

The Entrance Application Guidelines of UTokyo Day Nurseries for the 2023 Academic Year

UTokyo Day Nurseries for all departments (Hongo Keyaki Day Nursery, Shirokane Himawari Day Nursery, Komaba Mukunoki Day Nursery, Kashiwa Donguri Day Nursery) will accept the monthly entrance applications for the 2023 academic year.

Applicants should read the 'User's Guide (and explanation of important matters)' of each nursery and apply to Day Nursery Section in charge of the desired nursery. 'User's Guide (and explanation of important matters)' can be obtained at each Day Nursery Section.

【Request from nursery Steering Committee】

It is necessary for us to accept person who gave a birth, newly-employed or return to the organization in the middle of the year as a safety net. Please apply for Poppins Nursery School Toudai Hongo Sakura, Registered nursery school, Authorized nursery school before admission and please keep applying for it even after admission, too.

If you are allowed to admission in other nursery, please go to its authorized nursery in principle. If there is a situation where you cannot go to another nursery, please let us know the details.

Eligible children

Children between six weeks and six years old (Hongo Keyaki Day Nursery: under three years old) as of 1 April 2023, of university employees and students (undergraduates, graduate students, international students, research students, etc.). For eligibility of any other persons who are engaged in research activities or research support at the University should contact the Day Nursery Section.

※Guardians who are not able to care for children during the daytime due to work or study, diseases, nursing care, nursing, and other circumstances are also eligible for childcare services. If you are on childcare leave, or leave of school for childcare, you must return to work or return to school during the month of admission. Please note that if you are unable to return to work or return to school during that month, your child will need to leave the day nursery.

Opening Hours

- ① Days
 - 1) Monday to Saturday
 - 2) Holidays that correspond to the standard university-wide schedule for classes (AY2023 : applicable October 9 (Mon · holiday), November 3(Fri · holiday))
 - ※2) It is limited to Regular or Occasional registrants who have a duty to attend at the classes in the holiday with the change of the standard class schedule.
 - ② Closed
 - 1) Sunday
 - 2) December 29 to January 3
 - 3) Holidays provided for in the Act Concerning National Holidays(Act No. 178 of 1948)
 - ③ Hours 7 : 30~21 : 00
 - ④ Type of Daycare
 - A) Regular Daycare : 10 hours between 8:00~19:00 ※Depends on each nursery
 - B) Extended Daycare : 7:30~9:00, 19:00~21:00
 - C) Saturday Daycare : 8:30~19:00
- ※Day to be open in ①-2) is the same handling on Saturday Daycare

D) Occasional Daycare basically within the regular childcare hours

Daycare fees

(1) Basic Daycare fees for Regular Daycare (monthly unit)

※Varies depending on household earnings during the previous year

Age	Certified Household Income						
	More than ¥10 million	¥10 million or less	¥ 8 million or less	¥ 6 million or less	¥ 4 million or less	¥ 2 million or less	¥ 1 million or less
0	¥ 77,000	¥ 66,000	¥ 45,000	¥ 35,000	¥ 30,000	¥ 13,000	¥ 3,000
1	¥ 76,000	¥ 63,000					
2	¥ 75,000	¥ 60,000					
3	¥ 64,000	¥ 45,000	¥ 30,000	¥ 25,000	¥ 20,000		
Over 4		¥ 40,000	¥ 25,000				

(2) Other Fees

Meals (lunch / dinner)	¥250 per meal	Saturday Daycare	¥450 per 30 minutes
Supplementary meals	¥100 per meal	Occasional Daycare	¥300 per 30 minutes
Snacks	¥50 yen per snack	Occasional Daycare Registration Fee	¥5,000
Extended Daycare	¥300 per 30 minutes		

※Fees of Holidays that correspond to the standard university-wide schedule for classes : same handling on Saturday Daycare.

Application Procedure

(1) Obtain the 'User's Guide (and explanation of important matters)' from the Day Nursery Section in charge of the desired nursery and confirm the procedure of application and use, etc.

(2) Submit the required documents for the selection process to Day Nursery Section in charge of each nursery by e-mail or from web form. The acceptance period is follows.

For Regular Daycare, you can only be applied for nursery schools that are the first choice. For Occasional Daycare, you can be applied for multiple nursery schools.

A) Regular Daycare:

The first day of the month two month prior to the desired enrollment month (or the following day when the first is Saturday, Sunday or national holiday. The same shall apply hereinafter)

B) Occasional Daycare:

The first day of the month one month prior to the desired date.

Period of Application for the 2023 Academic Year		
Entrance Month	Regular Daycare	Occasional Daycare
April	Dec.1(Thu) ~ Jan. 4(Wed)	Feb.1(Wed)~ Mar. 1(Wed)
May	Feb.1(Wed) ~Mar. 1(Wed)	Mar. 2(Thu) ~ Apr. 3(Mon)
June	Mar. 2(Thu) ~ Apr. 3(Mon)	Apr. 4(Tue) ~ May. 1(Mon)
July	Apr. 4(Tue) ~ May. 1(Mon)	May. 2(Tue) ~Jun.1(Thu)
August	May. 2(Thu) ~Jun.1(Thu)	Jun. 2(Fri) ~ Jul. 3(Mon)
September	Jun. 2(Fri) ~ Jul. 3(Mon)	Jul. 4(Tue) ~Aug. 1(Tue)
October	Jul. 4(Tue) ~ Aug. 1(Tue)	Aug. 2(Wen)~Sep. 1(Fri)

November	Aug. 2(Wen)～ Sep. 1(Fri)	Sep. 4(Mon)～Oct. 2(Mon)
December	Sep. 4(Mon)～Oct. 2(Mon)	Oct. 3(Tue)～ Nov. 1(Wen)
January	Oct. 3(Tue)～ Nov. 1(Wen)	Nov. 2(Thu)～ Dec. 1(Fri)
February	Nov. 2(Thu)～ Dec. 1(Fri)	Dec. 4(Mon)～Jan. 4(Thu)
March	Dec. 4(Mon)～Jan. 4(Thu)	Jan. 5(Mon)～ Feb. 1(Thu)

- *1) The allowance of using the nursery is until the end of the academic year. It's necessary to apply again if you desire to use the nursery in the next year.
- *2) Caution: The period of application for Regular Daycare in April is Irregular.

Required Documents

A) Regular Daycare

【for all applicants】

- 1) Application form (annexed form 1) →Web form
- 2) Applicant and spouse's proof of employment (designated form)
- 3) Applicant and spouse's student ID form (designated form B) (For UTokyo students)
 ※ If the spouse belongs to a university other than University of Tokyo, attach " proof of student status describing the period of enrollment" instead of the Student ID.
- 4) A copy of the result notices of the selection for other off-campus nurseries.
 ※Please submit promptly after receiving. If you are unable to submit above document, please submit a statement of reasons (form optional).
- 5) Documents indicating the status of the spouse, such as a medical certificate, if the spouse wish to use a nursery school for reasons other than work or school.

B) Occasional Daycare

- 1) Occasional daycare registration form (annexed form 2) →Web form
- 2) Applicant and spouse's proof of employment (designated form)
- 3) Applicant and spouse's student ID form (designated form B) (For UTokyo students)
 ※ If the spouse belongs to a university other than University of Tokyo, attach " proof of student status describing the period of enrollment" instead of the Student ID.
- 4) Documents indicating the status of the spouse, such as a medical certificate, if the spouse wish to use a nursery school for reasons other than work or school.

The nursery steering committee shall review and discuss whether to accept applications in a comprehensive way for both regular daycare and occasional daycare. In certain cases, preliminary interview or the submission of a medical certificate may be required. Once the selection process has finished, Day Nursery Section shall inform applicants of the result by mail.

※Selection is not made in order of receipt or by lottery.

※The results of the selection will be informed after the end of the application period and after the 20th of each month. (If 20th fall on weekends and holidays, it will be 21st or later.)

When your child is accepted, an interview between the family (guardian and child) and the nursery staff prior to enrollment will be held. The result of an interview, the entrance permission may be canceled when staff judged that your child does not suit for a group life. Details about an interview

will be written in a notice of results. Your eligibility may become ineffective if your child is considered not to be adapted in group life.

Contact List of UTokyo On-Campus Nurseries

Nursery	Section
Hongo Keyaki Day Nursery	〒113-8654 7-3-1 Hongo, Bunkyo-ku, Tokyo Day Nursery Section, Diversity Promotion Group, Personnel Department The University of Tokyo TEL : 03-5841-2060/0291 (Ext: 22060/20291) FAX : 03-5841-2065 (Ext: 22065) Email: hoikuen.adm@gs.mail.u-tokyo.ac.jp
Shirokane Himawari Day Nursery	〒108-8639 4-6-4 Shirokanedai Minato-ku Tokyo Day Nursery Section, The Institute of Medical Science The University of Tokyo TEL : 03-5449-5572/5204 (Ext: 75572/75204) FAX : 03-5449-5402 (Ext: 75402) Email: hoikuen@ims.u-tokyo.ac.jp
Komaba Mukunoki Day Nursery	〒153-8904 4-6-1 Komaba, Meguro-ku, Tokyo Day Nursery Section Research Center for Advanced Science and Technology The University of Tokyo TEL: 03-5452-5408 (Ext: 55408) Email: hoikuen@iis.u-tokyo.ac.jp
Kashiwa Donguri Day Nursery	〒277-8581 5-1-5 Kashiwanoha, Kashiwa-shi, Chiba Day Nursery Section, Kashiwa General Administration Office The University of Tokyo TEL : TEL : 04-7136-3586 (Ext: 63586) FAX : 04-7136-3269 (Ext: 63269) Email: hoiku.kj@gs.mail.u-tokyo.ac.jp

[Website] <https://www.u-tokyo.ac.jp/kyodo-sankaku/en/nurseries/index.html>