

FY2026 Shinjuku City Municipal Kindergartens Guidelines for Application

1. Eligibility Requirements for Application

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.

Three-year-olds (those born between April 2, 2022 and April 1, 2023)

Four-year-olds (those born between April 2, 2021 and April 1, 2022)

Five-year-olds (those born between April 2, 2020 and April 1, 2021)

Note: Please read “11. Admission (Enrollment) Qualifications” as well.

2. Number of Children Enrolled

Please refer to page 4, “FY2026 List of Municipal Kindergartens Enrolling Students,” for the enrollment capacity of each kindergarten.

Three-year-olds	- There is an admission program that gives priority to siblings of current students. - Regarding class organization standards A class for three-year-olds will be formed only at kindergartens with eight or more applicants for that age group as of the admission approval date on January 15 (Thu.), 2026.
Four-year-olds	- For four-year-olds, the number of children recruited will exclude those moving up from the three-year-olds class. - There is an admission program that gives priority to siblings of current students.
Five-year-olds	- For five-year-olds, the number of children recruited will exclude those moving up from the four-year-olds class.

3. Distribution of Kindergarten Application Forms

Application forms will be distributed from October 15 (Wed.), 2025 at all fourteen municipal kindergartens, the Kindergarten Section of the School Management Division, Branch Offices, municipal libraries, children’s halls, and other locations. You can also download the application form from the Shinjuku City website.

Please scan here for application forms.



4. Application Acceptance (general intake)

Application Acceptance Period	Three-day period from November 4 (Tue.) to November 6 (Thu.), 2025
Electronic Application	Application acceptance period From November 4 (Tue.), 8:30 a.m. to November 6 (Thu.), 4 p.m. Please use the two-dimensional code at right to access the Shinjuku City website and follow this path: “Electronic Application Service” > “List of Procedures Available for Electronic Application” > “Procedures Related to Childbirth, Children and Education” > “Application for Admission to Shinjuku Municipal Kindergarten.” Note: Your individual number card (My Number card) and personal identity verification are required. 
In-Person Application	Application locations and hours • At the kindergarten you wish to enroll your child: 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) Documents you’ll need to submit 1. Shinjuku City municipal kindergarten application form 2. Documents confirming the addresses of both the parent/guardian and the child (e.g., a copy of the residence record showing all household members and relationships, or a valid medical certificate for infants)

Notes:

1. Submit your application using either the electronic system or in-person at the Kindergarten Section, School Management Division—not both.
2. You may not apply to more than one municipal kindergarten (including *kodomoen* with kindergarten functions).

5. Application for Three-Year-Olds Class

If you want to indicate a **second or third choice** when applying for the three-year-olds class, please write it in the Remarks column on the application form.

6. Application Status

(1) Announcement of application status at the end of the general intake period: November 10 (Mon.), 2025 at noon

Note: The **Shinjuku City website and each kindergarten** will post the status of applications for applicants' first-choice for each kindergarten.

Applicants who applied to kindergartens not subject to a lottery will be designated as "candidates for admission."

(2) Only kindergartens with more applicants than available places at the end of the general intake period will hold a lottery, as follows:

Public lottery drawing: November 12 (Wed.), 2025, from 10 a.m. **at the respective kindergartens conducting lotteries**

Announcement of lottery results: November 14 (Fri.), 2025, at noon

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

Note: Details will be announced on the city website.

7. Secondary Enrollment (after general intake)

Secondary enrollment will be conducted from 2:15 p.m. on **November 18 (Tue.), 2025.**

Please check the application status on the Shinjuku City website before applying.

Notes:

1. On the first day of secondary enrollment at 2:30 p.m., a lottery will be held on the spot to determine the order of acceptance if the number of applicants exceeds capacity. After 2:30 p.m., applications will be accepted on a first-come, first-served basis.
2. If your child is already registered as a candidate for admission or is on a waiting list for another kindergarten, you must cancel that registration before applying.
3. **Electronic applications will not be accepted for secondary enrollment. Please apply directly at the kindergarten.**

8. Interview and Health Checkup

An interview and health checkup will be conducted at the kindergarten you applied to. Please refer to page 4, "Schedule for Admission Interviews and Health Checkups," to see the date for that kindergarten.

9. Admission Approval

Admission approval forms will be distributed at each kindergarten on January 15 (Thu.), 2026, from 2:15 p.m.

10. Acceptance of Electronic Applications

Electronic applications for kindergarten admission will reopen on January 19 (Mon.), 2026. After completing the application online, please check with the kindergarten of your choice three business days later about the interview and health checkup schedule.

11. Admission (Enrollment) Qualifications

- (1) You may not apply to both a municipal kindergarten and a municipal *kodomoen* with kindergarten functions (type 1 certification).
- (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.

12. Waiving of Entrance and Nursery Fees

Under the free early childhood education and childcare program, entrance and nursery fees are free.

Note: Fees for teaching materials, events and similar expenses will be collected as necessary.

13. 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) Your child must bring his/her own snacks.

(4) The childcare service fees will be waived for households approved for childcare needs under the free early childhood education and childcare program. Please complete the required application process for childcare needs certification in advance.

(5) 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.

14. Assignment of Caregivers, Etc.

Children who require special support will be accepted within the scope of what the kindergarten's existing facilities can provide. Following the interview and health checkup at the kindergarten, your child's condition will be evaluated on December 9 (Tue.), 2025. After that, a caregiver or similar person may be assigned to him/her. Note: Depending on the evaluation result, a caregiver or similar person may not be assigned to your child.

15. 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) Provision of School Lunch

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

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

Applicants for a three-year-olds class who have an older sibling at the same kindergarten (as of October 15, 2025) who will be promoted to a four- or five-year-olds class—and in the same manner, applicants for a four-year-olds class who have an older sibling at the same kindergarten who will be promoted to a five-year-olds class—will receive priority over other general applicants.

(4) Waiting List Registration

Applicants not selected in the lottery to determine entry candidates may register on a waiting list. If you want to enroll your child in a kindergarten that has already reached its capacity, you may also enter its waiting list.

If you plan to apply to another kindergarten, *kodomoen* or nursery school after registering on the waiting list, please cancel your registration beforehand.

FY2026 List of Municipal Kindergartens Enrolling Students

As of October 15, 2025

Kindergarten	Address	Tel.	Capacity (children)		
			Three-Year-Olds	Four-Year-Olds	Five-Year-Olds
Tsukudo Kindergarten	2-2 Tsukudo-cho	03-3266-0129	20	30	30
Ichigaya Kindergarten	1-3 Ichigaya-Yamabushi-cho	03-3266-0184	20	30	30
Waseda Kindergarten	25 Waseda-Minami-cho	03-3205-9086	20	30	30
Tsurumaki Kindergarten	140 Waseda-Tsurumaki-cho	03-3205-9167	20	30	30
Ushigome Nakano Kindergarten	4-33 Ichigaya-Nakano-cho	03-3358-3880	20		30
Yochomachi Kindergarten	13-1 Wakamatsu-cho	03-3205-9255	20	30	
Yotsuya Dairoku Kindergarten	30 Daikyo-cho	03-3358-3774	20	30	30
Hanazono Kindergarten	1-22-1 Shinjuku	03-3353-8277	20	30	30
Okubo Kindergarten	1-1-21 Okubo	03-3205-9425	20		30
Totsuka Daini Kindergarten	1-25-21 Takadanobaba	03-3205-9609	20	30	30
Ochiai Daisan Kindergarten	1-12-20 Nishi-Ochiai	03-3565-0914	20		30
Ochiai Daiyon Kindergarten	2-9-34 Shimo-Ochiai	03-3565-0939	20		
Yodobashi Daiyon Kindergarten	3-17-1 Kita-Shinjuku	03-3227-2165	20		30
Nishi-Toyama Kindergarten	4-7-1 Hyakunin-cho	03-3362-0400	20	30	30

Notes:

1. For the classes for four- and five-year-olds, the number of children to be recruited excludes those promoted from the younger age groups.
2. Kindergartens with a slash (/) in the class column will not be recruiting for that age group in FY2026.

Schedule for Admission Interviews and Health Checkups

Kindergarten	Date	Time
Tsukudo Kindergarten	November 26 (Wed.)	13:15
Ichigaya Kindergarten	November 27 (Thu.)	13:00
Waseda Kindergarten	November 20 (Thu.)	13:15
Tsurumaki Kindergarten	November 21 (Fri.)	13:15
Ushigome Nakano Kindergarten	November 20 (Thu.)	13:00
Yochomachi Kindergarten	November 21 (Fri.)	13:15
Yotsuya Dairoku Kindergarten	November 18 (Tue.)	13:00
Hanazono Kindergarten	November 21 (Fri.)	12:50
Okubo Kindergarten	November 21 (Fri.)	12:45
Totsuka Daini Kindergarten	November 19 (Wed.)	13:15
Ochiai Daisan Kindergarten	November 28 (Fri.)	13:00
Ochiai Daiyon Kindergarten	November 27 (Thu.)	13:15
Yodobashi Daiyon Kindergarten	November 20 (Thu.)	13:15
Nishi-Toyama Kindergarten	November 20 (Thu.)	13:00

Inquiries

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