

General Information on Setagaya Municipal Kindergartens



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.

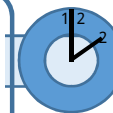
Through our integrated approach, the qualities and abilities that we help foster in children during all time spent at Kindergartens/Municipal Authorized Kodomo-en are: fundamentals of knowledge and skill, fundamentals of thought, judgement, expression, etc., learning ability and humanity. Children follow 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 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 and have a certificate of residence 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.
 - * As a general rule, going to and from the kindergarten by bicycle, car, or the like is prohibited.
- 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 “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 2021 (April 2021 to March 2022)

- (1) Those who admitted their child or applied for admission to a certified nursery school, etc. during FY 2021 (April 2021 to March 2022) 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 the "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 2021 (April 2021 to March 2022)" in "About confirmation of Personal Number" on page 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)

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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."

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

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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 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 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	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	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 - -xxxx) 自宅 <input checked="" type="radio"/> 携帯 (続柄: 母) ・ その他 ()		
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)	Those who need confirmation of how childcare and school lunch fees are calculated will be notified separately.	

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 世田谷 花子	大 <input checked="" type="radio"/> 昭・平 56・10・7生	妻		1 2 3 4 5 6 7 8 9 1 1 1
2 世田谷 二郎	大・昭・平 <input checked="" type="radio"/> 令 24・5・5生	子	小学4年生	
3 世田谷 桃子	大・昭・平 <input checked="" type="radio"/> 令 30・3・3生	子		
4	大・昭・平・令 ・ ・ 生			
5	大・昭・平・令 ・ ・ 生			
6	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

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確了未
確了未

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。
父母以外の方が家計の主宰者となる場合には、家計の主宰者の方の個人番号もご記入ください。

If the child you are now applying for admitting to the kindergarten have parents (or a supporter) or siblings who do not live together, please fill in 7 or later.

7	住所			
8	フリガナ	大・昭・平・令 ・ ・ 生		個人番号
	住所			

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確了未

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 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
	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
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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
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Daytime point of contact	(090 - - x x x x) 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			

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確認未

The spouse of the applicant (guardian) should submit copies of documents that can be used to verify his/her "Individual

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
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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 the kindergarten have parents (or a supporter) or siblings who do not live together, please fill in 7 or later.

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 ()
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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 (some days are excluded)

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

* Excluded dates will be announced in advance, so be sure to check the recruitment leaflets or notices posted in the kindergarten.

Examples of excluded days: Ceremony days, such as admission, completion, opening and closing ceremonies, athletic meets, parent-child excursions, and other events, visiting days held on Saturday or Sunday, training days with participation by all staff members, and other days determined to be excluded.

(2) For 4-year-old children, the Nursery care Service starts from Friday, May 6, 2022 since April through May are a shortened childcare hour period.

* 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 17.

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.

- No snacks will be provided.

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

6. Nursery care Service fees

- 4,000 yen per month (no-exemption, reduction or prorating system)

* Payment should be made at a financial institution using a payment slip before use of the service.

* Payment is made on a monthly basis. Even if you quite 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.

8. Use conditions/lottery

- Users will be determined on a monthly basis.
- Users will be determined from applicants who meet the use conditions. If the number of applicants who meet the use conditions is 26 or more, a lottery will be held.
- * All of the parents/guardians living together need to satisfy the use conditions.
- * The use conditions include parent/guardian employment, schooling, childbirth, illness, long-term care, etc. For details, refer to the next section (pages 13-15).
- * For those who do not meet the use conditions, a lottery will be held to determine users only if there is a vacancy (the number of those who meet the use conditions is less than 25).

Use conditions for the Nursery care Service

* If you meet the use conditions, 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 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><Description> [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.</p> <p>- 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><Supplement> * Commuting time is not included in working/schooling hours, but if your commuting time partially overlaps with the service hours of the Nursery Care Service, you are considered to work/engage in schooling during the Nursery care Service. * Schooling is limited to a school stipulated in the School Education Act. (correspondence education or hobby or culture courses are excluded) * The period of use by an applicant seeking a job is limited to three months after the applicant is approved to meet the use conditions and to use the service.</p>	<p><Certificates> [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><Supplement> * 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 remuneration payment records, other business contracts, income and expenditure statements, etc. instead of [3]. * 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><Description></p> <ul style="list-style-type: none"> - The parent/guardian requires a rest before and after her childbirth. <p><Supplement></p> <ul style="list-style-type: none"> * If you meet the use condition of childbirth, the period of use is limited to a period from an application month to three months after child birth. (e.g., If you are expected to give birth on June 10, you are eligible for using the service from the application month to September.) 	<p><Certificates></p> <p>[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><Description></p> <p>[Hospitalization]</p> <ul style="list-style-type: none"> - The <u>parent/guardian is hospitalized.</u> <p>[Illness]</p> <ul style="list-style-type: none"> - The parent/guardian is hospitalized or goes to hospital as an outpatient during the service hours of the Nursery care Service twice or more a week on average. <p><Supplement></p> <ul style="list-style-type: none"> * This service is intended for people who need childcare during the service hours of the Nursery care Service. * Please fill in the Notification for Use of Nursery care Service with your desired period. Example: MMDD, 2022 to MMDD, 2022 	<p><Certificates></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><Description></p> <ul style="list-style-type: none"> - The parent/guardian provides nursing care to or is in attendance on other family member twice or more a week on average during the service hours of the Nursery care Service. <p><Supplement></p> <ul style="list-style-type: none"> * Please fill in the attached Notification for Use of Nursery care Service with your desired period. Example: MMDD, 2022 to MMDD, 2022 	<p>< Certificates ></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), Certification as Requiring Long-term Care or Support under Nursing-care Insurance System, etc.</p>
5	<p><u>If the above 1 to 4 does not apply</u></p> <p><Description></p> <ul style="list-style-type: none"> - If you do not meet the use conditions but wish to use the Nursery care Service. 	<p><Certificates></p> <ul style="list-style-type: none"> - You do not need to submit any documents.

<p><Supplement></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><Supplement></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>
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Application procedure

1. Submit the "Application for Nursery care Service" to the kindergarten during the period of distribution/reception of the application form.
 - * If you wish to use the Nursery care Service, you need to apply every month.
 - * If the application deadline has passed, we will not accept additional applications even if there is room, so please pay attention the application period, deadline, etc.
 - * If you wish to use the Nursery care Service but cannot come to the kindergarten within the application period due to your or child's infectious diseases or other unavoidable circumstances, please contact the kindergarten by phone by 4 pm on the application deadline.
 - * You are requested to submit the attached "Notification for Use of Nursery care Service" at the time of the first application of the year. (Once you submit the notification, you don't need to resubmit it until the use conditions you have satisfied change.) If you cannot attach a certificate at the time of application, please be sure to submit it to the kindergarten at the next application.
 - * Even if you have already submitted the "Notification for Use of Nursery care Service" when your child was 4 years old, you are requested to 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 kindergarten.
2. The kindergarten will give you a notice of approved 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 the kindergarten by the designated deadline.
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.

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 during the Nursery care Service, we will ask you to pick him/her up. Be sure to keep in touch with us.
- 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.
- 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 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.
- Three Pick-up Cards are provided for three persons who come to pick up your child. (Example: For mother, for father and for relatives)
- The three cards should be returned on the last day of the month of use.

4. About pick-up

- To ensure the safety of children, the entrance is automatically locked. For details, confirm with each kindergarten.
- When you come to pick up your child, press the intercom button and say, "I'm a parent of Taro (child name) of □□ class. I have come to pick him up" while showing the Pick-up Card in front of the intercom.
- 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

- 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 Nursery care Service after you have picked up your child.
- If your child is absent from the regular education hours, the child cannot use the Nursery care Service of the day.

About 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		- Play in the garden
	- Tea	* 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	- Play in the garden	
		- Tea	* 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 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
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

- (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 20.
- * 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.
- 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 21 for a calculation example.

About the method for calculating the benefit amount

1. The benefit amount for the use of the Nursery Care Service
 - (1) 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 (4,000 yen), whichever is smaller.
 - (2) Application for the Nursery Care Service is made on a monthly basis, just as you do for the current system.
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 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. 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		Usage record	Limit of benefits	Amount of benefits
<<Example 1>> Use of only Nursery Care Service				
11,300 yen		Nursery Care Service - Amount of payment 4,000 yen ... (A) - Number of days of use 10 days	Exemption daily unit price × Number of days of use 450 yen × 10 days = 4,500 yen ... (B)	(A) < (B) The benefit amount is <u>4,000 yen</u>
<<Example 2>> Combined use of Nursery Care Service and Non-Authorized Nursery School, etc.				
11,300 yen		Nursery Care Service - Amount of payment 4,000 yen ... (C) - Number of days of use 10 days	Exemption daily unit price × Number of days of use 450 yen × 10 days = 4,500 yen ... (D)	(C) < (D) The benefit amount is <u>4,000 yen</u>
		Non-Authorized Nursery School, etc. - Amount of payment 10,000 yen ... (E)	Monthly upper limit – Benefits for Nursery Care Service 11,300 yen - 4,000 yen = 7,300 yen ... (F)	(E) > (F) The benefit amount is <u>7,300 yen</u>
		The total amount of benefits for the Nursery Care Service and Non-Authorized Nursery School, etc. is calculated as follows: 4,000 yen + 7,300 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 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 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.

【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

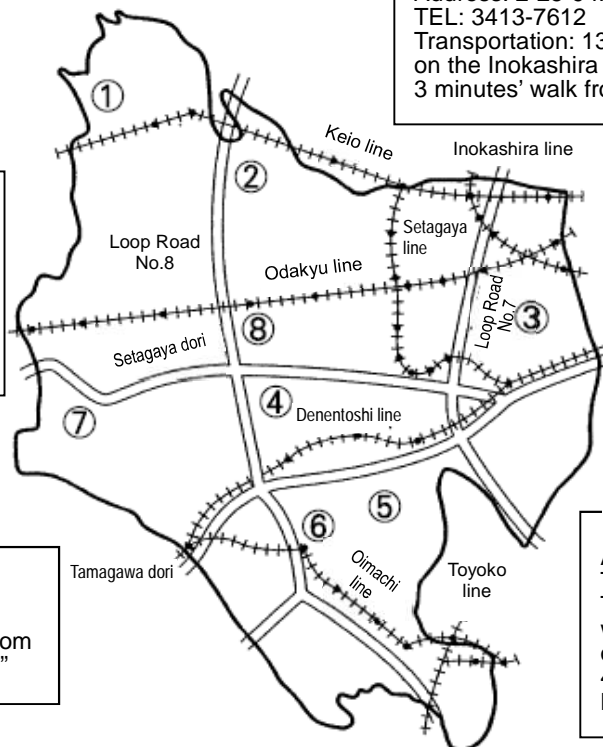
Address: 1-27-25 Hachimanyama
TEL: 3302-5707
Transportation: 13 minutes' walk from
Hachimanyama on the Keio line
8 minutes' walk from bus stop Asahi-
shinbunsha-mae

[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-syoku-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