

※We have reached capacity and have closed the application period.

Application for the Soka University Tsubasa Child Care Center FY 2022

(Seven allocated for the Soka University)

- 1. Enrollment Period** **May, 2022 to March, 2023**
※ In principle, 0-year- and 1-year-old admitted infants can continue to enroll in Tsubasa Child Care Center for the next fiscal year.

- 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, if the quota is not filled during the first application period, the eligibility of infants may be expanded.
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** **Three 0-year to 2-year old infants (allocated for the University)**

- 4. Application period** **Friday, April 1 to Sunday, April 10**

- 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 April, 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 28 to 31) 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: Taketani

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