

Application for the Soka University Tsubasa Child Care Center FY 2023

(Filling of Vacancy)

1. Enrollment Period

From the month following the month in which you applied to March, 2024
*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, 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. Application Period

The application deadline is on the 7th of every month.
※Eight weeks must be passed after birth for enrollment.
※Available from the 1st of the following month, subject to availability.
4. Application Procedure

Please download the Application forms (available only in Japanese) from the Diversity Inclusion Center Homepage and submit to the Personnel Department of Soka University.
5. Selection Method

Selection will be processed by document examination at each local government.
6. Procedure of Application Submission to Acceptance
 - 1) After receiving the application forms, the Personnel Department of Soka University will after confirming qualification requirements.
 - 2) 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 undergo this "entrance procedure" to their local government in which he/she resides to become a candidate for selection.
 - 4) The local government will inform the applicant of the selection results.

7. Interview For the preparation of entrance, the nursery officer will interview the applicant to fully exchange relevant 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.
8. Child Care Fee and Payment Please refer to Section (6) (page 27) of the Attachment "Bookmark of Hachioji City Enrollment" (only in Japanese).
[保育施設入園申込について](#)
9. Facility The day care center is located next to Soka University Eiko-Gate bus stop.
10. 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 ~
11. Care Provided By SRF Wings, a non-profit organization.
12. Contact
- 1) About the application process
Office of Human Resources, Soka University
Staff in charge: Taketani
Phone: 042-691-2202
Email: hr-office@soka.ac.jp
- 2) About Child Care
Soka University Tsubasa Child Care Center
TEL No. 042-696-3553