

Application for the Soka University Tsubasa Child Care Center FY 2019

(Seven allocated for the Soka University)

- 1. Enrollment Period** **April, 2019 to March, 2020**
※ In principle, 0-year- and 1-year-old admitted infants can continue to enroll in Tsubasa Child Care Center for the next fiscal year.
In order to apply for continued enrollment for those enrolled in April 2018, the designated Application Form will need to be submitted for the FY 2019 application period.
- 2. Eligible infants** **Infants whose parents are full-time faculty members of Soka University or Soka Women’s College, and who need day care service. However, those with a severe physical/mental disorder or in medical treatment will not be admitted, regardless of the above-mentioned conditions. Childcare at this center will be in Japanese.**
- 3. Admittance capacity** **Seven 0-year to 2-year old infants (allocated for the University)**
※ There is no upper limit set for each age, but in order to provide seamless day care service, the Center is expecting to admit three 0-year infants, two 1-year infants, and two 2-year infants for faculty. Please also note that there is an additional **three** infant quota allocated for Hachioji residents, for a total of **ten** infants.
- 4. Application period** **Monday, December 3 to Friday, December 14**
※ We will accept applications at any time, if the quota (seven children) for the University is still available.
- 5. Application Procedure** **Please download the Application forms (available only in Japanese) from the Gender Equality Promotion Center Homepage and submit to the Personnel Department of Soka University.**
- 6. Selection Method** **Selection will be processed by document examination at each local government.**
However, if the number of applications for entry exceeds the capacity, selection will be performed by random selection by the on-campus day care center management steering committee.

- 7. Procedure of application submission to acceptance**
- 1) After receiving the application forms, the Personnel Department of Soka University will issue "Application for Acceptance Form and Procedures" after confirming qualification requirements.
 - 2) By the middle of January, the Tsubasa Child Care Center will explain to the applicant the "procedure of admission" that should be taken with the local government.
 - 3) The applicant will need to do undergo this "entrance procedure" to their local government in which he/she resides in order to become a candidate for selection.
 - 4) The local government will inform the applicant of the selection results.
- 8. Interview**
- In order to preparing for admittance, the nursery officer will interview the applicant in order to fully exchange information and confirm the process of early childcare to full-scale childcare. Also, the applicant will be asked about their child's health condition and family situation. Interview date and time are set for each family.
- 9. Child Care Fee and Payment**
- Please refer to Section (7) (page 24 to 27) of the Attachment "Bookmark of Hachioji City Enrollment" (only in Japanese).
- 10. Facility**
- The day care center is located next to Soka University Eiko-Gate bus stop.
- 11. Open day and Care hours.**
- 1) Open day
The Day Care is open every day except Sundays, public holidays, year end and New Year (December 29 - January 3). It is also open on public holidays which are class days.
 - 2) Care hours: 8:00am ~ 19:00pm
Extended care hours: 19:00pm ~ 19:30pm
- ※ Extended care is limited to those who apply in advance.
 - ※ Attendance time: 8:00am ~ 9:20am
 - ※ Pick up time: 16:00pm ~

12. Care provided by **SRF Wings, a non-profit organization.**

13. Contact

1) About the application process

Office of Human Resources, Soka University

Person in charge: Handa

TEL No. 042-691-2202

E-mail: hr-office@soka.ac.jp

2) About Child Care

Soka University Tsubasa Child Care Center

Person in charge: Takahashi

TEL No. 042-696-3553