

# General Information on Setagaya Municipal Authorized Kodomo-en



## Abilities that Setagaya City aims to develop in early childhood

Our goal is to foster caring hearts in children and develop the ability to live free, happy lives by encouraging the qualities of “independence and cooperation,” “expression and empathy,” “healthy minds and bodies,” “experience and drive” as well as “focused and inquisitive minds” in play and in life.

<Excerpt from Setagaya City's Vision for Promoting Early Childhood Education and Childcare>



# 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.

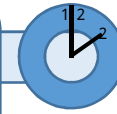
Through our integrated approach, the qualities and abilities that we help foster in children during all time spent at Kindergartens/Municipal Authorized Kodomo-en are: fundamentals of knowledge and skill, fundamentals of thought, judgement, expression, etc., learning ability and humanity. Children follow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



# 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)
Saturdays, Sundays, public holidays, the following days and other days specifically approved by the Board of Education A) Summer break: July 20 to August 31 B) Winter break: December 24 to January 7 C) Spring break: March 19 to April 9	Sundays, public holidays, December 29 - January 3 of the following year, and other days specifically approved by the Board of Education

- 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 Municipal Authorized Kodomo-en while viewing the grass and flowers on the roadside, interacting with everyday nature and talking a lot with each other.
  - \* As a general rule, going to and from the Municipal Authorized Kodomo-en by bicycle or car is prohibited.
- When you arrive at the Municipal Authorized Kodomo-en for drop-off or pick-up, you can talk with our staff about how your child has spent his/her time. This can deepen the connection between you and the Municipal Authorized Kodomo-en.

## ○ 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 12 - 13.
- 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/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 class1” 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 “Education/Childcare Benefit Certification Application (for Eligible class 1)” with necessary items referenced in the entry example on page 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

“Education/Childcare 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 “Education/Childcare Benefit Certification Application.”

\* For the description of the Personal Numbers (Individual Number), refer to 1. “New application” in “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, Education Planning Department, 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 2020 (April 2020 to March 2021)

- (1) Those who admitted their child or applied for admission to a certified nursery school, etc. during FY 2020 (April 2020 to March 2021) 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) Fill out an “Education/Childcare Benefit Certification Change Application (for Eligible class 1) and Facility Use Benefit Certification Application (for Eligible class 2 and 3)” (hereinafter referred to as the “Application”) with the necessary items referenced in the entry example on page 10.
- (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 2. “For those who admitted their child or applied for admission to a certified nursery school, etc. during FY 2020 (April 2020 to March 2021)” in “About confirmation of Personal Number” on page 7.8.

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

About confirmation of Personal Number (Individual Number)

1. New application

- (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

2. For those who admitted their child or applied for admission to a certified nursery school, etc. during FY 2021 (April 2021 to March 2022)

(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.

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[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

○How to fill out your application form

1. New application

第1号様式(第5条関係)

教育・保育給付認定申請書(1号認定用)

Application date 令和 4年 1月 25日

Name of the	フリガナ セタガヤ タロウ	Individual Number	1 2 3 4 5 6 7 8 9 3 3 3
	世田谷 太郎		
Birthday	平成 27年 7月 10日	施設等利用 給付認定	受けている場合のみ選択 新1号・新2号
Scheduled admission date	令和 4年 4月 1日 から 小学校就学前まで		
Name of facility unofficially determined	松丘幼稚園	認可保育園の申込み	有 <input type="radio"/> 無 <input checked="" type="radio"/> 支給認定番号

確了未

To the mayor of Setagaya  
For the above-mentioned child, I am applying for a Facility Use Benefit Certification.  
I agree that when childcare fees are calculated, the Mayor of Setagaya checks the status of resident registration and taxation status for resident tax, etc. with public registers, determines childcare fees based on that information and presents them to a specific education/childcare facility, etc.

Name of guardian	フリガナ セタガヤ イチロウ	Individual Number	1 2 3 4 5 6 7 8 9 0 0 0
	世田谷 一郎		
Birthday	大 <input checked="" type="radio"/> 昭・平 56年 4月 20日	The applicant (guardian) should submit copies of documents that can be used to verify his/her "Individual Number" and identity.	
Address	〒 154 - 0017 世田谷区 世田谷4丁目 21番 27号		
Daytime point of contact	( 090 - - x x x x ) 自宅 <input checked="" type="radio"/> 携帯 ( 続柄: 母 ) ・ その他 ( )	Those who need confirmation of how childcare and school lunch fees are calculated will be notified separately.	
平成31年(2019年)1月1日時点の住所	世田谷区内 <input checked="" type="radio"/> 世田谷区外 (自治体: 県 市 )		

確了未

世帯の状況(申請園児、申請者以外の世帯員についてご記入ください。)

Names of family members in the same household	Birthday	Relationship	備考(学年等) 令和3年4月時点の学年	Individual Number																			
				1	2	3	4	5	6	7	8	9	1	1	1								
1 フリガナ セタガヤ ハナコ 世田谷 花子	大 <input checked="" type="radio"/> 昭・平 56・10・7生	妻																					
2 フリガナ セタガヤ シロウ 世田谷 二郎	大・昭・ <input checked="" type="radio"/> 平・令 24・5・5生	子	小学4年生																				
3 フリガナ セタガヤ モモコ 世田谷 桃子	大・昭・ <input checked="" type="radio"/> 平・令 30・3・3生	子																					
4 フリガナ	大・昭・平・令 ・ ・ 生																						
5 フリガナ	大・昭・平・令 ・ ・ 生																						
6 フリガナ	大・昭・平・令 ・ ・ 生																						
生活保護受給の有無	1. 受けている <input checked="" type="radio"/> 2. 受けていない		ひとり親世帯	1. 該当 <input checked="" type="radio"/> 2. 非該当																			

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個人番号欄は申請園児・申請者・配偶者(父母)のみご記入ください。

If the child you are now applying for admitting to kindergarten has parents, guardians or siblings who do not live together, please skip to number 7.

7	住所	・ ・ 生	は扶養者)がいる場合、税額の確認ができる書類の提出が必要となります。																				
8	住所	フリガナ	大・昭・平・令 ・ ・ 生		個人番号																		

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事務処理欄 本人確認( ) マイナンバーカード・免許証・( )

第4号の4様式(第5条の2関係)

教育・保育給付認定変更申請書(1号認定用)兼施設等利用給付認定申請書(2号・3号認定用)

Application date 令和 4年 1月 25日

Name of the child to enter	フリガナ セタガヤ タロウ	Individual Number
	世田谷 太郎	1 2 3 4 5 6 7 8 9 3 3 3
Birthday	平成 27年 7月 10日	Name of facility unofficially determined
Scheduled admission date	令和 4年 4月 1日から小学校就学前まで	松丘幼稚園

確認未

To the mayor of Setagaya

For the above-mentioned child, I am applying for a Facility Use Benefit Certification.

I agree that when childcare fees are calculated, the Mayor of Setagaya checks the status of resident registration and taxation status for resident tax, etc. with public registers, determines childcare fees based on that information and presents them to a specific education/childcare facility, etc.

Name of guardian	フリガナ セタガヤ イチロウ	Individual Number
	世田谷 一郎	1 2 3 4 5 6 7 8 9 0 0 0

確認未

Birthday	大・昭平 56年 4月 20日	The applicant (guardian) should submit copies of documents that can be used to verify his/her "Individual Number" and identity.
Address	〒 154-0017 世田谷区 世田谷4丁目 21番 27号	

Daytime point of contact	( 090 - -xxxx ) 自宅 (携帯) (続柄: 母) ・その他 ( )
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平成31年(2019年)1月1日時点の住所	世田谷区内 世田谷区外 (自治体: 区市)	Those who need confirmation of how childcare and school lunch fees are calculated will be notified separately.
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世帯の状況(申請園児以外の世帯員についてご記入ください。)

Names of family members in the same household	Birthday	Relationship	備考 (会社名・学校名・学年等) 令和3年4月時点の学年	Individual Number	
					1
2	フリガナ セタガヤ ハナコ 世田谷 花子	大・昭平・令 56・10・7生	母	株式会社	1 2 3 4 5 6 7 8 9 1 1 1
3	フリガナ セタガヤ シロウ 世田谷 二郎	大・昭平・令 24・5・5生	兄	小学校4年生	
4	フリガナ セタガヤ モモコ 世田谷 桃子	大・昭平・令 30・3・3生	妹	保育園	
5	フリガナ ・ 生	大・昭平・令 ・ 生			
生活保護受給の有無	1. 受けている (2). 受けていない	ひとり親世帯	1. 該当 (2). 非該当		

確認未  
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確認未  
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確認未

個人番号欄は申請園児・申請者・配偶者(父母)のみご記入ください。

If the child you are now applying for admitting to kindergarten has parents, guardians or siblings who do not live together, please skip to number 7.

6	住所	・ 生		
7	住所	大・昭平・令 ・ 生		個人番号

確認未  
確認未

認可外保育施設、一時預かり事業、病児保育事業、子育て援助活動支援事業を利用する(予定を含む。)方は記入してください。

施設名	利用するサービス	所在地	利用開始(予定)日
保育園	認可外 (一時預かり) 病児保育・子育て援助活動	世田谷区世田谷 - -	令和 4年 4月 1日

事務処理欄 本人確認 ( ) マイナンバーカード・免許証 ( )

# 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	0 yen
Level 2	Households whose municipal inhabitant tax (special city inhabitant tax) if their income is 0 yen (including households whose municipal inhabitant tax is levied only on a per capita basis).	1,900 yen
Level 3	Households whose municipal inhabitant tax (special city inhabitant tax) if their income is 77,100 yen or less.	1,900 yen
Level 4	Households whose municipal inhabitant tax (special city inhabitant tax) if their income exceeds 77,100 yen.	4,700 yen
Level 5 (*1)	Households whose municipal inhabitant tax (special city 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 amount of municipal inhabitant tax (special city inhabitant tax) according to their income, 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 ¥ 0. (Including households of only per capita portion)	0 yen	
D1	Excluding "A" level, households where income tax amount assessed for last year's nursery fee, etc. was not ¥ 0.	Households with income tax of less than 12,000 yen	0 yen
D2		Households with income tax of 12,000 yen or more and less than 37,000 yen	0 yen
D3		Households with income tax of 37,000 yen or more and less than 52,000 yen	0 yen
D4		Households with income tax of 52,000 yen or more and less than 82,000 yen	0 yen
D5		Households with income tax of 82,000 yen or more and less than 122,000 yen	0 yen
D6		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 amount of municipal inhabitant tax (special city inhabitant tax) according to their income, 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 January 2022)

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

\* If you applied for the [7] and [9] time slots, come to the Authorized Kodomo-en after 9:00 or 14:00.

If you come to the Authorized Kodomo-en before that and use the Nursery Care Service, it is regarded as a change of time slot and you will be charged a surcharge.

\* For [6] and [7], school lunch and snack fees are included in the Nursery Care Service fees.

\* For [2], [3], [4], [5] and [9], snack fees are included in the Nursery Care Service fees.

### 3. Implementation place

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

### 4. Recruitment capacity

18 children to be admitted to the Authorized Kodomo-en under the kindergarten frame

\* Unlike extended childcare at nursery schools, applications and decisions on use are made on a monthly basis.

### 5. Use conditions/lottery

- (1) The use conditions include parent/guardian employment, schooling, childbirth, illness, long-term care, etc. For details, refer to the next section (pages 16 - 18).
- (2) For those who meet the above conditions, a lottery will be held to determine users for days on which an application is made for 19 or more children.
- (3) For those who do not meet the use conditions, a lottery will be held to determine users only if there is a vacancy in the capacity (only for days on which the number of those who meet the use conditions is less than the capacity of 18).
- (4) For use on Saturdays, long holidays, traded days off, etc., and early mornings (7:15 - 9:00) and evenings (16:30 - 18:15), only those who meet the use conditions are eligible to apply for use.
- (5) If you use the Nursery Care Service on Saturday, we check to see if the details of application and submitted certificates justify your use of the service at the applied time



slot.

- (6) After confirming the contents submitted above, we may ask you to submit additional certificates.

\* If you do not meet the use conditions set forth on pages 15 to 17 but need childcare, see 2 under " Emergency use, etc." on page 19.

6. Timecard stamping

- (1) To manage the usage hours of the Nursery Care Service, you are asked to stamp a timecard at the start and end of the use of the service.

\* You don't need to stamp a timecard when your child comes to or goes home from kindergarten along with the kindergarten's regular education hours.

- (2) We confirm the usage hours with the timecard. If you use the service in excess of the predetermined hours or you repeatedly forget to stamp the timecard, we may refuse or cancel your use privileges.

7. Others

- (1) Nursery Care Service for five-year-old children: From Tuesday, April 12.

- (2) Nursery Care Service for 4-year-old children: From Friday, May 6.

\* How they spend extended periods of time away from their parents and how long it takes them to get accustomed to a group life varies greatly from child to child. Please carefully observe your child's situation prior to application.

- (3) For the use of childcare on Saturdays and long holidays, we recommend that you spend more time with your children at home to deepen your connection with them if you and your family do not have to work.

Use conditions for the Nursery Care Service

(The documents marked with ★ have a specified form. If you need it, please receive it at the kindergarten)

No.	Use conditions/Period of use	Attached document
1	<p><u>Parent/guardian employment, schooling, and job seeking</u></p> <p>&lt;Description&gt;            [Employment or schooling]            - 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> <p>[Job seeking]            - Parents/guardians is seeking employment during the service hours of the Nursery care Service and that activity can be confirmed.</p> <p>&lt;Supplement&gt;            * 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</p>	<p>&lt;Certificates&gt;            [1] The latest pay statement containing the place of work, the number of working days, working hours, etc. (copy acceptable)            [2] Withholding slip for 2021 (copy acceptable)            [3] Final tax return for 2021 (copy)            * Final tax return with a receipt stamp affixed or with receipt notification (copy acceptable)            [4] ★ "Employment (schedule) Certificate"            [5] ★ "(Scheduled) Work Status Report"            [6] (Schooling) Enrollment certificate or a copy of student ID card</p> <p>&lt;Supplement&gt;            * If you are employed, you should submit [1]. If you can't submit it because you have just started to work or for some reason, you should submit any of [2] to [4] instead and then submit [1] within three months.            * If you are self-employed, submission of [3] and [5] are requested. If you have not filed a final tax return, you are requested to submit documents that show the details of your work or activities or remuneration you have received, such as</p>

	<p>considered to work/engage in schooling during the Nursery care Service.</p> <p>* Schooling is limited to a school stipulated in the School Education Act. (correspondence education or hobby or culture courses are excluded)</p> <p>* The period of use by an applicant seeking a job is limited to three months after the applicant is approved to meet the use conditions and to use the service.</p>	<p>remuneration payment records, other business contracts, income and expenditure statements, etc. instead of [3].</p> <p>* If you are seeking a job, you should write the state of your job seeking activities in [5] and submit it with A public Employment Security Offices (Hello Work) Card (copy acceptable) or other evidence that you are seeking a job.</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>[1] Maternal and Child Health Handbook (copy) containing the parent/guardian name and expected date of delivery</p>
3	<p><u>Parent/guardian hospitalization or illness</u></p> <p>&lt;Description&gt;</p> <p>[Hospitalization]</p> <ul style="list-style-type: none"> <li>- The <u>parent/guardian is hospitalized.</u></li> </ul> <p>[Illness]</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>&lt;Supplement&gt;</p> <p>* This service is intended for people who need childcare during the service hours of the Nursery care Service.</p> <p>* Please fill in the Notification for Use of Nursery care Service with your desired period. Example: MMDD, 2022 to MMDD, 2022</p>	<p>&lt;Certificates&gt;</p> <p>Every parent/guardian is requested to submit one of the following documents [1] to [4] that prove hospitalization (including schedule), the details of illness, and facts (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 attendance on other family member twice or more a week on average during the service hours of the Nursery care Service.</li> </ul> <p>&lt;Supplement&gt;</p> <p>* Please fill in the attached Notification for Use of Nursery care Service with your desired period.</p>	<p>&lt; Certificates &gt;</p> <p>[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),</p>

	Example: MMDD, 2022 to MMDD, 2022	Certification as Requiring Long-term Care or Support under Nursing-care Insurance System, etc.
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 use conditions but wish to use the Nursery care Service.</p> <p>&lt;Supplement&gt;</p> <p>* Only when the number of people who meet the use conditions is less than the capacity, we will hold a lottery and may approve your use.</p>	<p>&lt;Certificates&gt;</p> <p>- You do not need to submit any documents.</p> <p>&lt;Supplement&gt;</p> <p>* If even one of the parents/guardians listed on the application form falls under “No. 5,” the other parent/guardian need not submit documents.</p>

### Application procedure

1. Submit the “Application for Use of Nursery Care Service at Authorized Kodomo-en” to us during the period of distribution/reception of the application form.
  - \* You can enter a desired date and time of use for each day on the back of the application form. Please enter a desired date and time with reference to the entry example (page 23).
  - \* If you wish to use the Nursery Care Service, you need to re-apply every month.
  - \* **After the application deadline, we will not accept additional applications even if there is a vacancy, so please be aware of application periods, deadlines, etc.**
  - \* If you wish to use the Nursery Care Service, but cannot come to us within the application period due to an infectious illness (you or your child) or other unavoidable circumstance, please **contact us by phone by 16:00 on the application deadline.**
  - \* You are requested to submit the attached “Notification for Use of Nursery Care Service” separately at the time of your first application of the year. (People other than those who have a limited period of use should submit it only once a year) If you cannot attach a certificate at the time of application, please be sure to submit it to the Authorized Kodomo-en with your next application.
  - \* Even if you have already submitted the “Notification for Use of Nursery Care Service” when your child was 4 years old, please submit it again when you first apply for the Nursery Care Service after your child turns 5.
  - \* The application, notification and other forms are available at the Authorized Kodomo-en.
2. The Authorized Kodomo-en will give you a notice of approval or not approved for the use of the Nursery Care Service.
  - \* The notice for April will be mailed to your home.
3. If your use is approved, we will give 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 by the deadline.
4. Please be sure to show the receipt of the Nursery Care Service fee to us by the designated deadline.
  - \* If you fail to do so by a specified date, you may not be able to use the service even if you show your receipt afterwards.
5. After receiving confirmation of payment, you may receive Pick-up Cards for persons who pick up your child.

## Daily-based Use of Nursery Care Service

1. Implementation date
  - The day on which the number of children who were permitted to use is less than the capacity.
    - \* Daily-based Use of Nursery Care Service is not available on Saturdays.
2. Eligible children
  - Children who are enrolled in the Authorized Kodomo-en under the kindergarten frame and satisfy all of the following conditions:
    - those who have already applied to the Nursery Care Service in the month to which the day on which the applicant wants to use the Daily-based Nursery Care Service belongs,
    - those who have already filed the Notification for Use of Nursery Care Service before the applicant applies to the Nursery Care Service in the month to which the day of the Daily-based Nursery Care Service belongs,
    - all of the parents/guardians living together satisfy the use conditions on employment, and one or two of the parents/guardians have unavoidable reasons concerning work, such as changes in working days and hours.
3. Application period
  - (1) From the day following the deadline for presenting the childcare fee receipt for the regular use for the month to which the day the applicant wants to use the service belongs to 16:00 of the day two operating days before the desired date of use of the service
    - \* During long holidays, please apply by 16:00 of the day four operating days (excluding Sundays, holidays, year-end and New Year holidays) before the desired date of use of the service for reasons of ordering of foods for lunch.
  - (2) As a general rule, users will be determined in the order of application.  
However, only on the day following the deadline for presenting the childcare fee receipt, if those who have submitted the application form by 9:10 on that day exceed the capacity, users will be determined by lottery.
4. Procedure
  - (1) You are requested to confirm availability with the Authorized Kodomo-en and, if available, submit the "Daily-based Use Application Form" and documents that certify your work, such as your work shift table, in the application period described above.
    - \* For children with allergies, we may not take care of such children if the application day is too close to the day of use. In such case, please contact the Authorized Kodomo-en as soon as possible.
    - \* For children in need of special care, you may not use the service unless we can secure a safe acceptance system.
  - (2) The Authorized Kodomo-en will give a receipt.
5. Payment of Nursery Care Service fees
  - (1) For childcare fees for the Daily-based Use, we send a payment slip containing fees for all monthly usage, the following month.
  - (2) Please make payment by the specified deadline.

## Change (or extension) of time slot for Nursery Care Service

1. About change (or extension) of time slot

Those who have received approval of the use of the Nursery Care Service may request to change (or extend) the time slot of the Nursery Care Service on the approved date if there are unavoidable circumstances.

## 2. Application period and method

- (1) As a general rule, submit the "Time Slot Change Application" by 16:00, two operating days before the date of use of the service.
- (2) On Saturdays and during long holidays, you are requested to submit the application 4 days (excluding Sundays, holidays, year-end and New Year holidays) before the date of use of the service until the time of leaving the facility (if you intend to use the service on Saturday, until 16:00 on Tuesday).
- (3) If a pick-up time is delayed for unavoidable reasons, be sure to contact the Authorized Kodomo-en before the end of the originally scheduled service hours. In such cases as well, you are required to submit a "Time Slot Change Application."
- (4) If you applied for the [7] or [9] time slots and you come to the Authorized Kodomo-en earlier than scheduled, you are requested to submit a "Time Slot Change Application."

## 3. Payment method for change (or extension) of time slot

- (1) The Board of Education will notify you of the difference in childcare fees caused by the change (or extension) of the time slot on a later date. We will send you a payment slip containing fees for all the usage for the month, so please pay by a specified deadline.
- (2) Childcare fees are not refunded due to changes in the time slot (shortening of usage hours, etc.).

## 4. Please be aware of the following

- (1) If usage hours are extended without prior notice (including when contacted by the Authorized Kodomo-en)
  - [1] We check your timecard on a later date, and if usage time is exceeded, we ask you to pay the difference.
  - [2] Judgment of overtime is made based on timecard stamps.
  - [3] The times 59 minutes before, 1 minute after, 16 minutes after and 31 minutes after a predetermined time are subject to overtime judgements.
- (2) Failing to stamp your timecard
  - [1] We determine your service usage from the day's start time until the end time and ask you to pay any differences in childcare fees.
  - [2] If you failed to contact us in advance and did not stamp the timecard, you will be subject to cancellation of use in addition to the payment of any differences in fees.
- (3) If you arrive to pick your child up after 18:15
  - [1] No fee will be collected.
  - [2] You will be subject to cancellation of use even if you contact us for the delay in advance.

## Emergency use, etc.

### 1. About emergency use

If you have an urgent need to use the Nursery Care Service due to yours or a family member's hospitalization, please consult us.

### 2. Other

If you need to use the Nursery Care Service and do not meet the use conditions on pages 15-17, please contact us.

\* As a general rule, for 1 and 2 under " Emergency use, etc.," you are asked to present evidence, such as a copy of the hospitalization registration form.

## Payment of Nursery Care Service fees

### 1. About normal use

The childcare fees are calculated according to the table in “About implementation dates and hours and childcare fees (including breakdown),” “1. Outline of implementation” on page 14 based on the desired date(s) and time(s) of use applied for. You are requested to **pay the calculated fees in advance.**

2. Daily-based Use and use of a changed time slot

We will send you a payment slip containing fees for all the usage for the month, so please pay by a specified deadline.

3. Other

- (1) The childcare fees are not, in principle, returned even if you cancel in the middle of the month, do not use it on scheduled dates or use it for a shorter time than planned. Even if you applied for Daily-based Use and do not use it later, you are, in principle, requested to pay the fees.
- (2) If you do not pay the Nursery Care Service fees without justification, we may refuse service or cancel permission to use it.

Others

1. Whether or not we have your child take a nap is determined based on the situation.
2. Lunch is provided if the Nursery Care Service is used during daytime. Snacks are provided if the service is in the afternoon.
3. We have your child take naps during long holidays.
4. About children who need special care

For the time being, the Nursery Care Service is provided only from 14:00 to 16:30 on weekdays, and 9:00 to 17:00 on Saturdays (provided that you meet the use conditions) and during long holidays. This is because we have to consider the conditions of your child or have difficulty securing a safe acceptance system.

Even if an assistant is assigned separately, the system may differ from that of the education hours.

5. Precautions for pick-up

- (1) Be sure to stamp the timecard when you leave the Authorized Kodomo-en.
- (2) Please contact us in advance if you may be late for pick-up.

If you are on time for a designated pick-up time, no additional procedure is required, but if you are not, you are requested to submit the “Time Slot Change Application Form.” You are required to pay the difference in charges, but you are not subject to cancellation of use. If you come to pick up after 18:15, we do not collect the fee, but you may be subject to cancellation of use even if you notify us of the delay in advance. If you failed to contact us in advance, you are not eligible to submit the “Time Slot Change Application.”

- (3) Your children are waiting for you to pick them up. Please be careful not to be late.

Requests concerning the use of Nursery Care Service

1. About the management of physical conditions of your child

- (1) Your child will spend a lot of time in the Authorized Kodomo-en 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

- (1) 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 also be absent from the Nursery Care Service.

- (2) If your child gets sick during the Nursery Care Service, we will ask you to pick him/her up. Be sure to keep in touch with us.
- (3) We may need to urgently contact you if your child suffers an illness or injury. Please inform us if there are any changes to your contact information.
- (4) 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 Authorized Kodomo-en or when you leave for the day.

### 3. About Pick-up Cards

- (1) Please be sure to carry the Pick-up Card with you when you pick up your child. You should carry it in a visible position by, for example, putting it in a hanging name tag, etc.
- (2) 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

- (1) Come to pick up your child so that you can leave the Authorized Kodomo-en by the end of your approved time slot.
- (2) Be sure to stamp the timecard when you leave the Authorized Kodomo-en.
- (3) To ensure the safety, the entrance is automatically locked. (for details, consult the Authorized Kodomo-en.)

When you come for pick up, press the intercom and say, "I'm a parent of Taro (child's name) of \_\_\_\_\_ class. I have come to pick him up" while displaying the Pick-up Card in front of the intercom. Enter inside when the lock is released.

- (4) Show your Pick-up Card again when entering the room.
- (5) Come for your child in plenty of time. We ask that you leave the Authorized Kodomo-en by the end of your approved time slot. Pick-ups after 18:15 may lead to the cancellation of use. Please be sure to leave the Authorized Kodomo-en by the end of your approved time slot.
- (6) Make sure that you leave nothing behind, such as hats, jackets, and other belongings.
- (7) Please come to your child's location when you pick him/her up.

### 5. About childcare on weekdays, Saturdays, and during long holidays

- (1) We recommend that you spend more time with your children at home to deepen your connection if your family does not have to work.
- (2) Those who do not meet the use conditions are not eligible to use the service on Saturdays, long holidays, exchanged days, etc., early morning (7:15 - 9:00) on weekdays and evening (16:30 - 18:15).
- (3) If you use Nursery Care Service on Saturday, we will check to see if the details of your application and submitted certificates justify the use of the service at the requested time slot.
- (4) Depending on the above contents, we may ask you to submit certificates separately.

### 6. About the use of Nursery Care Service after leaving the Authorized Kodomo-en

- (1) After the end of the regular education hours or during the service hours of the Nursery Care Service, you will not be able to use the service again after you have picked up your child.
- (2) On attendance days (weekdays) under the kindergarten frame, if your child is absent from the regular education hours, the child cannot use the Nursery Care Service of the day.

Month		Example of filling in application form					
Day	Day of the week	Usage hours	Nursery Care Service fees	Day	Day of the week	Usage hours	Nursery Care Service fees
1				16	土		1000
2				17	日		
3				18	月		150
4				19	火		400
5				20	水		
6				21	木		
7				22	金		400
8				23	土		
9				24	日		
10				25	月		
11				26	火		
12	火		400	27	水		550
13	水			28	木		
14	木		400	29	金		
15	金			30	土		320
				31			
		預かり保育料 小計 ( A )	800			預かり保育 小計 ( B )	2820
				預かり保育料 合計 ( A + B )			3620

[1] Be sure to fill in the "Usage hours" and "Nursery Care Service fees" columns, as well as the Subtotal and Total rows, according to your desired date(s) and time(s) of use.

\* For the usage hours, enter a desired time slot from [1] to [9] in the table below. Those who do not meet the use conditions can only apply for [2].

Date of use	Usage hours	Nursery Care Service fees (daily)
Attendances days (weekdays) under the kindergarten frame	[1] 7: 15 - 9: 00	150 yen
	[2] 14:00 - 16:30	250 yen
	[3] 14:00 - 18:15	400 yen
	[4] 7: 15 - 9: 00 14: 00 - 16: 30	400 yen
	[5] 7: 15 - 9: 00 14:00 - 18:15	550 yen
Closed days (Saturday, long holidays, etc.) under the kindergarten frame	[6] 7:15 - 18:15	1,200 yen
	[7] 9:00 - 17: 00	1,000 yen
	[8] 7:15 - 11: 30	320 yen
	[9] 14:00 - 18:15	370 yen

抽選の結果、一部のみ利用可能となった場合、以下の項目に当てはまる方は、該当項目にご記入ください。

- ( ) 利用できない日が1日でもあれば利用希望しない。
  - ( ) 特定の日が利用できなければ、全て利用を希望しない。
  - 特定の日をご記入ください。[ ]
- 抽選で決まりますので、希望する日などを記載しても配慮の対象としません。

[2] Circle a desired item.



# Nursery care Service for 2022

## About schedule for application for use

The following table shows the application schedule for 2022:

As of January 2022

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 8 to Friday, March 11 <Only for 5-year-old children>	Around Friday, April 1 <Mailing (shipping) to your home>	Until Friday, April 8 Reception hours: 1:00 pm to 4:30 pm on weekdays
May	Tuesday, April 12 to Thursday, April 14	Around Friday, April 22	Until Thursday, April 28
June	Monday, May 2 to Tuesday, May 10	Around Monday, May 23	Until Monday, May 30
July	Wednesday, June 1 to Monday, June 6	Around Friday, June 17	Until Friday, June 24
August	Wednesday, June 22 to Monday, June 27	Around Friday, July 8	Until Friday, July 15
September	Wednesday, June 22 to Monday, June 27	Around Friday, July 8	Until Friday, July 15
October	Thursday, September 1 to Tuesday, September 6	Around Tuesday, September 20	Until Wednesday, September 28
November	Monday, October 3 to Thursday, October 6	Around Thursday, October 20	Until Thursday, October 27
December	Tuesday, November 1 to Monday, November 7	Around Friday, November 18	Until Monday, November 28
January	Tuesday, November 29 to Friday, December 2	Around Thursday, December 15	Until Thursday, December 22
February	Tuesday, January 10 to Thursday, January 12	Around Tuesday, January 24	Until Tuesday, January 31
March	Wednesday, February 1 to Monday, February 6	Around Friday, February 17	Until Monday, February 27

\* You are requested to make an application for September and August usages at the same time. Lottery etc. will be held separately.

- (1) We do not distribute or accept application forms on kindergarten holidays, but you can present the receipts for April from 1:00 pm to 4:30 pm on weekdays even during the spring holidays.
- (2) Please take notice that the periods for acceptance for use in May and in February are shorter than other months.
- (3) The schedule may change according to circumstances, so please be sure to check the monthly notice on use application guidance.
- (4) The **Nursery care Service for 4-year-old children** will start **from Friday, May 6** 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 25.
- \* 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)
- 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.

[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 Section, 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 26 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 usage fees 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 2022  
We will pay the benefits by account transfer around November to December 2022.
3. Benefits from October 2022 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 2022 and mid-April 2023, 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 days used	Childcare fees (only for childcare)	Limit of benefits	Amount of benefits
<b>&lt;&lt;Example 1&gt;&gt; If you used the service only on the attendance days</b>				
11,300 yen	Used [2] for 10 days	$\text{Childcare fee} \times \text{Number of days of use}$ 200 yen $\times$ 10 days = 2,000 yen ... (A)	$\text{Exemption daily unit price} \times$ $\text{Number of days of use}$ 450 yen $\times$ 10 days = 4,500 yen ... (B)	Since (A) < (B), the benefit amount is <u>2,000 yen.</u>
<b>&lt;&lt;Example 2&gt;&gt; If you used the service on the attendance and closed days</b>				
11,300 yen	Used [3] for 4 days Used [7] for 4 days 8 days in total	$\text{Childcare fee} \times \text{Number of days of use}$ 350 yen $\times$ 4 days = 1,400 yen 660 yen $\times$ 4 days = 2,640 yen Total 4,040 yen ... (C)	$\text{Exemption daily unit price} \times$ $\text{Number of days of use}$ 450 yen $\times$ 8 days = 3,600 yen ... (D)	Since (C) > (D), the benefit amount is <u>3,600 yen.</u>
<b>&lt;&lt;Example 3&gt;&gt; If you used the service during a long holiday period</b>				
11,300 yen	Used [7] for 18 days Used [8] for 8 days 26 days in total	$\text{Childcare fee} \times \text{Number of days of use}$ 660 yen $\times$ 18 days = 11,880 yen 320 yen $\times$ 4 days = 1,280 yen A total of 13,160 yen ... (E)	$\text{Exemption daily unit price} \times$ $\text{Number of days of use}$ 450 yen $\times$ 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 15-18.

# 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 2021). 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.

**【MEMO】**

# 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

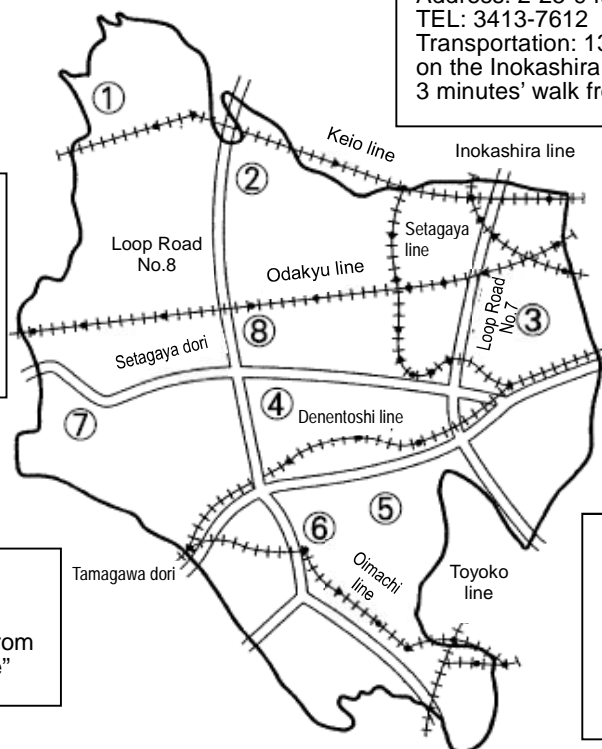
Address: 1-27-25 Hachimanyama  
TEL: 3302-5707  
Transportation: 13 minutes' walk from  
Hachimanyama on the Keio line  
8 minutes' walk from bus stop Asahi-  
shinbunsha-mae

## [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, Education  
Planning Department  
Telephone: 03-6453-1531  
FAX: 03-6453-1534