

Nagoya University Cosmos Nursery School
Recruitment for Enrollment in the Nursery School for FY2025

Nagoya University Cosmos Nursery School Consortium

The Nagoya University Cosmos Nursery School has set four recruitment periods for full-time enrollment for FY2025, as described below.

Due to its being an on-campus nursery school, selection for enrollment will be conducted again before children move up to a class for three-year-olds.

<Recruitment Schedule>

	Enrollment Period	Recruitment Period
1st Recruitment	April–September	December 11 (Wed.), 2024–12:00 p.m. December 18 (Wed.), 2024
2nd Recruitment (*)	May–September	February 18 (Tue.), 2025–12:00 p.m. February 25 (Tue.), 2025
3rd Recruitment	September–December	May 14 (Wed.), 2025–12:00 p.m. May 21 (Wed.), 2025
4th Recruitment	December–March	September 16 (Tue.), 2025–12:00 p.m. September 22 (Mon.), 2025

(*) Please note that application requirements differ only for the second recruitment. For details, see “2. Application requirements.”

<Process for enrollment>

(E.g.) When you apply for enrollment at the first recruitment period and your child is enrolled in April:

Around late January	Around February to March	April
Application →	Informal notice of acceptance → Interview →	Formal notice of acceptance → Enrollment

- Short-term enrollment is also offered. You may apply for short-term (several-month) enrollment.
- If you wish to enroll your child into the Nursery School immediately after your maternity leave or child-raising leave, please see the “Regarding the Recruitment Period for Full-time Enrollment in the Nursery School” attached hereto.
- The operation business of the Nursery School is entrusted to Poppins Educare Inc. (The present contract expires on March 31, 2028.)

1. Number of children to be recruited

The number of children to be recruited is determined depending on the situation of the Nursery School at each recruitment period and informed on the Cosmos Nursery School website.

2. Application requirements

In principle, application requirements are as follows. Even before childbirth, an application can be made if the expected date of delivery is made clear.

- Faculty and staff members working for Nagoya University (the University) (including part-time employees and prospective employees)
- Undergraduate and graduate students enrolled in the University (including research students)
- Researchers engaged in work at the University (e.g. a research fellow from the Japan Society for the Promotion of Science)

[Only for the 2nd recruitment] In addition to the above-mentioned application requirements, applicants must meet the following conditions:

- A person who is a new faculty/staff member or a new student who requires a change of residence, or
- A person who applied for enrollment in an authorized nursery school but failed (Documentary evidence must be submitted.)

*Since it is regulated that eligible users of the Nagoya University Cosmos Nursery School, which is an on-campus nursery school, are limited to the University's staff members, etc., it is necessary to present a certificate of employment (enrollment) at the time of admission to the Nursery School. (See Article 6 of the Detailed Rules on the Use of the Nagoya University Cosmos Nursery School.)

Please note that if a user leaves the University (due to resignation, graduation, completion, or withdrawal), the user will lose the qualification to use the Nursery School.

3. Application period

See the Table above. **The required documents must arrive by the noon (12:00 p.m.) of each deadline.**

4. How to apply

Please submit the required documents by any of the following methods.

* For where to submit the documents, see [Inquiries & Where to Submit].

Postal mail: Please write in red on the envelope, "Application for Enrollment in the Nursery School," and send it by simple registered mail. If you send it in-house mail due to inevitable reasons, be sure to send it with plenty of time to spare.

E-mail: Be sure to insert a password before sending the required documents, which include personal information.

By hand: Bring the required documents to the person in charge between 9:00 and 16:00 (excluding 12:00 to 13:00) on weekdays.

5. Documents to be submitted

All documents for submission must be printed single-sided and clipped together. (Please do not print them double-sided or staple them together.)

(1) Application Form for Enrollment in the Nursery School and Application Form for Use of the Nursery School. Please download these forms from the Cosmos Nursery School website and fill them out completely.

(2) A copy of the most recent health examination results of the child [When applying after childbirth] Please submit a copy of the "health examination for children of X years of age" page of the Mother-Child Handbook or any other document.

When your child is informally accepted for enrollment, you need to submit a medical certificate written by a specialist in pediatrics or internal medicine at the time of an interview by nursery staff. The medical certificate must indicate that "the child has no problem with group day care" and "the child's health information and points to note for group nursing."

* If any of the following cases applies, it is necessary to submit a medical certificate written by a physician at the time of application.

- Where the child suffers from a particular disease and makes regular clinic visits
- Where the child has a history of a serious disease that still requires a medical follow-up

(3) A copy of a document showing the expected date of delivery [When applying before childbirth]

(4) Documentation showing working status

Documents proving the working status (employment period, work hours, etc.) of both the applicant and his/her spouse and partner as of and after the desired date of enrollment must be submitted, as shown in the table below.

*In a case where an applicant always needs to take care of a child/children by himself/herself because his/her spouse and partner has been working outside Aichi Prefecture, please submit a document showing the spouse/partner's place of work.

Classification	Job Status		Required Documents
Applicant and Spouse/Partner	Faculty/staff member without a fixed term of office	Full-time	None
		Part-time	<input type="checkbox"/> A copy of the most recent Notice of Employment (Change) (including work hours)
	Faculty/staff member with a fixed term of office		<input type="checkbox"/> A copy of the most recent Notice of Employment (Change) (including work hours) <input type="checkbox"/> A certificate to prove employment as of and after the desired date of enrollment*

		<p><u>*Only when employment as of and after the desired date of enrollment has not been determined</u></p> <p>Please submit a certifying document prepared by a professor of the laboratory the applicant belongs to or a superior at or above the level of section chief of the division/department the applicant belongs to.</p>
	Student	<p><input type="checkbox"/> Student registration certificate</p> <p><input type="checkbox"/> A copy of the most recent Notice of Employment (Change) (including work hours)*</p> <p>*Only when the student has been employed by the University</p>
	Research fellow from the Japan Society for the Promotion of Science	<p><input type="checkbox"/> A copy of the Notice of Employment (Change) (including work hours)</p> <p>*If there is no employment relationship with the University, please submit a copy of a document indicating the name of the host faculty member.</p>
	Other than Nagoya University faculty/staff member	<p><input type="checkbox"/> Certificate of employment</p> <p>*Please submit a certificate of employment prepared by the company the applicant/spouse is working for.</p>

- (5) A document certifying the status of being a prospective employee or a prospective student [Only when the applicant has not yet been employed by/enrolled in the University at the time of application]

If the applicant has not yet been employed by (or enrolled in) the University at the time of application, please submit a document certifying the status of being a prospective employee, which should include working conditions, (or a document certifying of being a prospective student, such as a copy of a letter of acceptance).

6. The time for determining the informal acceptance for enrollment

Scheduled for the end of the month following the recruitment period

*Selections for enrollment are conducted strictly by the Nagoya University Cosmos Nursery School Consortium based on the applicants' (parents') necessity for childcare. Once determined, selection results will be notified to all applicants via e-mail, regardless of the outcome of the selection. Please note that formal acceptance for enrollment in the Nursery School will be determined as described in 7.

7. Interview and determination of formal acceptance for enrollment

An interview is conducted with the child who has been informally accepted for enrollment and his/her parent(s) one month or two months before the desired date of enrollment, based on which a formal decision is made. At the interview, some questions are made about the applicant's childcare environment and the child's health conditions, based on the documents submitted in advance, including a medical certificate written by a physician.

An interview schedule and results will be notified via e-mail to the e-mail address provided in the Application Form.

8. Procedures for enrollment and payment of enrollment fees

Details will be notified after the determination of formal acceptance for enrollment.

9. Important points to note regarding applications (Please be sure to read them.)

- Selections for enrollment are conducted based on the documents submitted. Please be sure to submit all necessary documents.
- If an application includes false information, the applicant's informal or formal acceptance for enrollment may be revoked. For matters that have not been determined, please state "Unknown" or "Scheduled."
- Please note that if actual conditions at the time of enrollment differ from the conditions expected at the time of application, the acceptance for enrollment may be revoked and a selection may be conducted again.
- At the time of enrollment, it is necessary to submit a document regarding the working status of the parent(s).

10. Others

- Core-time

For children up to 10 months old, please apply for Core-time B (childcare service is offered for 8 hours per day between 8:00 and 19:00) in consideration of their health conditions.

- A tour to see the Nursery School

In principle, a tour to see the Nursery School is conducted every recruitment period, as described below.

Cosmos Nursery School Tour

Time & Date: One tour is conducted per recruitment period (The time and date of a tour will be announced on the website as soon as fixed.)

Content: A tour to see the Nursery School facilities (Time required: about 40 minutes)

How to apply: Download the “Application Form for Cosmos Nursery School Tour” from the Cosmos Nursery School website and submit the completed application form via e-mail during an application period. Detailed information, such as where to meet, will be provided later.

- Childcare fees

For details, see the Cosmos Nursery School website.

* Childcare fees, in principle, include expenses for lunch and snack (¥6,000).

* There are no programs for grace for payment or to reduce childcare fees according to parents’ incomes.

- Free early childhood education and childcare

The Cosmos Nursery School is a facility covered by the program to make early childhood education and childcare free in the form of reimbursement of expenses. If you have a child aged 3 years or older and meet the requirements as of April 1 of the relevant fiscal year, in principle, you can receive a subsidy of up to ¥37,000 a month for childcare fees, excluding meal fees, under the program. The requirements for free early childhood education and childcare differ according to local government. For detailed information, please ask your local government office.

[Inquiries & Where to Submit]

The person in charge of Cosmos Nursery School clerical work: Aoshiba (Matsumoto, Tanaka)

Address: Administrative Office (2F), Gender Research Library, Nagoya University
Furocho Chikusa-ku, Nagoya, 464-8601, Japan

E-mail: jinji04@t.mail.nagoya-u.ac.jp

Tel: 052-789-5976 (Extension: 5976)

[Cosmos Nursery School website]

<http://www.kyodo-sankaku.provost.nagoya-u.ac.jp/cosmos/>

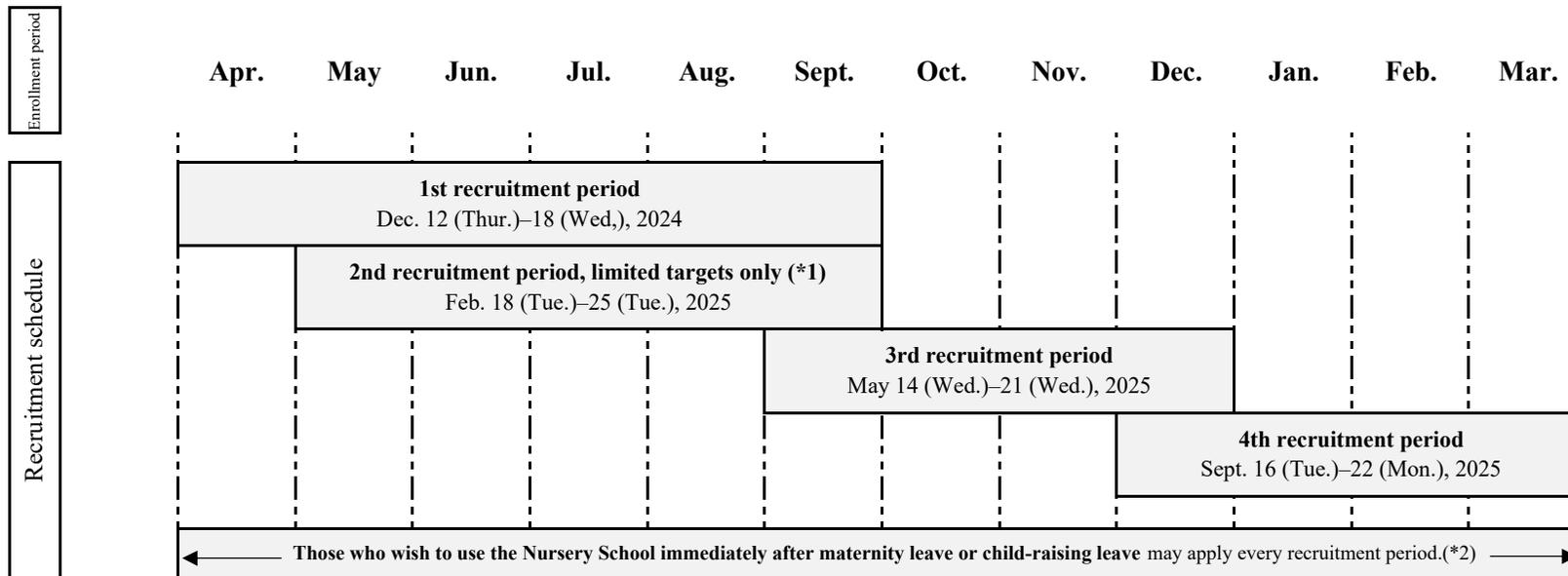
【Regular Daycare】 Recruitment Schedule for Enrollment in the Nursery School for FY2025

○ Children for regular daycare will be recruited four times a year, as described below.

However, please note that the period and number of recruitment are subject to change due to children's enrollment status or the spread of an infectious disease.

○ Those who wish to use the Nursery School immediately after maternity leave or child-raising leave may apply any time of the four recruitment periods in the same fiscal year.

Please note that if it is difficult to enter your child into the Nursery School within a designated fiscal year despite your receiving an informal acceptance for enrollment, the informal acceptance will be revoked and you will lose the right to use the Nursery School for regular daycare.



*1: Only for the second recruitment, applicants must meet the following requirements.

- A person who is a new faculty/staff member or a new student who requires a change of residence
- A person who applied for enrollment in an authorized nursery school but failed (Documentary evidence must be submitted.)

*2: Those who wish to use the Nursery School immediately after maternity leave or child-raising leave

- In principle, the date for enrollment will be any date immediately after maternity leave or child-raising leave.
- It is possible to apply any time of the four recruitment periods in the same fiscal year. However, please note that if it is difficult to enroll your child into the Nursery School within a designated fiscal year due to delay in childbirth, etc. despite your receiving an informal acceptance for enrollment, the informal acceptance will be revoked and you will lose the right to use the Nursery School for regular daycare.
- Selections for enrollment are conducted every recruitment period. If you fail and apply again, you need to submit the required documents again.
- If you wish to enroll your child into the Nursery School in the following fiscal year, you need to apply again during a recruitment period of the following fiscal year.