

**Smiles for you all!**  
**Ota; Family Friendly City**

Ota Childcare Support

# Childcare Support in Ota City

# **AZUKERU**

## A Guide for Parents Leaving Children for the First Time

(Childcare system, requirements, application, etc.)

Ota City Hall (3F / Counter 31)

Children's Enrollment Section *Nyuen Jidou-Kakari*,

Children's Affairs Division *Kodomo-Ka*

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The period from 0 to 5 years old before entering elementary school is an important time as babies become children.

There are a variety of facilities and systems for childcare to meet each child and their family's needs, from wanting to receive education or using daycare services.

Please read this guide, and we hope that it helps you to find the best place for you and your child.

Register as a friend on  
**LINE** for more info on  
childcare support in the city!



Online guide  
with colors.



List and Map  
of Ota City Childcare Facilities



For more details,  
please check here.  
(Only in Japanese)



Education

Daycare

# How to Choose a Facility



There are many different types of facilities for children ages 0-5. Choose the one that is best for your child and family, depending on your needs.

Examples:

**For 3- to 5-year-olds parent(s): If you would like to receive early education before entering elementary school.**

Educational Purpose

- Kindergarten *Youchien*
- (Education Section *Kyouiku-Bubun* of) Certified Children Center *Kodomoen*

Education



**For working parent(s): who would like to use daycare services.**

Daycare Purpose

- Nursery *Hoikuen*
- (Daycare Section *Hoiku-Bubun*) Certified Children Center *Kodomoen*
- Small-Scale Daycare Facility, etc.

Daycare



**For parent(s): If would like to have a little time away from child.**

Other Daycare

- Temporary Service *Ichiji Azukari*, etc.

Other options are available including unlicensed childcare facilities *Ninkagai Hoiku Shisetsu* and a family support center.

Use the chart below and find a suitable facility for your child.



\*Note: Age as of the scheduled admission date.

My child is 0-2 years old\*.

My child is 3-5 years old\*.

I would like to receive services  
for **daycare**.

I would like to receive services  
for **education**.

Do you meet one of the 'Requirements of Childcare Necessity' (see page 5)?

YES.

NO.

NO.

(3-5 years old)

Nursery,  
Certified Children Center (Daycare Section),  
Small-Scale Daycare Facility, etc.

Temporary Service,  
Unlicensed Childcare Facility, etc.

Kindergarten  
Certified Children Center (Education Section)

Certified as **Type 2 / 3**

→Go to page 15.

Certified as **Type 1**

**Daycare Purpose**

**Other Childcare**

**Educational Purpose**

# What are the 'Requirements of Childcare Necessity'?

When **none of the child's parents** are able to look after their children at home for any of the following reasons, they can leave their children at a daycare facility with a Type 2 or 3 certification.



## Requirements of Childcare Necessity (Reasons why childcare cannot be provided at home.)

Employment		Job Search / Start-up Preparation		
Working (64 hours or more per month)		Looking for a job or preparing to start a business (The period of childcare: <b>3 months</b> .)		
School Attendance	Pregnancy / Childbirth	Illness / Disabilities	Nursing / Caring	Others

For more information on detailed conditions, please refer to 'How to Apply for Enrollment in Educational / Daycare Facility in Ota City and How to Use Them (available in Japanese).'

Education

Daycare

# Examples of Childcare Hours

(Certified Type)

Education	1	Daycare Service, etc.*	Educational		Daycare Service, etc.*		
		7:30	8:30	10:00	14:00	16:30	18:30
Daycare	2 or 3	Daycare (Standard)					
		Extended Daycare Service*	Daycare (Short)			Extended Daycare Service*	

\*Extra fees will be charged for the portion of the day that exceeds approved hours that your child to be certified with. Please be aware that the details above are examples, and actual hours of operation, availability of extended daycare, and fees vary by facility, so please check with facilities.

What are the certification Types (1, 2, or 3) and the differences between **Standard** and **Short** daycare hours?

Application for certification is made at the same time as application for childcare enrollment.

Screening by the city

Certified type to use the facility

Education	Type 1
Daycare for ages 3 and above	Type 2
Daycare for ages 2 or below	Type 3

Daycare

For daycare use:

**Daycare hours (standard or short)**

**are determined** by the 'Requirements of Childcare Necessity (category / amount) to use daycare.

→For more details, please read 'How to Apply for Enrollment in Educational / Daycare Facility in Ota City and How to Use Them.'

# Application for Type 1

Please contact first and supply directly at each facility.

Application timeline (**April-Enrollment** for the next academic year.)

Attend information sessions at facility.

Around June to July

Capacity announced, apply directly to each facility.

September

Admission decision made, application for Type 1 certification through the facility.



For mid-year enrollments (other than April), please contact each facility directly for details as they differ from the above.

# Application for Type 2 or 3

## Where to Apply

【For Nurseries, Certified Children Centers\* (Originally Nurseries)】

### Ota City Hall

#### Coordination and Screening

The city coordinates the available facilities and select the applicants for admission.



The city matches children to childcare facilities based on each family's circumstances based on the content of the application.

\*For Certified Children Centers which are originally kindergartens, kindergarten-type, quasi-authorized and small-scale daycare facilities, please contact each facility directly for information on application process and methods.

### What facilities are available in the city?

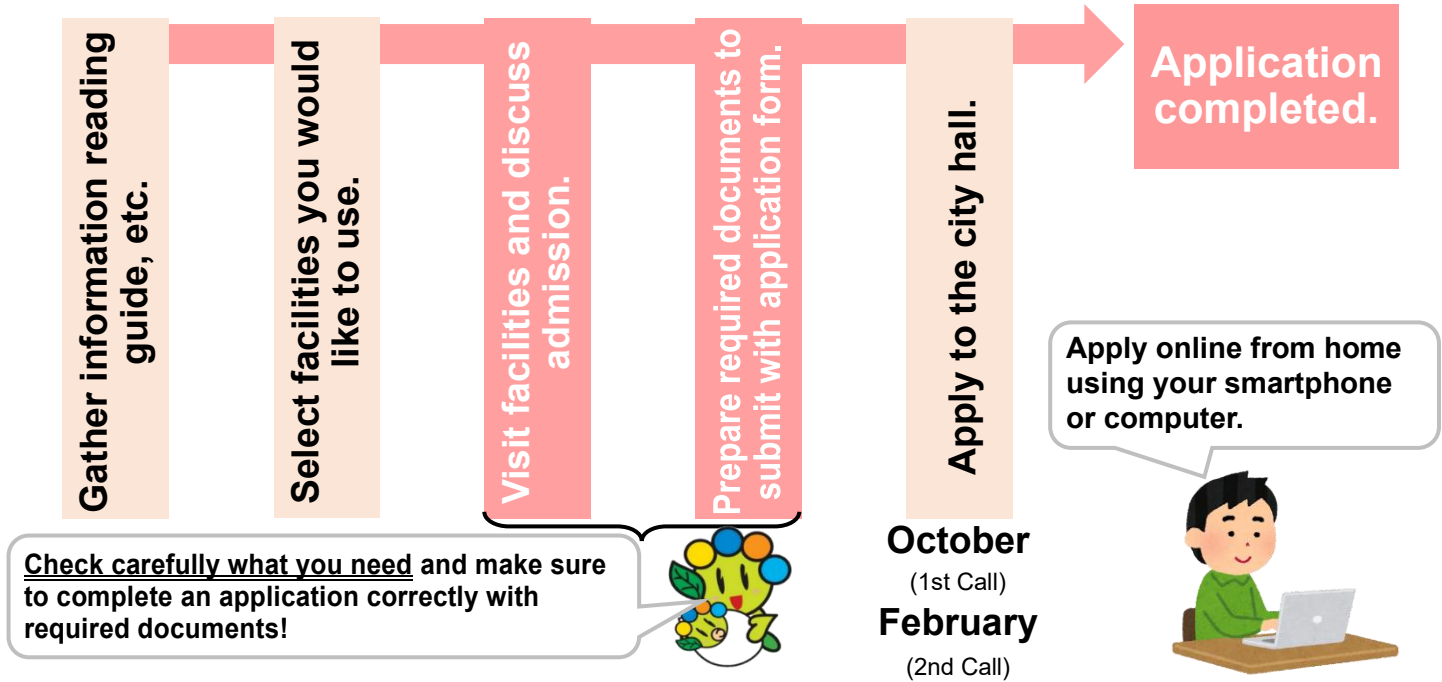
Education

Daycare

Please refer to the 'List and Map of Ota City Childcare Facilities,' →→→→→→→→ or pamphlets and websites of each facility.



# Application Process [Nursery, Certified Children Center (originally nursery)] (**April-Enrollment** for the next academic year)



\***For Certified Children Centers** which are originally kindergartens, kindergarten-type, quasi-authorized and small-scale daycare facilities. Please contact each facility directly for information on application process and methods.

## Prepare required documents to submit with application form.

You must have all required documents\* at the time of the application and submit them by the due date. Insufficient or incomplete documents may result in the application being rejected. **Please make sure to prepare well in advance.**

\*The employment certificate or other documents to be submitted must be dated within three months prior to the date of application.

### (1) Documents certifying the 'Requirements of Childcare Necessity'

E.g., Employment Certificate  
*Shuroushoumeisho*

### (2) Documents only if applicable

E.g., Disability Certificate  
*Shougaisha Techou*

If you do not apply online but submit the application at the counter, please make sure to submit an 'Application form for Educational / Nursery Type Childcare Benefit Approval and Ota Childcare Facility Enrollment (Child's Childcare Register),' 'Health Condition Check Sheet' and 'Confirmation Sheet.'

Please refer to the 'Ota City Childcare Enrollment Guide' for details on required documents.



Some of the required documents, such as an 'Employment Certificate,' may be requested from a third party, such as your workplace. Please check and prepare them as soon as possible.

# Preparation: Visit and Consultation at Facilities

Do I need to visit facilities before applying?



**Yes, you must visit and consult with them about your child.**

Childcare facilities in the city are ALL private, so the childcare policies, programs or equipment differ depending on the facility. Please find facilities that your child feels safe and comfortable. You can choose up to three facilities of your choice, however, please be aware that your first choice may not always be accepted.

## Check when you visit facilities.

Please contact each facility directly for visits.

- Commuting (e.g., route and time, service hours, extended daycare and the fees)
- Facility (e.g., equipment, programs and activities, what your child thinks about)
- Health Consultation (e.g., your child's development, illnesses, allergies, how flexible they can be for your child)
- Anything they would like to inform prior to application.

**Please use checklists on the following pages for your visit.**

## Visit Checklist

Name	E.g., ●●Nursery <i>Hoikuen</i>				
Transportation	<ul style="list-style-type: none"> <li>✓ Morning: Car (Dad)</li> <li>✓ Afternoon: Car (Mum)</li> </ul>				
Commuting Hours	<ul style="list-style-type: none"> <li>✓ Takes ●● mins</li> <li>✓ If I work overtime, I may not be able to pick up on time.</li> </ul>				
Service Hours	<ul style="list-style-type: none"> <li>✓ Weekdays from : - :.</li> <li>✓ Extended hours until : .</li> </ul>				
Equipment, Environment	<ul style="list-style-type: none"> <li>✓ Lots of playground equipment ●● would love them all.</li> <li>✓ Large ground</li> </ul>				
Health Consultation	<ul style="list-style-type: none"> <li>✓ Consulted egg allergy</li> </ul>				
Others	<ul style="list-style-type: none"> <li>✓ Teachers were very nice and friendly.</li> <li>✓ Summer event sounds fun.</li> </ul>				

Please make a photocopy this if you need.

# Health Check Sheet (Name of your child \_\_\_\_\_)

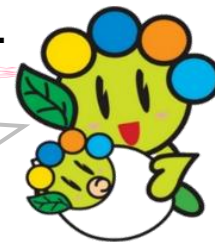
Health Checkup History	4 months old	<input type="checkbox"/> Not checked <input type="checkbox"/> Checked 【Concerns: No · Yes (Details _____)】
	10 months old	<input type="checkbox"/> Not checked <input type="checkbox"/> Checked 【Concerns: No · Yes (Details _____)】
	1 year and 6 months old	<input type="checkbox"/> Not checked <input type="checkbox"/> Checked 【Concerns: No · Yes (Details _____)】
	3 years old	<input type="checkbox"/> Not checked <input type="checkbox"/> Checked 【Concerns: No · Yes (Details _____)】
Age (year and month) of the month in which you choose for your child to enroll		(Age _____ year(s) _____ month(s)) ※If your child is under 0 years and 6 months, you must check whether facilities can accept them.
Disability Certificate <i>Shougaisha Techou</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes (Category and Level _____)
Allergy	Allergy	<input type="checkbox"/> No <input type="checkbox"/> Not checked <input type="checkbox"/> Yes (Details _____)
	Doctor's diagnose	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of Hospital _____)
	Dietary restriction	<input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Yes (Details _____)
	Medication being taken	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of Medicine _____ · Medication Frequency _____ times/day)
Health conditions other than allergies	Hospitals consulted or attended for illnesses (other than allergies)	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of illness _____) (Name of Hospital _____ · Frequency of Visits _____)
	Medication being taken	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of Medicine _____ · Medication Frequency _____ times/day)
	Consulting on developmental matters	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of Hospital _____ · Frequency of Visits _____)
	Cramps and convulsions	<input type="checkbox"/> Never <input type="checkbox"/> Yes (Around _____ year(s) _____ month(s) old · Fever: No · Yes )
Others	Foods restricted for religious or other reasons	<input type="checkbox"/> No <input type="checkbox"/> Yes 【Details <input type="checkbox"/> Beef <input type="checkbox"/> Pork <input type="checkbox"/> Chicken <input type="checkbox"/> Other( _____)】
Health, development, and other concerns about admission to a facility		( _____ )

Fill out all of them and have the facility's teacher to review them.

The contents of this will also be asked at the time of application.

Please pay for childcare and other expenses when using services.

We ask parents to pay for their children's childcare. Various schemes are available depending on the family's situation in order to support parents.



### Various fees (example)

Education (Certified as education)	Lunch	Staple food (rice)	+ Costs of Daycare Service Extended Daycare Service	Other Actual costs depending on facility
Daycare (for 3- to 5-year-old classes)		Side dish (side dish)		
Daycare (for 0- to 2-year-old classes)	Childcare			

### Subsidies and reductions that require procedures (examples)

Lunch (OTACO) Subsidy	Reduction of fees for the third and subsequent children
Apply after enrollment	Application is accepted for the child attending is the third or later child

Please read 'How to Apply for Enrollment in Educational / Daycare Facility in Ota City and How to Use Them' for more details.

# Other Childcare Services

<b>Temporary Services (General-Type)</b> <i>Ichiji Azukari</i>	Daycare service that allows parents to use facilities even if they do not meet the criteria for 'Requirement for Childcare Necessity.'
<b>Holiday Childcare</b> <i>Kyujitsu Hoiku</i>	Service that allows those with type 2 or 3 certification who are enrolled in daycare facilities in the city to use on Sundays and national holidays.
<b>Convalescent Childcare</b> <i>Byougoji Hoiku</i>	Service when children are recovering from an illness and cannot be looked after at home.
<b>Company-Led Childcare Facilities (Regional Frame)</b>	Service that allows regional residents to use childcare facilities for company employees as a regional quota.
<b>Short-Stay Program</b>	Service that allows children to stay at the Child Welfare Institution <i>Jidou Fukushi Shisetsu</i> for up to 7 days.
<b>Ota City Family Support Center</b>	Service for members to help each other with childcare.
<b>Mama's Help Project</b>	Service that supports housework and childcare for families with children less than one year postpartum.

Please refer to the 'List and Map of Ota City Childcare Facilities' for detailed conditions and facilities.

# Frequently Asked Questions

## What is the difference between kindergartens, nurseries, and certified children centers?

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Kindergartens are facilities designed to provide education for children before elementary school age and nurseries are facilities that provide daycare in place of parents when parents are unable to care for their children at home for certain reasons. Certified children centers are a facility that provides both education and daycare.

## Could you tell us any good facilities for my child?

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The city hall does not introduce specific facilities. While gathering information from pamphlets and websites of each facility, please choose and apply for a facility (or facilities) with your own eyes from various perspectives, such as your family situation and your child's condition. For general inquiries (systems, types of facilities, how to apply, etc.), please contact the Children's Affairs Division at the counter or by phone.

## Where can I check the vacancy of the facility?

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For type 1 certification and certified children centers (originally kindergarten), please contact the facility directly. For type 2 and 3 certification, please check the city website or the city's official **LINE** account on the date of the announcement for each application schedule. Please check the further information at the end of this guide.

## Can I apply for an unborn baby?

Daycare

No, you cannot apply or keep a space for a child before birth, so please apply after submitting the birth certificate.

## Can I use services on Saturdays, Sundays, national holidays, New Year's holidays, or long holidays?

Daycare

Saturday daycare is also available, but please consult with the facility regarding hours of use. Sundays and holidays, daycare services *Kyujitu Hoiku* are also available. Please refer to the 'List and Map of Ota City Childcare Facilities' for their conditions.

## How many months after birth can a 0-year-old child use daycare?

Daycare

For 0-year-old classes, the acceptable age of children varies from facility to facility, so please consult directly with each facility. In addition, some facilities may accept 0-year-olds for a shorter period of time than other ages.

## What is an 'Adjustment Period *Narashi Hoiku*'?

Daycare

In order for your child to spend time in a group environment at a daycare facility, they must gradually become accustomed to the environment. As part of the adjustment period, daycare hours will be shortened for a certain period of time during the initial period of enrollment. Please contact the facility directly for details on the required period.

## I would like my child to enroll in a daycare facility on my return from childcare leave. When should I apply for it?

If the period of childcare leave is shown on your employment certificate, an application can be made in advance to reserve a place in a childcare facility. For more information, please refer to 'How to Apply for Enrollment in Educational / Daycare Facility in Ota City and How to Use Them.'

## My child has allergies and takes medication. Can they use services at a facility?

If your child has allergies, developmental delays in walking or speech, or illnesses, please check with each facility to see if they can accommodate your child's symptoms in a group environment before applying. If they cannot provide services, you cannot apply.

## Can my child enroll in a facility in a neighboring city/town even though I live in Ota City?

Those with type 2 or 3 certification can attend in a facility outside the city (Wide-area Enrollment *Kouiki Nyusho*,). If you meet the conditions, please complete the procedures at the city hall.

If you wish to apply for certification as a type 1, please contact the facility that you would like your child to use the services directly, and complete the procedure at the city hall once you have been told that your child is eligible for admission.

## Can my child transfer to another facility after an enrollment?

Yes, they can if there is a space at the facility potentially, however, you have to re-apply and go through another application process including screening.

Other frequently asked questions are found in 'How to Apply for Enrollment in Educational / Daycare Facility in Ota City and How to Use Them.'

# Educational Purpose Childcare Enrollment

## Kindergartens, Certified Children Centers (originally kindergarten) [Type 1 certification]

### New academic year admission (**April-enrollment**)

<p><b>Explanatory Session / Visit</b></p>	<p>Information will vary from facility to facility. Please check the city's newsletter <i>Kouhou Ota</i> (in Japanese) around May issue each year, or on the city's official <b>LINE</b> account, etc.</p>
<p><b>Announcement of Vacancy</b></p>	<p>Please check the city's newsletter <i>Kouhou Ota</i> (in Japanese) around August issue each year, on the city's official <b>LINE</b> account, etc.</p>
<p><b>Start of Application</b></p>	<p>September 1 each year (in principle) Please apply directly to each facility.</p>

### Mid-year (space-available basis) Enrollment

Please contact each facility directly.

# Daycare Purpose Childcare Enrollment

## Nurseries, Certified Children Centers (originally nurseries) [Type 2 or 3 certification]

### New academic year admission (April-enrollment)

Or, application for an (advance reservation) enrollment in May or later of a new academic year after returning from childcare leave.

1 <sup>st</sup> Call	Announcement of vacancy	Mid-September in the previous year
	Online application	October in the previous year
	At counter (face-to-face) application	Mid-to-late October in the previous year
2 <sup>nd</sup> Call	Announcement of vacancy	Mid-to-late January
	Online application	End of January to early February
	At counter (Face-to-face) application	Early February

April-enrollment  
(Vacancy, dates, etc.)



Over the counter (face-to-face) applications are available except for weekends, and holidays. Please make a reservation (a date and time) through the city's official LINE account beforehand.

### Mid-year (space-available basis) Enrollment

Vacancies announced on the 1st of each month → Application by the 10th → Enrollment on the 1st of the following month  
(The detailed schedule will be announced on the city website.)

**\*For Certified Children Centers** which are originally kindergartens, kindergarten-type, quasi-authorized and small-scale daycare facilities. Please contact each facility directly for information on application process and methods.

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【Inquiries about this guide】  
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Children's Enrollment Section *Nyuu-en Jidou-Kakari*,  
Children's Affairs Division *Kodomo-Ka* ☎ 0276-47-1943

Childcare Support in Ota City AZUKERU; Guide for parents leaving children for the first time  
(Issued in July 2024)

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