

Procedure Requirements for Nursery School Enrollment

■ Outline

○ What is a nursery school “*Hoikuen*”?

Nursery schools are facilities where small children (before enrolling in elementary school) are taken care of in the case a parent / guardian cannot raise their child at home due to work, prolonged sickness, etc.

○ Conditions for enrollment

- The parent / guardian and child applicant must live in Ota City and have their resident registration completed.
- A family (includes relatives) that cannot care for their child due to work, prolonged sickness, etc.
- Foreign residents must have a valid working visa or permission for part-time jobs (permit to engage in other outside activities).

■ Required procedures

○ Method

Submit and fill out the required items on the application forms found at the appointed city hall, and bring proof of employment from your workplace by the due date if the reason to use the service is for employment.

○ Submission location

Ota City Hall Children's Division “*Kodomo-Ka*”

○ **Application period**

- Enrollment in April of the new fiscal year: applications accepted from October of the previous year. Details will be disclosed in Ota newsletter “*Kouho*” or Ota Informa, etc.
- Enrollments during the middle of the new fiscal year (May till March): 10th of the month prior to your desired month of enrollment (in the case it falls on a holiday, it will be on the previous day).

■ **Important / cautionary points on the system and service**

○ **Cautionary points**

- Individuals without a resident card cannot enroll.
- In the case you quit your job, or are in a situation where you can raise your child at home, your child will be withdrawn from nursery school.
- Enrollment begins in the first day of the month, and in principle children cannot start or withdraw any later.
- If there are no spots available in nurseries, enrollment is not possible.
- Your Individual Number Card is required when filling out your application.
- Please note that there is no guarantee that your child would be admitted even if you apply for it.

Contact Information:

Ota City Hall (3F, Counter 31),
Children’s Affairs Division “*Kodomo-Ka,*”
Children’s Enrollment Section “*Nyuuken Jidou Kakari*”
Tel: 0276-47-1943