

Application for the Soka University Tsubasa Child Care Center FY 2024

(Six allocated for the Soka University)

- 1. Enrollment Period** **April, 2024 to March, 2025**
※ In principle, 0-year- and 1-year-old admitted infants can continue to enroll in Tsubasa Child Care Center for the next fiscal year. However, those currently enrolled need to submit an application as well.
- 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** **Six 0-year to 2-year old infants (allocated for the University)**
※ The total of 10 including four allocated for the Hachioji City
- 4. Application period** **Thu, Oct 12 to Tue, Oct 31**
※ A child expected to be born by Feb 4, 2024 can apply because eight weeks must be passed after birth for enrollment on April 1.
※ If you have any inquiries regarding rolling admissions after May 2024, please contact the HR department. The application deadline is on the 7th of every month.
- 5. Application Procedure** **Please download the Application forms (available only in Japanese) from the Diversity Inclusion Center Homepage and submit to the HR 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 HR 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 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.
- 8. Interview**
- During the period from Feb to March, 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.
- 9. Child Care Fee and Payment**
- Please refer to Section of the Attachment "Bookmark of Hachioji City Enrollment" (only in Japanese).
[「入園のしおり」](#)
- 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

TEL No. 042-696-3553