

FY2024
Shinjuku City Municipal Kindergartens
Guidelines for Application

1. Eligibility Requirements for Application

- (1) The child's date of birth must be one of the following:
Three-year-olds [those born between April 2, 2020 and April 1, 2021]
Four-year-olds [those born between April 2, 2019 and April 1, 2020]
Five-year-olds [those born between April 2, 2018 and April 1, 2019]
- (2) Both the child and his/her parents must be registered residents of Shinjuku City at the time of application, and must commute from the address in Shinjuku City after admission as well.
Note: Please read "6. Admission (Enrollment) Qualifications" as well.

2. Number of Children Enrolled

- (1) Three-year-olds: 14 kindergartens, 20 children each
Note: There is an admission program that gives priority to siblings of current students.
- (2) Four-year-olds: 13 kindergartens, 30 children each (including the number of children who move up from the program for three-year-olds)
Notes:
1. There is an admission program that gives priority to siblings of current students.
2. Totsuka Daini Kindergarten will not conduct recruitment for the four-year-olds' class.
- (3) Five-year-olds: 13 kindergartens, 30 children each (including the number of children who move up from the program for four-year-olds)
Note: Ushigome Nakano Kindergarten will not conduct recruitment for the five-year-olds' class.

3. Distribution of Kindergarten Application Forms

Application forms will be available at municipal kindergartens starting on October 13 (Fri.), 2023. The form can be also downloaded from the Shinjuku City website.

4. Enrollment Schedule for Three-, Four- and Five-Year-Olds

- (1) Submitting Kindergarten Application Forms
- a. Date and time: November 2 (Thu.), 6 (Mon.), and 7 (Tue.), 2023
- b. Hours:
Kindergarten: 2 to 4 p.m.
Kindergarten Section, School Management Division: 8:30 a.m. to 5 p.m.
(until 4 p.m. on the final day)
- c. Location: The kindergarten where you would like to enroll your child or the School Management Division, Shinjuku City Office Annex 1 4F

- d. What to bring: Documentation confirming the address of both the parent/guardian and child (such as a copy of a residence record with the family relationships noted, or medical certificate for infants/toddlers [must be valid])

Notes:

1. All duplicate applications made to the Kindergarten and School Management Division—this includes application for different municipal kindergartens (including the *Kodomoen* with kindergarten functions)—will be invalid.

2. Registration will end for the time being after the abovementioned three-day period. If the number of applications exceeds the vacancies, a lottery will be held.

(2) About the Lottery

a. Announcement of application status and kindergartens conducting lotteries: noon on November 9 (Thu.), 2023

Notes:

1. The information will be posted on the city website and at each kindergarten. Only kindergartens with more applicants than capacity will conduct lotteries.

2. Your lottery number is the reception number you received when you submitted your application.

b. Public lottery drawing: From 10 a.m., November 13 (Mon.), 2023 at Conference Room No. 302 of the Shinjuku City Office Main Building

Notes:

1. Starting times will differ according to the kindergarten and age group. Details will be posted on the city website.

2. Attending the lottery drawing is optional and will have no effect on the lottery results.

c. Lottery results: Noon, November 14 (Tue.), 2023

Note: Results will be posted on the city website and at each kindergarten that required a lottery.

(3) Secondary Enrollment

Secondary enrollment will be conducted from 2:15 p.m. on November 16 (Thu.), 2023. Please apply at the kindergarten you wish your child to attend.

Notes:

1. If the maximum number of applicants is exceeded as of 2:15 p.m., applicant order will be determined by lottery.

2. The lottery will be held only for applicants that will be waiting as of 2:15 p.m. at the reception counters designated by the kindergartens.

3. Candidates for entry to other kindergartens and waiting-list registrants must first cancel those other applications before applying to the kindergarten.

(4) Interview and Health Checkup

One day, between November 16 (Thu.) and December 1 (Fri.), 2023; varies depending on the kindergarten

(5) Admission Approval

January 15 (Mon.), 2024, from 2:15 p.m.

Note: Admission approval forms will be distributed at each municipal kindergarten.

5. Entrance Fees and Nursery Fees

Entrance and nursery fees: Free

Note: Fees for teaching materials, events and the like may be collected as necessary.

6. Admission (Enrollment) Qualifications

- (1) Applications are restricted to only one kindergarten. (This includes use of a municipal *kodomoen* with authorization type No. 1 [kindergarten function].) All applications will be invalidated for applicants that have applied to two or more kindergartens.
- (2) If a child is admitted with a falsified application and disqualified after admission, he/she will be expelled from kindergarten.
- (3) If your family moves out of Shinjuku City after admission, your child must leave the kindergarten he/she attends.
- (4) If a parent/guardian cannot accompany the child to and from kindergarten, admission (enrollment) will not be permitted.
- (5) If it is deemed difficult to care for your child in a group setting with other children at a kindergarten due to illness or other reasons, even after reasonable steps are taken (such as appointing caregivers), we may be unable to approve admission.

7. Childcare Services

Childcare services are provided at four kindergartens: Ichigaya, Tsurumaki, Hanazono and Nishi-Toyama.

- (1) Childcare hours are from after the end of kindergarten classes (around 2 p.m.) to 4:30 p.m.
- (2) The daily childcare service fee is 450 yen. Childcare service fees are paid monthly by automatic bank transfer. Even if the monthly fee exceeds 5,000 yen, the fee for that month will be capped at 5,000 yen.
- (3) Households receiving public financial assistance for everyday living, households exempt from municipal resident's tax, and households taxed only the per capita amount for municipal resident's tax are eligible for reduced childcare service fees. You must apply for this reduction **in advance**. Please submit the childcare service fee reduction application and other necessary documents.

- (4) The childcare service fees will be waived for households approved for childcare needs under the free early childhood education and childcare program. To receive that approval, you will need to submit documents such as facility usage subsidy approval application forms (for authorization types 2 and 3) **in advance**. Your childcare service fees will be waived starting on your date of approval.
- (5) Your child must bring his/her own snacks.

Note: Details on usage are included on the Shinjuku City website.

8. Assignment of Caregivers, Etc.

Children with physical or mental disabilities are admitted within the range of existing facilities. Please consult with the kindergarten you wish to use or the Kindergarten Section, School Management Division about your child's needs before starting admission procedures.

Your child's condition will be evaluated before admission, and the facility will consider assigning a caregiver, etc. to watch over him/her and provide other care. A caregiver, etc. may not be assigned depending on the results of the evaluation.

9. Other Precautionary Notes

(1) Admission to a Merging Elementary School

Although a child can be admitted to kindergarten regardless of the elementary school district, this does not mean the child can be given priority for admission to a merging elementary school. Elementary schools are designated by school district, and the school a child will attend is determined according to his/her address.

(2) Please bring your own lunch, as none will be provided.

(3) Class Organization Standards

Kindergartens with less than eight applicants for a three-year-old's class as of the admission approval date (January 15 [Mon.], 2024) will not form a class for three-year-olds.

(4) Priority for Those on a Waiting List for the Following School Year

If a child who was not chosen in the lottery, did not enroll in another kindergarten, certified *kodomoen* or nursery school, and is on a waiting list wishes to apply to the same kindergarten for the following school year, he/she will be given priority over general applicants (top priority).

Note: If you apply to another kindergarten, *kodomoen* or nursery school after registering on the waiting list, please delete your name from the waiting list. You cannot remain on the waiting list after you apply to a different facility.

(5) Priority Admission for Three- and Four-Year-Olds

Applicants for a three-year-old's class who have an older sibling at the same kindergarten (as of October 13, 2023) who will be promoted to a four- or five-year-old's class—and in the same manner, applicants for a four-year-old's class who have an older sibling at the same kindergarten

who will be promoted to a five-year-old's class—will receive priority over other general applicants. (However, those on the waiting list will receive top priority, and siblings will receive second priority.)

Inquiries: Municipal kindergartens or Kindergarten Section, School Management Division of the Board of Education
Tel: 03-5273-3103, Fax: 03-5273-3580

FY2024 List of Municipal Kindergartens Enrolling Students

As of October 13, 2023

Kindergarten	Address	Tel.	Three-Year-Olds		Four-Year-Olds		Five-Year-Olds	
			No. of Classes	Capacity	No. of Classes	Capacity	No. of Classes	Capacity
Tsukudo Kindergarten	2-2 Tsukudo-cho	03-3266-0129	1	20	1	30	1	30
Ichigaya Kindergarten	1-3 Ichigaya-Yamabushi-cho	03-3266-0184	1	20	1	30	1	30
Waseda Kindergarten	25 Waseda-Minami-cho	03-3205-9086	1	20	1	30	1	30
Tsurumaki Kindergarten	140 Waseda-Tsurumaki-cho	03-3205-9167	1	20	1	30	1	30
Ushigome Nakano Kindergarten	4-33 Ichigaya-Nakano-cho	03-3358-3880	1	20	1	30	/	/
Yochomachi Kindergarten	13-1 Wakamatsu-cho	03-3205-9255	1	20	1	30	1	30
Yotsuya Dairoku Kindergarten	30 Daikyo-cho	03-3358-3774	1	20	1	30	1	30
Hanazono Kindergarten	1-22-1 Shinjuku	03-3353-8277	1	20	1	30	1	30
Okubo Kindergarten	1-1-21 Okubo	03-3205-9425	1	20	1	30	1	30
Totsuka Daini Kindergarten	1-25-21 Takadanobaba	03-3205-9609	1	20	/	/	1	30
Ochiai Daisan Kindergarten	1-12-20 Nishi-Ochiai	03-3565-0914	1	20	1	30	1	30
Ochiai Daiyon Kindergarten	2-9-34 Shimo-Ochiai	03-3565-0939	1	20	1	30	1	30
Yodobashi Daiyon Kindergarten	3-17-1 Kita-Shinjuku	03-3227-2165	1	20	1	30	1	30
Nishi-Toyama Kindergarten	4-7-1 Hyakunin-cho	03-3362-0400	1	20	1	30	1	30
	Total		14	280	13	390	13	390

(For the four- and five-year-olds, the number minus who will be promoted to that year will be enrolled.)

Notes:

1. Ushigome Nakano Kindergarten will not conduct recruitment for the five-year-olds' class.
2. Totsuka Daini Kindergarten will not conduct recruitment for the four-year-olds' class.