

# **General Information on Setagaya Municipal Kindergartens**



# 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.

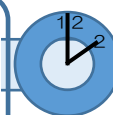
Through our integrated approach, the qualities and abilities that we help foster in children during all time spent at Kindergartens/Municipal Authorized Kodomo-en are: fundamentals of knowledge and skill, fundamentals of thought, judgement, expression, etc., learning ability and humanity. Children follow 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 Municipal Kindergartens

Setagaya City has seven kindergartens where two years of childcare (for 4- and 5-year-old children) are provided. Those who live in Setagaya City are eligible for admitting their children to the kindergartens.

## ○ About capacity

- Both the 4-year-old and 5-year-old classes operate at a capacity of 68 children per grade (34 students per class).
- You can admit your child to a kindergarten mid-year if there is a vacancy.

## ○ Education hours

- Monday, Tuesday, Thursday, Friday: 9:00 am to 2:00 pm (parents/guardians are requested to prepare lunch)
- Wednesday: 9:00 am to 11:40 am
- We are closed on Saturdays, Sundays, national holidays, opening anniversaries, Tokyo Citizen's Day, etc.
- We have spring, summer, and winter vacations.
- Depending on the time of year, event, and season, the time to leave the kindergarten and the day of the week for morning childcare may vary. At the beginning of admission, we will gradually extend the education hours so that the children can enjoy life at the kindergarten with peace of mind.

## ○ About lunch

- Parents/guardians are requested to prepare lunch and have their children bring it with them.
- It's a lot of fun to eat lunch together with everyone at the kindergarten. While they eat lunch feeling affection from parents/guardians, they will learn good eating habits, including the correct way of eating and etiquette.

## ○ 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

- Due to an exemption from early childhood education and childcare fees, no childcare fees are incurred (0 yen).
  - \* No application or procedure is required.
- Expenses other than childcare fees, such as learning materials, parental membership fees, and kindergarten clothes, are required.

## ○ Others

- If you wish to visit a kindergarten, please contact the facility in advance.
- If you have any questions before admitting your child to a kindergarten, please contact the facility.

# 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 <sup>3</sup>		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	<b>Complete the front side only</b> *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				
		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 00 月 00 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
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	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
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 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 (Municipal Kindergartens)

## ○ Outline of implementation

### 1. Implementation hours

From the end of the regular education hours of the kindergarten to 4:30 pm

\* Everyone must leave the kindergarten by 4:30 pm.

### 2. Implementation date

(1) Days (attendance days) on which educational activities are performed at the kindergarten (the Nursery Care Service is sometimes not available)

\* The Nursery Care Service is not provided during the summer, winter, and spring vacations.

\* When the Nursery Care Service will not be provided on certain attendance days, this will be announced in the monthly recruitment leaflets or notices posted in the kindergarten.

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

(2) Nursery Care Service for 5-year-old children: Starts on Thursday, April 11, 2024

Nursery Care Service for 4-year-old children: Starts on Tuesday, May 7, 2024

\* 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 kindergarten varies greatly from child to child. Please carefully observe your child prior to application.

### 3. Implementation place

Hall (playroom) or nursery room and garden in the kindergarten

\* Also refer to “Life in the Nursery Care Service” on page 18.

### 4. Nursery Care Service staffing

Two staff members in charge of the Nursery Care Service will take care of your child.

\* A separate assistant will be assigned to a child who needs additional care on an as-needed basis, but situations may differ from those of the regular education hours.

### 5. Meals, etc.

- On a morning childcare day, children eat lunch during the service hours of the Nursery Care Service. Parents/guardians are requested to prepare lunch and have their children bring it with them.

- We will prepare barley tea at the time of lunch and at hydration time.

- No snacks will be provided.

### 6. Nursery Care Service fees

- 200 yen per day

\* Pay at a financial institution such as a bank, using the payment slip sent by the Board of Education, before using this service.

\* Payment is made on a monthly basis. Even if you quit using the service in the middle of the month, the Nursery Care Service fees you have paid will not be refunded.

\* Those who have received or have been applying to a Facility Use Benefit Certification

(Eligible class 2) should also pay the Nursery Care Service fees.

## 7. Admission quota

Up to 25 children for each kindergarten per day (must be registered with the kindergarten)

## 8. 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 12-14).
- \* Those who do not meet the conditions of use may still be able to use the service.

## ○ 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.	Conditions of use/Period of use	Attached document
1	<p><u>Parent/guardian employment, schooling, and job seeking</u></p> <p>&lt;Description&gt;</p> <p>[Employment or schooling]</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- For the self-employed (including working at home), in addition to the above, results of his/her business or activities can be confirmed.</li> </ul> <p>[Job seeking]</p> <ul style="list-style-type: none"> <li>- Parents/guardians is seeking employment during the service hours of the Nursery Care Service and that activity can be confirmed.</li> </ul> <p>&lt;Supplement&gt;</p> <ul style="list-style-type: none"> <li>* 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.</li> <li>* Schooling is limited to a school stipulated in the School Education Act. (Hobby or culture courses are excluded.)</li> <li>* The period of use by an applicant seeking a job is limited to three months after the applicant is approved to meet</li> </ul>	<p>&lt;Certificates&gt;</p> <p>The following documents must be submitted for each parent/guardian.</p> <p>For employment (hired workers)</p> <p>* 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)</p> <p>[2] ★ “Employment (schedule) Certificate”</p> <p>For employment (self-employment and working from home)</p> <p>* Submit both [3] and [4]</p> <p>[3] ★ “(Scheduled) Work/Schooling Status Report”</p> <p>[4] Objective evidence of nature of the business, etc. (copy acceptable)</p> <p>Ex: • Tax return for 2023</p> <ul style="list-style-type: none"> <li>• Certificate of All Historical Matters</li> <li>• Remuneration payment record, business contracts, income and expenditure statement, etc.</li> <li>• Documents showing the nature of work, activities, and remuneration status</li> </ul> <p>For schooling</p>

	<p>the conditions of use and to use the service, and will only be approved once a fiscal year.</p>	<p>* 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>&lt;Description&gt;</p> <ul style="list-style-type: none"> <li>- The parent/guardian requires a rest before and after her childbirth.</li> </ul> <p>&lt;Supplement&gt;</p> <p>* 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>	<p>&lt;Certificates&gt;</p> <p>Document [1] below must be submitted for each parent/guardian.  [1] Maternal and Child Health Handbook (copy)  * The page containing the parent/guardian's name and expected date of delivery.</p>
3	<p><u>Parent/guardian hospitalization, outpatient visits or illness</u></p> <p>&lt;Description&gt;</p> <p>[Hospitalization]</p> <ul style="list-style-type: none"> <li>- The parent/guardian is hospitalized.</li> </ul> <p>[Outpatient visits]</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> <p>[Illness]</p> <ul style="list-style-type: none"> <li>- The parent/guardian requires a rest due to illness.</li> </ul> <p>&lt;Supplement&gt;</p> <p>* 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>&lt;Certificates&gt;</p> <p>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).</p> <p>[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>&lt;Description&gt;</p> <ul style="list-style-type: none"> <li>- The parent/guardian provides nursing care to or is in</li> </ul>	<p>&lt; Certificates &gt;</p> <p>[1] ★ “Family Care/Attendance Status Report”</p>

	<p>attendance on other family member twice or more a week on average during the service hours of the Nursery Care Service.</p> <p>&lt;Supplement&gt;</p> <p>* Please fill in the attached Notification for Use of Nursery Care Service with your desired period. Example: MMDD, 2024 to MMDD, 2024</p>	<p>[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>&lt;Description&gt;</p> <p>- If you do not meet the conditions of use 1 to 4 above but wish to use the Nursery Care Service.</p> <p>&lt;Supplement&gt;</p> <p>* 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.</p>	<p>&lt;Certificates&gt;</p> <p>- You do not need to submit any documents.</p> <p>&lt;Supplement&gt;</p> <p>* 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 19 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. After receiving confirmation of payment at the kindergarten, you may receive three Pick-up Cards for three people who come to pick up your child.
  - \* You must return all the three cards on the last day of the month of use.
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.

#### ○ 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\*.
  - (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.
    - \* 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.)
- Three Pick-up Cards are provided for three persons who come to pick up your child. (Example: For mother, for father and for relatives)
- If someone without a pick-up card comes to pick up your child, please notify the kindergarten of that person's name in advance. If someone without a card and with no advance notification comes to pick up your child, we will contact you for confirmation.
- The three cards should be returned on the last day of the month of use.

## 4. About pick-up

- 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.
- Fill in the "Pick-up Confirmation Sheet" with "Pick-up time" and "Pick-up person (relation to the child)." We ask for your cooperation so that the child can be safely released to the pick-up person.
- Come to pick up in plenty of time. We ask you to leave the kindergarten by 4:30 pm. Pick-ups after 4:30 pm may result in cancellation of use regardless of the presence or absence of contact in advance.
- After picking up your child, do not allow him/her to play in at the facility. Please go home promptly.
- Make sure that your child leave nothing behind, such as hats, jackets, etc.
- Please come to your child's location when you pick him/her up.

## 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.

- If your child is absent from the regular education hours, the child cannot use the Nursery Care Service for that day.

## ○ Life in the Nursery Care Service

1. The Nursery Care Service provides a warm atmosphere so that each child can relax and feel at ease while having fun playing with friends of different ages.
2. **[Normal childcare day] The day on which the lunchtime is included in the regular education hours set forth in the curriculum (usually days other than Wednesday)**

9:00	14:00	15:00	16:30
Regular education hours of kindergarten (in the curriculum)	Service hours of the Nursery Care Service		
	- Play in the hall or nursery room - Tea	- Play in the garden, yard, etc. * Indoors in rainy weather	Leave the kindergarten

3. **[Morning childcare day] The day on which the lunchtime is not included in the regular education hours set forth in the curriculum (usually Wednesday)**

9:00	11:40	13:00	15:00	16:30
Regular education hours of kindergarten (in the curriculum)	Service hours of the Nursery Care Service			
	- Eat lunch	- Play in the hall or nursery room - Tea	- Play in the garden, yard, etc. * Indoors in rainy weather	Leave the kindergarten

4. Activity flow in the Nursery Care Service (**Example of normal childcare day**)

- 14:00 - After the regular education hours set forth in the education curriculum, children go to the hall or nursery room with the persons in charge of the Nursery Care Service.  
(The person in charge confirms attendance)
- Place belongings (bag, hat, etc.) in designated places.
- 14:10 - Play in the hall
- 15:15 - Drink tea
- 15:30 - Play in the garden \* Indoors, such as halls, in rainy weather  
<Content of play>  
- Blocks, playing house, picture books/picture-story shows, origami, group play  
- Sandbox play, fixed play equipment, tag, ball play  
- Seasonal play, such as playing with water or with colored water, flowers play, etc.
- 16:20 - Prepare to leave the kindergarten, wait for pick-up in the hall, nursery room, etc., and leave the kindergarten in order.
- 16:30 - Kindergarten departure completed

# 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 mailing date	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	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 schedule may change according to circumstances, so please be sure to check the monthly recruitment leaflet.
- (4) The **Nursery Care Service for 4-year-old children** will start **from Tuesday, May 7** due to the shortened childcare hour period.

Inquiry destination: Each kindergarten

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 (Municipal Kindergartens)” on page 21.
- \* 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 (Municipal Kindergartens)

## ○ Description

1. The City will reimburse the money paid as the Nursery Care Service fees or as the usage fees of Non-Authorized Nursery School, etc. that have been approved by the prefecture so that you are exempted 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 the kindergarten, as per the current system.
2. The Municipal Kindergartens do not provide the Nursery Care Service during long vacations or on holidays. If you use a Non-Authorized Nursery School during that period, you may be exempt from the usage fee of the Non-Authorized Nursery School.

## ○ Non-Authorized Nursery Schools and services subject to exemption from usage fees

### 1. Check directly with each facility if you are eligible for exemption.

- (1) Non-Authorized Nursery Schools that have been approved by the prefectures, etc.  
(Certified Day Care Centers, Nursery Rooms, general Non-Authorized Nursery Schools, Non-Authorized Childcare Services within Workplaces, and babysitters)
- (2) Temporary childcare services
- (3) Childcare Services for sick children
- (4) Family support center services, etc.

\* For Non-Authorized Nursery Schools, etc. in Setagaya City subject to exemption from fees, visit the following website or contact the Infant Education and Childcare Support Division directly: “Children/Education/Youth support” => “Exemption from early childhood education fees” => “List of facilities subject to exemption from fees.”

2. The benefit amount will be calculated monthly according to usage. \* See page 22 for a calculation example.

## ○ About the method for calculating the benefit amount

### 1. The benefit amount for the use of the Nursery Care Service

The benefit amount is either a benefit limit calculated by multiplying the exemption daily unit price (450 yen) by the number of days of use or the amount actually paid, whichever is smaller.

### 2. The benefit amount for the use of Non-Authorized Nursery School, etc.

- (1) The benefit amount is either an amount calculated by subtracting the childcare benefit amount from the monthly upper limit (11,300 yen) or the amount 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 cannot be covered.

## ○ About the benefit period

### 1. Usage fees of the Nursery Care Service and Non-Authorized Nursery School, etc.

- (1) The total amount for six months will be paid by account transfer.
- (2) The benefits for the usage fees of the Nursery Care Service and Non-Authorized Nursery School, etc. are paid together.

### 2. Benefits from April to September 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 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. Those who have received the application form are requested to fill out and submit the form with the name of the parent claimant and bank account information to which direct deposit is to be made with a receipt containing usage records issued for each facility.
2. Even if you use a Non-Authorized Nursery School, etc., you are requested to fill in the benefit application form with usage records and attach documents (receipts, etc.) issued for each facility as proof of your usage and payment records.

○ Example of calculating the benefit amount

- Example of calculating the benefit amount to exempt users from the usage fees  
of the Nursery Care Service and Non-Authorized Nursery School, etc. -

Monthly upper limit	Number of approved days of use	Nursery Care Service fee amount (main care fees only)	Actual days of use	Limit of benefits	Amount of benefits
<<Example 1>> Use of only Nursery Care Service					
11,300 yen	10 days	Nursery Care Service fee amount × Number of approved days of use 200 yen × 10 days = 2,000 yen ... (A)	8 days	Exemption daily unit price × Number of actual days of use 450 yen × 8 days = 3,600 yen ... (B)	(A) < (B) The benefit amount is <u>2,000 yen</u>
<<Example 2>> Combined use of Nursery Care Service and Non-Authorized Nursery School, etc.					
11,300 yen	10 days	Nursery Care Service fee amount × Number of approved days of use 200 yen × 10 days = 2,000 yen ... (C)	8 days	Exemption daily unit price × Number of actual days of use 450 yen × 8 days = 3,600 yen ... (D)	(C) < (D) The benefit amount is <u>2,000 yen</u>
		Payment to non-authorized nursery schools (main care fees only) 10,000 yen ... (E)		Monthly upper limit – Benefits for Nursery Care Service 11,300 yen - 2,000 yen = 9,300 yen ... (F)	(E) > (F) The benefit amount is <u>9,300 yen</u>
	The total amount of benefits for the Nursery Care Service and Non-Authorized Nursery School, etc. is calculated as follows: 2,000 yen + 9,300 yen = <u>11,300 yen</u>				

# 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 kodomo-en 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

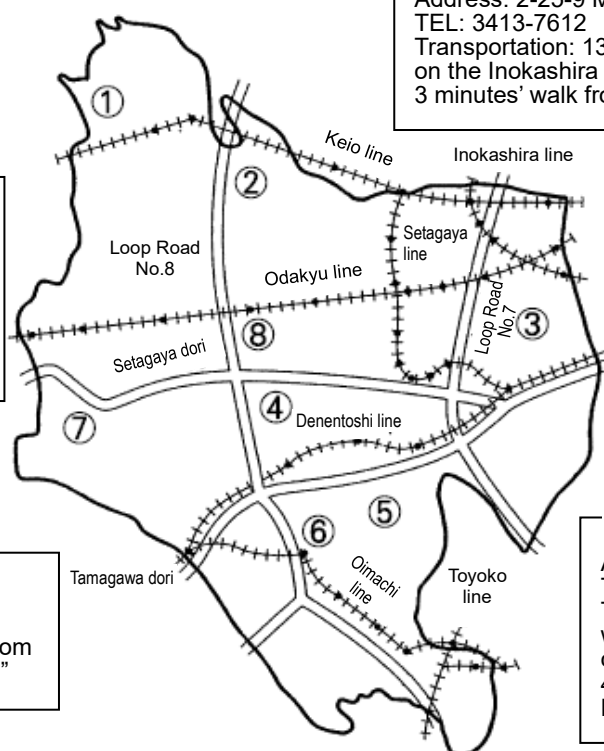
Address: 1-27-25 Hachimanyama  
TEL: 3302-5707  
Transportation: 13 minutes' walk from  
Hachimanyama on the Keio line  
8 minutes' walk from bus stop Asahi-  
shinbunsha-mae

## [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