal Authorized Kodomo-en (Nursery School Frame)

- Since school lunch fees are not covered by exemptions from early childhood education and childcare fees, you are required to bear the actual cost of accompanying dishes. (The City has been bearing the cost of the staple foods before the start of exemption from early childhood education and childcare fees, and will continue to do so.)
- However, households with an annual income of less than 7.6 million yen or those in foster parent households are exempt from paying school lunch fees for their child.

(Continued to the next page)

Classification		Monthly school lunch fees (per person)
Level	Definition	
A	Receiving welfare assistance (Act no. 144 of 1950)	0 yen
B1	Excluding "A" level, households where income tax amount assessed for last year's nursery fee, etc. was $\neq 0$. (Including households of only per capita portion)	0 yen
D1	Excluding "A" level, Households with income tax of less than 12,000 yen	0 yen
D2	households where Households with income tax of 12,000 yen or more and less than 37,000 yen	0 yen
D3	income tax amount Households with income tax of 37,000 yen or more and less than 52,000 yen	0 yen
D4	assessed for last Households with income tax of 52,000 yen or more and less than 82,000 yen	0 yen
D5	year's nursery fee, Households with income tax of 82,000 yen or more and less than 122,000 yen	0 yen
D6	etc. was not $\neq 0$. Households with income tax of 122,000 yen or more and less than 162,000 yen	0 yen
D7	Households with income tax of 162,000 yen or more and less than 202,000 yen	0 yen
D8	Households with income tax of 202,000 yen or more and less than 220,000 yen	0 yen
D9	Households with income tax of 220,000 yen or more and less than 235,000 yen	0 yen
D 10	Households with income tax of 235,000 yen or more and less than 250,000 yen	4,500 yen
D 11	Households with income tax of 250,000 yen or more and less than 265,000 yen	4,500 yen
D 12	Households with income tax of 265,000 yen or more and less than 280,000 yen	4,500 yen
D 13	Households with income tax of 280,000 yen or more and less than 295,000 yen	4,500 yen
D 14	Households with income tax of 295,000 yen or more and less than 310,000 yen	4,500 yen
D 15	Households with income tax of 310,000 yen or more and less than 325,000 yen	4,500 yen
D 16	Households with income tax of 325,000 yen or more and less than 340,000 yen	4,500 yen
D 17	Households with income tax of 340,000 yen or more and less than 355,000 yen	4,500 yen
D 18	Households with income tax of 355,000 yen or more and less than 370,000 yen	4,500 yen
D 19	Households with income tax of 370,000 yen or more and less than 385,000 yen	4,500 yen
D 20	Households with income tax of 385,000 yen or more and less than 400,000 yen	4,500 yen
D 21	Households with income tax of 400,000 yen or more and less than 445,000 yen	4,500 yen
D 22	Households with income tax of 445,000 yen or more and less than 490,000 yen	4,500 yen
D 23	Households with income tax of 490,000 yen or more and less than 570,000 yen	4,500 yen
D 24	Households with income tax of 570,000 yen or more and less than 650,000 yen	4,500 yen
D 25	Households with income tax of 650,000 yen or more and less than 730,000 yen	4,500 yen
D 26	Households with income tax of 730,000 yen or more and less than 840,000 yen	4,500 yen
D 27	Households with income tax of 840,000 yen or more and less than 950,000 yen	4,500 yen
D 28	Households with income tax of 950,000 yen or more and less than 1,130,000 yen	4,500 yen
D 29	Households with income tax of 1,130,000 yen or more and less than 1,310,000 yen	4,500 yen
D 30	Households with income tax of 1,310,000 yen or more	4,500 yen

* For households whose tax amount cannot be confirmed, the monthly school lunch fees are the same as those of the Level D30.

- When calculating the per income amount of inhabitant tax, dividend deductions, special tax credits such as housing loans, foreign tax credits, and donation deductions, are not applied, which may result in a difference between the calculated amount and the actual amount of tax.
- The school lunch fees from April to August are determined based on the tax amount for the previous year, and the school lunch fees from September to March of the following year are determined based on the tax amount for the current year.

* About reducing the burden on multi-child households

If you have preschool siblings in your household, you are exempt from paying school lunch fees for the third and subsequent children from the top, if any.

About admission consultation

Setagaya Municipal Kindergartens and Authorized Kodomo-en may provide assistants according to the child's developmental status. They provide various support, such as safety management and communication bridging, to help children lead a group life.

○ About assistants

- The assistants are mostly part-time staffs who have experience in raising children.
- They do not always have qualifications, such as nurse, childcare worker, medical care worker, helper, etc., and cannot perform specialized care or medical procedures.
- The same assistant may not always be available every time due to restrictions on the number of working days.

○ Flow of admission consultation

- At the request of a parent/guardian for admission consultation, we will look at the child's kindergarten life, etc. and determine whether or not an admission consultation is required for the child to attend kindergarten.
- When conducting an admission consultation, we will consider whether or not the child needs support, if an assistant will be assigned to the child, how often he/she needs support, and what points to keep in mind in providing support.
- Even after assigning an assistant, we will take measures, such as changing our response method according to the subsequent growth of the child, etc. or reviewing the results of the admission consultation.

○ Others

- The assistant acts in accordance with the instructions of the kindergarten, so if you have any questions about assistance, please contact us.

About Nursery Care Service (Kindergarten Frame at Municipal Authorized Kodomo-en)

○ Outline of implementation

1. About the use of Nursery Care Service

Those who admit their children to the Authorized Kodomo-en under the kindergarten frame can use the Nursery Care Service provided outside the educational activity hours according to the curriculum.

2. About implementation dates and hours and childcare fees (including breakdown) (as of February 2024)

Implementation date	Implementation hours	Nursery Care Service fees (daily)	Breakdown	
			Childcare fees	School lunch and snack fees
Attendance days (weekdays) under the kindergarten frame	[1] 7:15 - 9:00	150 yen	150 yen	
	[2] 14:00 - 16:30	250 yen	200 yen	50 yen
	[3] 14:00 - 18:15	400 yen	350 yen	50 yen
	[4] 7:15 - 9:00, 14:00 - 16:30	400 yen	350 yen	50 yen
	[5] 7:15 - 9:00, 14:00 - 18:15	550 yen	500 yen	50 yen
Closed days (Saturday, long holidays, etc.) under the kindergarten frame	[6] 7:15 - 18:15	1,200 yen	860 yen	340 yen
	[7] 9:00 - 17:00	1,000 yen	660 yen	340 yen
	[8] 7:15 - 11:30	320 yen	320 yen	
	[9] 14:00 - 18:15	370 yen	320 yen	50 yen

* For timeslots [2] to [5], if the educational activity time related to the curriculum ends before 2:00 pm, Nursery Care Service will be conducted from the time the educational activities end, and there will be no increase in the childcare fee.

* If you applied for timeslots [7] or [9], go to the Authorized Kodomo-en after 9:00 am or 2:00 pm, respectively. If you come too early and use Nursery Care Service before those times, you must submit a request for a change of time slot.

3. Implementation place

Hall or nursery room and garden in the Authorized Kodomo-en

4. Recruitment capacity

18 children per day (only those who fall under the kindergarten frame of Authorized Kodomo-en)

* Applications for and decisions on use are made monthly (differs from applications for extended childcare at nursery schools).

5. Conditions of use/lottery

- Users will be determined on a daily basis.

- If the number of applicants exceeds the admission quota for the day, there will be a lottery. Priority will be given to those who meet the conditions of use.

* All of the parents/guardians living together need to satisfy the conditions of use.

* The conditions of use include parent/guardian employment, schooling, job seeking, childbirth, illness, long-term care, etc. For details, refer to the next section (pages 15-17).

* Those who do not meet the conditions of use may still be able to use the service.

- If you want to use Nursery Care Service on Saturdays, we will check your submitted certificates, etc. to confirm that you meet the usage requirements for the time slot you want. We may also ask you to submit additional certificates.

6. Management of usage times

- (1) Please punch your time card at the beginning and end of use.
* You do not need to punch the card when Nursery Care Services begin right after educational activities.
- (2) When you arrive at the facility to pick up your child, punch your time card first. Please get to the facility before the session ends so your child does not overstay.
- (3) If you will be late picking up your child due to unavoidable reasons, be sure to contact the facility before the scheduled end of the session, and submit a Time Slot Change Application when you get to the facility. If you applied for timeslots [7] or [9] and get to the facility before the starting time, you will also need to submit a Time Slot Change Application. You will have to pay the difference in Nursery Care Service fees at a later date.
- (4) You will also need to submit a Time Slot Change Application if you exceed your approved hours of use without prior notice.
- (5) If you do not submit a Time Slot Change Application or do not punch your time card, you will have to pay the difference in nursery care fees at a later date.
- (6) Please note that if you exceed your approved hours of use after 6:15 pm (including cases when prior notice is given), exceed your approved hours of use without prior notice, or repeatedly forget to punch your time card, you may lose your right to use these services.

7. Others

- (1) Nursery Care Service for 5-year-old children: From Thursday, April 11.
- (2) Nursery Care Service for 4-year-old children: From Tuesday, May 7.
* How they spend a lot of time away from their parents/guardians and how long it takes them to get accustomed to a group life after admission to the Nursery Care Service varies greatly from child to child. Please carefully observe your child prior to application.
- (3) Days when Nursery Care Services are unavailable
This information will be provided in the monthly recruitment leaflet and the like.
Examples of days without Nursery Care Service: Days for entrance, graduation, opening, closing and other ceremonies, athletic meets, parent-child excursions, days for events such as Saturday classes, training days participated by all staff members
- (4) Care staff for children needing special consideration will be assigned as needed, but the care provided may be different from that offered regular educational hour operations.
- (5) Naptime may be provided depending on your child's situation. Naptime will be provided for all children during long holiday periods.
- (6) Lunch and snacks will be provided for children using the Nursery Care Service during lunch hours, and snacks will be provided for those in afternoon timeslots.

○ Conditions of use for the Nursery Care Service

- * If you meet the conditions of use, you have to submit certificates of all of the parents/guardians living together.
- * The documents marked with ★ have a specified form. If you need it, please download it from the monthly application website or receive it at the kindergarten.
- * The documents marked with ★, you can submit a copy of each certification document used to apply for Facility Use Benefit Certification (Eligible class 2) related to exemptions from early childhood education and childcare fees.

No.	Use conditions/Period of use	Attached document
1	<p><u>Parent/guardian employment, schooling, and job seeking</u></p> <p><Description> [Employment or schooling]</p> <ul style="list-style-type: none"> - Parents/guardians work or engage in schooling twice or more a week on average and for 24 hours or more per month during the service hours of the Nursery Care Service. - For the self-employed (including working at home), in addition to the above, results of his/her business or activities can be confirmed. <p>[Job seeking]</p> <ul style="list-style-type: none"> - Parents/guardians is seeking employment during the service hours of the Nursery Care Service and that activity can be confirmed. <p><Supplement></p> <ul style="list-style-type: none"> * Commuting time is not included in working/schooling hours, but if your commuting time partially overlaps with the service hours of the Nursery Care Service, you are considered to work/engage in schooling during the Nursery Care Service. * Schooling is limited to a school stipulated in the School Education Act. (hobby or culture courses are excluded) * The period of use by an applicant seeking a job is limited to three months after the applicant is approved to meet the conditions of use and to use the service, and will only be approved once a fiscal year. 	<p><Certificates></p> <p>The following documents must be submitted for each parent/guardian.</p> <p>For employment (hired workers) * Submit either [1] or [2] below.</p> <p>[1] The latest pay statement containing the place of work, the number of working days, working hours, etc. (copy) [2] ★ “Employment (schedule) Certificate”</p> <p>For employment (self-employment and working from home) * Submit both [3] and [4]</p> <p>[3] ★ “(Scheduled) Work/Schooling Status Report” [4] Objective evidence of nature of the business, etc. (copy acceptable) Ex: • Tax return for 2023 • Certificate of All Historical Matters • Remuneration payment record, business contracts, income and expenditure statement, etc. • Documents showing the nature of work, activities, and remuneration status</p> <p>For schooling * Submit both [3] and [5]. [3] ★ “(Scheduled) Work/Schooling Status Report” [5] Enrollment certificate or a copy of student ID card</p> <p>For job seeking * Submit both [6] and [7] [6] ★ “Notification of Job Seeking” [7] Hello Work Card (copy) or other document to prove your job seeking activities</p>
2	<p><u>Parent's/guardian's childbirth</u></p> <p><Description></p> <ul style="list-style-type: none"> - The parent/guardian requires a rest before and after her childbirth. <p><Supplement></p> <ul style="list-style-type: none"> * If you meet the use condition of childbirth, the period of use is limited to a period from an application month to three months after child birth. (e.g., If you are expected to give birth on June 10, you are eligible for using the service from the application month to September.) 	<p><Certificates></p> <p>Document [1] below must be submitted for each parent/guardian.</p> <p>[1] Maternal and Child Health Handbook (copy) * The page containing the parent/guardian's name and expected date of delivery.</p>
3	Parent/guardian hospitalization, outpatient visits or illness	

	<p><Description> [Hospitalization] - The parent/guardian is hospitalized.</p> <p>[Outpatient visits] - The parent/guardian is hospitalized or goes to hospital as an outpatient during the service hours of the Nursery Care Service twice or more a week on average.</p> <p>[Illness] - The parent/guardian requires a rest due to illness.</p> <p><Supplement> * This service is intended for people who need childcare during the service hours of the Nursery Care Service. * Please fill in your desired period when filing a Notification for Use of Nursery Care Service. Example: MMDD, 2024 to MMDD, 2024</p>	<p><Certificates> Every parent/guardian is requested to submit one of the following documents [1] to [4] that prove the details and facts of the hospitalization (including schedule), outpatient visits, or illness (copy acceptable). [1] Medical certificate [2] Treatment plan [3] Statement of opinion from doctors, etc. [4] Outpatient reservation slip, etc.</p>
4	<p><u>Family care and attendance</u></p> <p><Description> - The parent/guardian provides nursing care to or is in attendance on other family member twice or more a week on average during the service hours of the Nursery Care Service.</p> <p><Supplement> *Please fill in the attached Notification for Use of Nursery Care Service with your desired period. Example: MMDD, 2024 to MMDD, 2024</p>	<p>< Certificates > [1] ★ "Family Care/Attendance Status Report" [2] Certificate of a person who receives nursing care (copy acceptable) e.g., Disability Certificate, Doctor's Medical Certificate, Health and Welfare Notebook for the Mentally Disabled, Ai-no-Techo (bearers of the Booklet for the Mentally Disabled), Certification as Requiring Long-term Care or Support under Nursing-care Insurance System, etc.</p>
5	<p><u>If the above 1 to 4 does not apply</u></p> <p><Description> - If you do not meet the conditions of use 1 to 4 above but wish to use the Nursery Care Service.</p> <p><Supplement> * A lottery will be used when there are more applicants than the admission quota, but priority is still given to those who meet the conditions of use. * Only those in slot [2] (2:00 to 4:30 pm of school attendance days) can apply.</p>	<p><Certificates> - You do not need to submit any documents.</p> <p><Supplement> * If at least one parent/guardian falls under "No. 5," other parents/guardians do not need to submit certification documents.</p>

○ Application procedure

1. Apply online during the monthly recruitment leaflet distribution/application acceptance period.
 - * If you wish to use the Nursery Care Service, you need to apply every month.
 - * You must enter your desired days of use when you apply.

- * Conditions of use will be checked when you apply for the first time each fiscal year (Notification for Use of Nursery Care Service).

Unless circumstances change, you do not need to resubmit your application until the end of the fiscal year. If the conditions of use change during the fiscal year, however, please reapply. If you cannot attach certification documents or the like when you apply, please submit them with your next application.

Even if you submitted your application, certification documents and the like when your child was 4 years old, you must submit all documents again when reapplying for the service after he/she turns 5.

- * If the application deadline has passed, additional applications will not be accepted even if there is space, so please pay attention to the application deadline.

2. The Board of Education will mail a notice to your home stating whether you have been approved or not to use of the nursery care service.

- * If you do not receive the above notice concerning the use of the Nursery Care Service one week after the mailing date written on page 22 has passed, please contact the Infant Education and Childcare Support Division.

3. If your use is approved, we will send you the Payment Slip for Nursery Care Service Fees form including a receipt, in addition to the approval notice. Please be sure to pay the Nursery Care Service fee at a financial institution such as a bank.

4. Please be sure to show the receipt of the Nursery Care Service fee to the kindergarten by the designated deadline every month.

- * If you do not present the receipt by the deadline, you may be unable to use the service even if you present the receipt at a later date.

5. Have the facility confirm that you have paid, and receive a Pick-up Card.

6. If you wish to withdraw your child from nursery school, please submit a childcare withdrawal notification form by the end of the month before the next month of use. If you have already paid childcare fees for the month of withdrawal, we will mail you the form required for reimbursement. Please complete the form with the required information and submit it to the Infant Education and Childcare Support Division.

Note: If you wish to cancel use of nursery school in the middle of the month, you will not be reimbursed for that month's childcare fees.

○ Change (extension) of time slot for Nursery Care Service

1. About change (extension) of time slot

You may extend the hours of use on approved dates if there are unavoidable circumstances.

2. Eligibility

- Those approved for use on the day they wish to change (extend) their time slot.

3. Acceptance period

- As a general rule, by 4:00 pm two operating days before the desired date of use.

- * By 4:00 pm, four operating days before the desired date of use if the desired date is a Saturday, or during long holiday periods (excluding Sundays, national holidays and the year-end/New Year's holidays).

4. Application procedure

- (1) Confirm with the facility that the service is available, then submit your Time Slot Change Application.
- (2) The facility will give you a copy of your change application.
- (3) The Board of Education will mail an approval notice to your home at a later date.

5. Nursery Care Service fees

- (1) We will send you a payment slip the following month for the month you used the services, including the difference in Nursery Care Service fees the change (extension) of the time slot caused. Please pay by the designated due date.
- (2) Nursery Care Service fees are not refunded for shortened hours of use.

6. Points to note

- (1) If you will be late picking up your child due to unavoidable reasons, be sure to contact the facility before the scheduled end of the session, and submit a Time Slot Change Application when you get to the facility.
- (2) If you applied for timeslots [7] or [9] and get to the facility before the starting time, you will also need to submit a Time Slot Change Application.
- (3) You will also need to submit a Time Slot Change Application if you exceed your approved hours of use without prior notice (including cases when the facility contacts you).

☐ One-time use of Nursery Care Service

1. About one-time use

If you have unexpected work or errands and need to use these services, you can use them on days when the number of people approved for use is less than the quota (excluding Saturdays).

2. Eligibility

Users who have applied for these services for the month that includes the day of the desired one-time use.

3. Acceptance period

- (1) In principle, from the day after the monthly deadline for presenting the receipt (for the month that includes the day of the desired one-time use) until 4 pm two business days prior to the desired date of use*.

* Until 4 pm four business days prior to the desired date of use during long vacation periods (excluding Sundays, national holidays, and the year-end/New Year's holidays)

- (2) Users will be selected on a first-come, first-served basis

On the day following the deadline for presenting the receipt, if the number of applicants exceeds the quota by 9:10 am, there will be a lottery to decide the successful users.

4. Application procedures

- (1) Confirm that the services are available with the kindergarten, then submit the One-Time Use Application.

* The kindergarten may not be able to accommodate children with allergies if the application is submitted close to the deadline. Please consult with the kindergarten as soon as possible.

* Applications for children who require special consideration may be denied if ensuring their safety is difficult.

(2) The kindergarten will give you a copy of the One-Time Use Application.

(3) The Board of Education will mail an approval notice to your home later.

5. Nursery Care Services fees

We will send you a payment slip the following month for the month you used the services.

Please pay by the designated due date.

☐ Emergency use

1. About emergency use

If you did not apply for these services during the monthly application period but need to use them due to unavoidable circumstances (such as hospitalization of a parent/guardian or other household member), please consult with the kindergarten.

2. Documents to submit

In principle, please submit a document that can confirm your situation, such as a copy of the hospitalization application form.

☐ Payment of Nursery Care Service fees

1. Regular use

(1) Please pay the Nursery Care Service fee based on the number of days and time frame the Board of Education approved for use prior to use.

(2) We will send you the payment slip (a special form that includes a receipt), in addition to the approval notice. Please pay the fees at a financial institution such as a bank, and present the receipt to the kindergarten by the designated monthly deadline.

2. One-time use

We will send you a payment slip the following month for the month you used the services.

Please pay by the designated due date.

3. Other

(1) Nursery Care Service fees that you have already paid will not be reimbursed, even if you did not use the services on an approved date, the actual time used was shorter than the approved time frame, or the like.

* If you applied for a change of time frame (extension) or one-time use but did not use the services, you are still required to pay the nursing care fees for the days you applied for.

(2) If you fail to pay nursing care fees without a justifiable reason, you may be subject to penalties, such as suspension of use.

☐ Withdrawal of use

1. If you wish to withdraw from using the Nursery Care Service, please submit a Nursery Care Service Use Withdrawal Form to the kindergarten by the end of the month prior to the month of use.

2. If you have already paid childcare fees for the day of withdrawal, those funds will be reimbursed at a later date. We will mail you the form required for reimbursement once your withdrawal is approved. Please complete the form with the required information and submit it to the Infant Education and Childcare Support Division.

3. If you wish to cancel use in the middle of the month, you will not be reimbursed for that month's Nursery Care Service fees.

○ Requests concerning the use of Nursery Care Service

1. About the management of physical conditions of your child

Your child will spend more time in kindergarten and have contact with various people, such as friends in other classes. So, please be careful about your children's physical condition so that they are in good physical and mental condition.

2. About contact

- If you know in advance that your child will not participate in the Nursery Care Service, please let us know as soon as possible. When you inform us of absence in the morning of the day of the absence, please be sure to convey that the child will be also absent from the Nursery Care Service.
- If your child gets sick or injured during the Nursery care Service, you will be notified of the emergency and we will ask you to pick him/her up. Be sure to keep in touch with us. Please inform us if there are any changes to your contact information.
- Pick-up times may vary, depending on people, and may be difficult to communicate. Be sure to look at the bulletin board when you come to the kindergarten or when leaving.

3. About Pick-up Cards

- Please be sure to have your Pick-up Card with you when you pick up your child, and display it somewhere readily visible (putting it in a hanging name tag, etc.)
- A Pick-up Card is provided to the number of people who will come to pick up your child. Please give us the number.

4. About pick-up

- Come to pick up your child so that you can leave the Authorized Kodomo-en by the end of your approved time slot.
- Be sure to punch your time card when you leave the facility.
If you pick up your child after 6:15 pm, you may be subject to penalties, including suspension of use, whether you contacted the facility or not.
- The entrance is automatically locked for safety purposes. For details, confirm with each kindergarten. When you come to pick up your child, please press the intercom button and say, "I'm a parent of ○○ (child name) in □□ class. I've come to pick him/her up" while showing your Pick-up Card. Enter when the lock is released.
- Show your Pick-up Card again when entering the room.
- Make sure that your child leave nothing behind, such as hats, jackets, etc.

5. Others

- If you pick up your child after regular education hours or during the Nursery Care Service hours, you will not be able to use the Nursery Care Service again on that day.
- On attendance days (weekdays) for children under the kindergarten frame, if your child is absent from the regular education hours, the child cannot use the Nursery Care Service for that day.

Nursery Care Service for 2024

About schedule for application for use

The following table shows the application schedule for 2024:

As of February 2024

Month of use	Period for distribution/acceptance of applications	Approval/rejection notification time, etc.	Presentation of receipt of Nursery Care Service to the kindergarten
April	Tuesday, March 5 to Friday, March 8 <Only for 5-year-old children>	Around Monday, April 1	Until the initial day of use in April
May	Thursday, April 11 to Monday, April 15	Around Monday, April 22	Until the initial day of use in May
June	Wednesday, May 1 to Thursday, May 9	Around Monday, May 20	Until Wednesday, May 29
July August	Friday, May 31 to Wednesday, June 5	Around Friday, June 14	Until Tuesday, June 25
September	Friday, June 21 to Wednesday, June 26	Around Monday, July 8	Until Thursday, July 18
October	Monday, September 2 to Thursday, September 5	Around Tuesday, September 17	Until Friday, September 27
November	Wednesday, October 2 to Tuesday, October 8	Around Friday, October 18	Until Tuesday, October 29
December	Friday, November 1 to Thursday, November 7	Around Monday, November 18	Until Wednesday, November 27
January	Tuesday, November 26 to Friday, November 29	Around Wednesday, December 11	Until Friday, December 20
February	Wednesday, January 8 to Tuesday, January 14	Around Thursday, January 23	Until Friday, January 31
March	Thursday, January 30 to Tuesday, February 4	Around Friday, February 14	Until Wednesday, February 26

- (1) Please show your receipt on your initial day of use in April and May.
- (2) Please take notice that the application period for use in May are shorter than other months.
- (3) The schedules for July and August are the same. Lotteries and the like will be held each month.
- (4) The schedule may change according to circumstances, so please be sure to check the monthly recruitment leaflet.
- (5) The **Nursery care Service for 4-year-old children** will start **from Tuesday, May 7** due to the shortened childcare hour period.

Inquiry: Tamon Kindergarten (Authorized Kodomo-en)
Phone: 03-3413-7612

Secretariat, Setagaya City Board of Education
Infant Education and Childcare Support Division
Phone: 03-6453-1531
FAX: 03-6453-1534

About certification for exemption from Nursery Care Service fees

○ About certification for exemption from fees

If parents/guardians who have a “Need for Childcare” and have their child enrolled in a Municipal Kindergarten/Authorized Kodomo-en (kindergarten frame) wish to be exempted from the Nursery Care Service fees, they should acquire a **Facility Use Benefit Certification (Eligible class 2)** in addition to an Education/Childcare Benefit Certification (Eligible class 1).

○ Description

Those who have received a Facility Use Benefit Certification (Eligible class 2) are eligible for exemption from the Nursery Care Service fees.

- * For details, see “About exemption from Nursery Care Service fees (Kindergarten Frame at Municipal Authorized Kodomo-en)” on page 24.
- * If we receive an application for use of the Nursery Care Service in excess of capacity, we will hold a lottery to determine users according to the current system, regardless of whether or not the applicants meet the “Need for Childcare.”

○ “Need for Childcare”

“Need for Childcare” means that you have any of the following persistent situations:

- * Please note that the use conditions for the Nursery Care Service differs from the “Need for Childcare” required for exemption from the fees.

- Guardians who go to work
(Working over 48 hours per month, not including housework or childrearing time. In addition, if the parent/guardian has childcare leave for a certified child or is on leave from work, he/she is not eligible for an exemption.)
- Guardians who are sick or who have a mental or physical disability.
- Guardians who have to take care of sick or disabled people throughout the day.
(Excluding nursing care for a child enrolled in kindergarten)
- Guardians who will be giving birth
(maximum five months: two months before, the month due, and two months after)
- Guardians who are currently looking for work.
- Guardians who are in school or training
(not including correspondence school, and/or hobby or culture classes).
- Guardians who have to do restoration and reconstruction after a natural disaster.
- Additionally, when there is a special reason why the guardians cannot take care of their children

[Flow of application for Facility Use Benefit Certification (Eligible class 2)]

[1] Each kindergarten and authorized kodomo-en has made “Facility Use Benefit Certification Application Set” available. If you wish to be certified, please be sure to acquire certification.



[2] Check the documents in the application set, fill out the application form and prepare necessary documents.



[3] Enclose the application form and necessary documents in the reply envelope addressed to the Infant Education and Childcare Support Division, attach a stamp, and submit by mail.



[4] The City will examine the application details and notify you of approval or rejection by mail.
You are not certified unless the “Need for Childcare” is met.

About exemption from Nursery Care Service fees (Kindergarten Frame at Municipal Authorized Kodomo-en)

○ Description

1. The City will reimburse the money paid as the Nursery Care Service fees so that you are exempt from them.
(Maximum monthly fee: 11,300 yen)
* Those who are eligible for exemption from the Nursery Care Service fees should pay them before using the service and present the receipt to us, just as you do for the current system.
2. The school lunch fees (290 yen) and snack fees (50 yen) included in the Nursery Care Service fees are not exempt.
3. The benefit amount will be calculated monthly according to the usage record based on the Nursery Care Service fees excluding school lunch and snack fees.
* See page 25 for a calculation example.

○ About the method for calculating the benefit amount

1. The benefit amount is either a limit calculated by multiplying the exemption daily unit price (450 yen) by the number of days of use (upper limit: 11,300 yen) or the amount you have actually paid, whichever is smaller.
2. Even if the monthly limit is exceeded in some months and the benefit amount is less than the monthly limit in other months, the excess will not be covered.

○ About the benefit period

1. For usage fees of the Nursery Care Service, the total amount for six months will be paid by account transfer.
2. Benefits for April to September in 2024
We will pay the benefits by account transfer around November to December 2024.
3. Benefits from October 2024 to March of the following year
We will pay the benefits by account transfer around May to June of the following year.

○ About the application flow

1. In mid-October 2024 and around mid-May 2025, we will send a benefit application form containing the benefit amount for the Nursery Care Service to those eligible for exemption from the fees.
2. Those who have received the application form are requested to fill out the form with the name of the parent/guardian who is a claimant and bank information for the account to which direct deposit is to be made and to submit it with a receipt containing usage records issued for each facility.

○ Example of calculating the benefit amount

- Example of calculating the benefit amount to exempt users from the usage fees of the Nursery Care Service at the Municipal Authorized Kodomo-en –

Monthly upper limit	Number of approved days of use	Childcare fees (only for childcare)	Actual days of use	Limit of benefits	Amount of benefits
<<Example 1>> If you used the service only on the attendance days					
11,300 yen	Used [2] for 10 days	<div>Childcare fee × Number of days of use</div> 200 yen × 10 days = 2,000 yen ... (A)	Used [2] for 8 days	<div>Exemption daily unit price × Number of days of use</div> 450 yen × 8 days = 3,600 yen ... (B)	Since (A) < (B), the benefit amount is <u>2,000 yen.</u>
<<Example 2>> If you used the service on the attendance and closed days					
11,300 yen	Used [3] for 6 days Used [7] for 4 days 10 days in total	<div>Childcare fee × Number of days of use</div> 350 yen × 6 days = 2,100 yen 660 yen × 4 days = 2,640 yen Total 4,740 yen ... (C)	Used [3] for 4 days Used [7] for 4 days 8 days in total	<div>Exemption daily unit price × Number of days of use</div> 450 yen × 8 days = 3,600 yen ... (D)	Since (C) > (D), the benefit amount is <u>3,600 yen.</u>
<<Example 3>> If you used the service during a long holiday period					
11,300 yen	Used [7] for 18 days Used [8] for 8 days 26 days in total	<div>Childcare fee × Number of days of use</div> 660 yen × 18 days = 11,880 yen 320 yen × 8 days = 2,560 yen A total of 14,440 yen ... (E)	Used [7] for 18 days Used [8] for 8 days 26 days in total	<div>Exemption daily unit price × Number of days of use</div> 450 yen × 26 days = 11,700 yen Since the monthly upper limit is 11,300 yen, 11,300 yen ... (F)	Since (E) > (F), the benefit amount is <u>11,300 yen.</u>

* For details on numbers [1] to [8], refer to “About implementation dates and hours and childcare fees (including breakdown)” on pages 14.

About the natural disaster response of Municipal Kindergartens and Authorized Kodomo-en

The Setagaya City Board of Education has created guidelines for responding to typhoons approaching and passing, heavy snowfall, and large-scale earthquakes (as of January 2023). This allows us to determine the handling of commuting to and from kindergartens or kodomo-en, etc. based on the unified standards of Setagaya City so that we can ensure the safety of children.

We ask that you read and understand the contents described below and for your cooperation in safe commuting to and from kindergartens or kodomo-en, etc.

○ Guidelines for temporary closures due to typhoons approaching or passing, etc.

1. When a “storm warning” (including a “storm snow warning”) is issued to Setagaya City (Western part of the 23 cities) by the Japan Meteorological Agency

(1) When the warning is issued before commuting to kindergartens or kodomo-en

[1] If the warning has been canceled by 6:00 am: Normal childcare.

[2] If the warning has not been canceled by 6:00 am: All the kindergartens and kodomo-en will be temporarily closed.

* If a typhoon is expected to approach or pass or if heavy snowfall, etc. is expected until the day before, each kindergarten/kodomo-en will provide you with details, such as responses and points to keep in mind. Setagaya City will post our response policy on our website. If there is no change to the content and response on the day of approach/passage of the typhoon preliminarily notified by the kindergarten/kodomo-en, each kindergarten/kodomo-en will not send an emergency contact email again.

On the day of approach/passage of the typhoon or heavy snowfall, you may not be able to access the website of the City or the kindergarten or kodomo-en, or the emergency contact email may be delayed.

You are requested to check the Japan Meteorological Agency website for storm warnings issued to Setagaya City before making a decision.

(2) When the warning is issued after arriving at attending kindergartens or kodomo-en

[1] Setagaya City will determine our safety measures (“change of leaving time,” “temporary standby,” etc.) in consideration of the time when the “storm warning” was issued and other warning information, and then inform each kindergarten/kodomo-en.

[2] For kindergartens, as a general rule, a parent/guardian picks up their children and returns home before the normal time of leaving the kindergarten or after a temporary standby period, based on the safety measures of the City.

○ Response in the event of a large-scale earthquake

In the event of a large-scale earthquake (earthquake with a seismic intensity of 5 Lower or greater) in the City, we, in principle, response as follows:

1. When a large-scale earthquake occurs before coming to kindergartens

(1) Kindergarten children (hereinafter referred to as “kindergarten children”) will be on standby at home until they are contacted by the kindergarten.

- (2) The kindergarten decides to temporarily close it or cancel the standby at home based on the instructions from the City's Disaster Countermeasures Headquarters or the Board of Education.
- (3) When the kindergarten decides to temporarily close it or cancel the standby at home, it will notify the parents/guardians by telephone or emergency contact email, etc.

2. When a large-scale earthquake occurs while children are in the kindergarten

- (1) Immediately suspend educational activities, ensure the safety of children, and get them ready for returning home by releasing them to their parents/guardians.
- (2) The kindergarten will inform the parents/guardians of the safety of the children, the damage situation of the kindergarten, and the release of the children to parents/guardians by telephone and emergency contact email, etc.
- (3) As a general rule, we return children to home by releasing them to their parents/guardians.
- (4) For children who have difficulty in returning home because it takes time for parents/guardians to pick them up, we will take necessary measures, such as providing food, drink, and shelter against the cold.

3. When a large-scale earthquake occurs during commuting to and from kindergarten

We will patrol the roads around the kindergarten to ensure the safety of children and their parents/guardians, and if it is too dangerous to return home, we will escort them to the kindergarten.

List of Setagaya Municipal Kindergartens and Authorized Kodomo-en

[1] Kyuden Kindergarten

Address: 4-7-11 Kyuden
TEL: 3308-2790
Transportation: 15 minutes' walk from
Chitose-karasuyama on the Keio line
3 minutes' walk from bus stop
Nakakyuden

[2] Hachimanyama Kindergarten

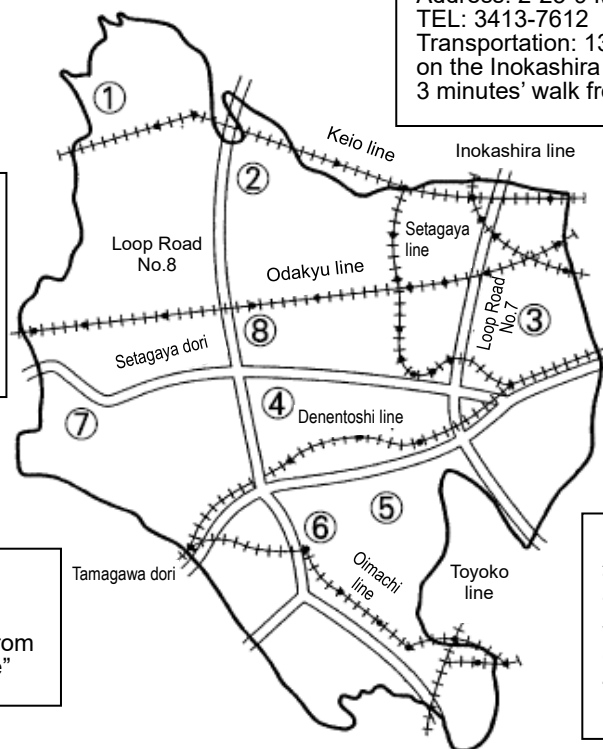
Address: 1-27-25 Hachimanyama
TEL: 3302-5707
Transportation: 13 minutes' walk from
Hachimanyama on the Keio line
8 minutes' walk from bus stop Asahi-
shinbunsha-mae

[3] Tamon Kindergarten (Authorized Kodomo-en)

Address: 2-25-9 Mishuku
TEL: 3413-7612
Transportation: 13 minutes' walk from Ikenoue
on the Inokashira line
3 minutes' walk from bus stop Awashima

[8] Sakuragaoka Kindergarten

Address: 5-2-19 Sakuragaoka
TEL: 3426-1862
Transportation: 7 minutes' walk
from "Chitose Funabashi" on
the Odakyu line
5 minutes' walk from bus
station "Sakuragaoka-jutaku"



[7] Kinuta Kindergarten

Address: 6-9-11, Kitami
TEL: 3416-8630
Transportation: 3 minutes' walk from
"Tokyo-toshidai-fuzoku-syou-mae"

[4] Matsugaoka Kindergarten

Address: 5-21-10 Tsurumaki
TEL: 3426-5453
Transportation: 15 minutes'
walk from Sakura-shimmachi
on the Denen-toshi line
4 minutes' walk from bus stop
Nodai-ichiko-mae

[6] Nakamachi Kindergarten

Address: 4-38-21 Nakamachi
TEL: 3704-0477
Transportation: 7 minutes' walk from
Kaminoge on the Oimachi line
4 minutes' walk from bus stop
Nakamachi-5-chome

[5] Mishima Kindergarten

Address: 5-11-5 Fukasawa
TEL: 3703-0213
Transportation: 3 minutes' walk from
bus stop Nihon-taiiku-daigaku-mae
4 minutes' walk from bus stop
Fukasawa-sakaue

**For inquiries, please contact each
Kindergarten/Kodomo-en or below:**
Infant Education and Childcare Support Division,
Setagaya Educational Center
Telephone: 03-6453-1531
FAX: 03-6453-1534