

# Ritsumeikan Mirai Nursery School

2025 Fall Admission

## Recruitment Guidelines

[Regular childcare]



## Outline of Ritsumeikan Mirai Nursery School

### Childcare Philosophy

#### Believing in and carving out children's futures

- We aim to provide childcare that guarantees the healthy growth and development of children with independent and well-rounded personalities.
- We aim to provide a safe and secure nursery where children can spend their days safely and comfortably so that their parents can study, teach, conduct research, or work with peace of mind.

### Childcare Goals

We aim to nurture:

- Compassionate, emotionally well-rounded children
- Children who can think, express their thoughts, and act on their own
- Children who value their friends and enjoy playing and spending time with them

### Outline of the nursery school

Nursery school operated	Ritsumeikan Mirai Nursery School Kinugasa Ritsumeikan Mirai Nursery School Biwako	
Business Structure	Company-led childcare business (unlicensed childcare)	
Number of Staff	Depending on the number of children in childcare so as to meet the staffing standards of the statutory (Child Welfare Act) Increase or decrease	
Capacity	19 (0 ~1 years old: 9 people, 2 years old~5 years old: 10 people)	
Childcare eligibility	From 57 days after birth (after the end of maternity leave (after birth)) to before elementary school enrollment	
Opening Dates	<p>The basic days of operation are as follows, and the nursery runs according to the separately stipulated calendar.</p> <p>(1) Weekdays: Monday to Friday</p> <p>(2) Saturdays, Sundays, and national holidays that are class days or regular examination days</p> <p>(3) Other days recognized as necessary by the Trust</p>	
Opening Hours	Basic time	8 : 0 0 ~ 1 9 : 0 0
	Extended time	1 9 : 0 0 ~ 2 0 : 0 0
	Temporary childcare (with extra capacity)	8 : 3 0 ~ 1 8 : 0 0
Evacuation drills	Outdoor evacuation is carried out once a month in accordance with the disaster prevention manual.	
Measures to prevent abuse	Training has been conducted and a manual for abuse prevention measures has been formulated.	
Office in Charge of Campus	Ritsumeikan School Corporation Human Resources Division Nursery School Officer	

## Nursery Application Guidelines

### 1. Application Period (Fall 2025 Admission)

**Please prepare the necessary documents for admission by the 10th of the month before the month in which you wish to enter the nursery.**

You can choose the admission date from the 1st and 16th of each month (if you enter on the 16th, the childcare fee for the month will be half price).

For example, if you wish to enter the nursery on September 1, 2025, you must arrive at the Human Resources Division by August 10, 2025.

### 2. Outline of Recruitment

#### (1) 2025 Recruitment Capacity (scheduled for July 1, 2025)

		0 years old	1 year old	2 years old~ 5-year-olds	sum	Short-time employment quota (Total)
Ritsumeikan Mirai Nursery School Kinugasa	Capacity	3	6	10	19	3 people
	Number of Applicants	2	6	5	13	3 people
Ritsumeikan Mirai Nursery School Biwako	Capacity	3	6	10	19	3 people
	Number of Applicants	2	5	6	13	3 people

- \* Age is calculated based on the full age as of April 1 of each year.
- \* If there are applications that exceed the capacity, we will conduct a selection. Depending on the capacity at the time of selection and the number of applicants, the number of applicants for each age group may change slightly.
- \* The short-time employment quota is a frame for employees who work less than 20 hours per week, and is set as a "non-regular employment quota" defined by the company-led childcare business.
- \* Of the 19 students in each Nursery, the breakdown of the employee quota and the regional quota is as follows.

#### • Employee quota

(Of these, 2 or more of our own employees (faculty and staff members who have an employment relationship with Ritsumeikan Educational Corporation))

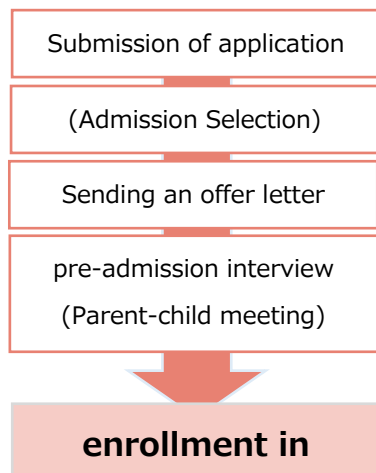
Faculty and staff who have an employment relationship with Ritsumeikan Educational Corporation (those who fall under (1) of "3. Eligibility"), Or a child raised by an employee of a partner company (employee of a joint use contract company) at Ritsumeikan Educational Corporation (a person who falls under (4) of "Eligibility for use" in "3 Eligibility for Use")

#### • Regional quota: Up to 9 people

Children raised by parents who do not have an employment relationship with Ritsumeikan Educational Corporation (children raised by (2) (3) (5) of "3 Eligibility")

## (2) Procedural flow

The procedure for admission is as follows.



**Submit to the Human Resources Division** by the 10th of the month before the month in which you wish to enter the nursery school.

By the pre-admission interview,

- Undergo a pre-admission checkup at an affiliated medical institution
- Submit necessary documents such as allergy questionnaires to the nursery school.

\* After entering the nursery, there will be a break-in childcare for about 1~2 weeks.

\* It is also possible to conduct break-in childcare using temporary childcare before entering the nursery.

\* It can also be used if your spouse is on leave or looking for a job.

## 3. Eligibility

Eligibility applies when at least one parent or guardian falls under one of the categories listed below and there is a recognized need for childcare.

- \* However, this excludes cases where it is judged that it is not suitable for group childcare.
  - Children of faculty and staff members employed by the Ritsumeikan Trust
  - Children of undergraduate or graduate students enrolled at Ritsumeikan University
  - Children of researchers or doctoral research fellows engaged in research activities at Ritsumeikan University but who are not employed by the Ritsumeikan Trust
  - Employees of partner companies who work in the Trust and whose companies have concluded a separately stipulated employer-led nursery school joint use agreement with the Trust
  - Other children raised by persons recognized by the Trust as being equivalent to the above
    - (1) Those who will work at the University as a temporary staff.
    - (2) A person who has been granted eligibility for use due to other special circumstances

\* Recruitment and enrollment have been decided, and applications are also available for those who plan to meet the above qualifications. However, admission will be made after the date of eligibility.

### (Criteria for Necessity of Childcare)

reason	substance
(1) Employment of spouse	When it is normal to work more than 64 hours a month (basically includes all employment, such as full-time, part-time, and in-house work (self-employment, etc.))
(2) Pregnancy and childbirth of a spouse	If you are pregnant or have recently given birth. (The postpartum period is about 3 months)
(3) Illness of a spouse, etc.	If you are sick, injured, mentally or physically or mentally or physically disabled.
(4) Nursing and long-term care of relatives	If you are caring for a relative other than the infant you wish to enter
(5) Disaster recovery	When recovering from earthquakes, storms, floods, fires, or other disasters
(6) Spouse's job search activities	If you are continuously looking for a job
(7) Spouse's enrollment in school	If you are enrolled in school (including vocational training at a vocational training school, etc.)
(8) Raising a child alone	If you are raising a child alone due to the widowhood of your spouse, divorce, unmarried, etc.
(9) Others	In addition, when the government recognizes it as a condition similar to the above

Note: If you are no longer eligible to use the nursery after entering the nursery, you will be discharged.

### 4. Application Documents

If you wish to enter the nursery, please submit the following documents to the Human Resources Division.

- \* If you are using an intra-campus mail, please be sure to use the delivery book.
- \* When sending by mail, be sure to write "Nursery School Admission Application Form Available" in red on the envelope and send it by specified record mail.

Parental Situation	Required Documents
One of the parents is a faculty member who has an employment relationship with Ritsumeikan Trust	(1) Application form for regular childcare [required for everyone]
	(2) Proof of the spouse's "need for childcare" [For spouses *See below]
One of the parents is an	(1) Application form for regular childcare [required for everyone]

employee of a cooperating company (an employee of a joint use agreement company) at Ritsumeikan Trust	(2) Certificate of employment [for employees of partner companies]
	(3) Proof of the spouse's "need for childcare" [For spouse * See below]
Neither of the parents has an employment relationship with Ritsumeikan Trust (Students, research students, etc.)	(1) Application form for regular childcare [required for everyone]
	(2) Copy of childcare payment certificate [All required for all]
	(3) Copy of student ID card [For students]
	(4) Spouse's employment certificate [If the spouse is working]

\* Please refer to the following for proof of your spouse's "need for childcare"

Reasons for needing childcare	substance
(1) Employment of spouse	Spouse's employment certificate (not required for faculty and staff of Ritsumeikan Educational Corporation)
(2) Pregnancy and childbirth of a spouse	A copy of a document showing the date of delivery and the expected date of delivery (maternal and child handbook, etc.)
(3) Illness of a spouse, etc.	A copy of the "Childcare Payment Certificate" issued by the local government
(4) Nursing and long-term care of relatives	
(5) Disaster recovery	
(6) Spouse's job search activities	
(7) Spouse's enrollment in school	
(8) Raising a child alone	Official documents that show the family structure, such as a certificate of residence
(9) Others	A copy of a certificate issued by the government that requires childcare

(1) Application form for admission to regular childcare

Please download the prescribed application form from the following URL.

<http://www.ritsumei.ac.jp/rnursery/>

<http://www.ritsumei.ac.jp/rnursery/>



(2) Certificate of employment (applicable only)

If the parent or spouse does not have an employment relationship with Ritsumeikan Educational Corporation, please submit a work certificate stating the employment period for the relevant year.

(Submission is not required for faculty and staff members.)

The format of the work certificate does not matter, but if you are self-employed or do not have an existing form, please download the prescribed form from the following URL and use it.

<http://www.ritsumei.ac.jp/rnursery/>

- \*If you are a student at Ritsumeikan University and have been issued a notice of working conditions as a part-time employment (including TAs and RAs) at Ritsumeikan University, please submit a copy of it as well.
- \* If your spouse lives abroad or works for a company outside of Japan, please contact the Payroll and Welfare Division in advance to confirm the information on your employment certificate.

(3) A copy of the childcare certificate (only for those who are applicable)

Please submit a copy of the "Childcare Payment Certificate" issued by the local government where you live.

\* If your spouse is looking for a job, you will be certified for childcare for a limited period of 3 months. Please note that if you wish to continue using the nursery school, you will need to apply for childcare certification again within the certification deadline.

\* For the procedures required to issue a "Certificate of Childcare Payment", please check with the local government where you live.

(4) A copy of a document showing the expected date of delivery (only for those who are applicable)

Please submit a copy of a document (maternal and child handbook, etc.) that shows the date of birth and the expected date of delivery.

\* If you wish to continue using the nursery school after about 3 months after giving birth, you will need a "Certificate of Childcare Payment" or "Certificate of Employment".

## 5. Childcare days and hours

### (1) Childcare Dates

The basic opening dates are as follows, and the nursery will open according to the separately stipulated opening calendar.

- ① Weekdays Monday to Friday
- ② Saturdays, Sundays, and holidays on school days and regular examination days
- ③ Other days deemed necessary by the corporation

### (2) Closed days

- (1) From December 29 to January 3 of the following year
- (2) Other dates specifically specified by the corporation

### (3) Childcare hours

(Basic childcare hours) 8:00 ~ 19:00 (11 hours childcare)

(Extended childcare hours) 19:00 ~ 20:00 (in 30-minute increments)

## 6. Childcare Fees

Free childcare, which began in October 2019, also covers employer-led nursery schools.

With regard to childcare fees, the standard usage fee set by the Children and Families Agency will be waived.

\* Standard fees: 0-year-olds: 37,100 yen; 1- and 2-year-olds: 37,000 yen; 3-year-olds: 26,600 yen; 4- and 5-year-olds: 23,100 yen (Standard Usage Fee:

#### • Households eligible for free childcare

class	Eligible Households
0~2 years old	Households exempt from resident tax, foster parent households, households on public assistance
3 years old ~ 5 years old	All households that require childcare

\* Age (class) is based on age as of April 1 of each academic year.

\* Monthly childcare fees for regular childcare are eligible for free childcare, and school lunches, extended childcare fees, and evening meals are not eligible for free childcare.



• Monthly childcare fee (regular childcare)

The childcare fees for regular childcare are as follows.

The childcare fee is the same regardless of eligibility (employee quota / regional quota).

class	monthly amount	
	Free Childcare Eligible Households	Other Households
0 years old	JPY 22,900	JPY 60,000
1-year-olds and 2-year-olds	JPY 23,000	JPY 60,000
3-year-olds	JPY 5,900	JPY 32,500
4-year-olds and 5-year-olds	JPY 9,400	JPY 32,500

\* Age groups (Classes) are based on children's ages as of April 1 of each school year.

\* Non-eligible children between the ages of 3 and 5 years are those whose parents have no employment relationship with the Ritsumeikan Trust (undergraduate students, graduate students, doctoral research fellows, etc.) and have no childcare certificate issued by the local municipality.

• School lunch fee (as lunch and snack fee)

	monthly amount
0~2 years old	0 yen (included in the childcare fee)
3 years old ~ 5 years old	JPY 7,500

\* Breakdown: Staple foods (rice, etc.): 3,000 yen, non-staple foods (side dishes, etc.): 4,500 yen. The fee for non-staple foods is based on the standards set by the Cabinet Office.

\* The same fee will be charged for allergen-free meals.

\* Fees will not be refunded for missed days.

\* Please contact us if you plan to take your child out of nursery for a long period of time.

• Extended childcare

	0~5 years old	
Extended Childcare Fee	per 30 minutes	300 JPY
Supplementary Dinner	per day	100 JPY

\* Additionally, an evening snack fee of 100 yen per day (will be served after 19:00) is required. However, if the baby is only breastfeeding, there is no supplementary meal fee for the evening.

## 7. Inquiries

- The following is the address for consultation or application for admission to a nursery school.

Ritsumeikan School Corporation Human Resources Department Human Resources Division  
Nursery School Officer Yamamoto , Yamaji

Phone number: 075-813-8150 (ext. 510-2173, 510-2148)

E-mail : [rnursery@st.ritsumei.ac.jp](mailto:rnursery@st.ritsumei.ac.jp)

- Click here for the Ritsumeikan Mirai Nursery School website.

<http://www.ritsumei.ac.jp/rnursery/>

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◎ Basics of each nursery school

Kinugasa Campus		
name	Ritsumeikan Mirai Nursery School Kinugasa	
Date of establishment	September 1, 30	
location	〒603-8577 56-1 Tomochiin Kitamachi, Kita-ku, Kyoto Ritsumeikan University Kinugasa Campus Shitokukan 2nd Floor Phone: 075-466-3551	
Facilities managers and Facility Director	Facility Manager: the Ritsumeikan Trust Executive Director Naruya Kida Director (Facility Director): Kyoto Childcare Center Naoko Yamashita	
Facility Overview	Building Structure	Reinforced concrete building 〔Total floor area〕 220.38 ㎡
	Fire Service Application	Filed July 26, 2024
	Fire Prevention Manager	Kinugasa Campus Secretary General Naoki Mitsuno
	Evacuation Routes	Two-path
	Evacuation Facilities	fire extinguisher
Childcare subcontractors	Social Welfare Corporation Kyoto Childcare Center	
Affiliated Medical Institutions	pediatrics (Pre-admission health checkup and regular health checkup)	Kyoto Public Health Association Kado Sanjo Children's Clinic 〒615-0071 15-7 Yamanouchi Nishiuramachi, Ukyo-ku, Kyoto
	dentistry (Regular health checkup once a year)	Medical corporation Aoikai Murasakino Kyoritsu Clinic Dentistry 〒603-8233 60-5 Murasakino Nishinocho, Kita-ku, Kyoto
Emergency Response	How to contact parents	Mass e-mails and telephone calls to emergency contacts
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Contact Information for Related Organizations	On-campus disaster prevention organization	Kinugasa Regional Cooperation Division, Disaster Prevention Section 075-465-8105 (ext. 511-2244)
	Kyoto City Hall	075-222-3111
	North Fire Station	075-491-4148
	North Police Station	075-493-0110
	Kita Ward Office, Health	075-432-1467

	Department, Hygiene Division	
	Water Supply and Sewerage Authority	075-672-7770
	Osaka Gas Kyoji Living	0120-8-94817
	Kansai Electric Power Kyoto Call Center	0800-777-8031
Evacuation site	On-campus evacuation site	Ritsumeikan University Kinugasa Campus Central Square
	Wide-area evacuation sites	ditto

Biwako-Kusatsu Campus		
name	Ritsumeikan Mirai Nursery School Biwako	
Date of establishment	September 1, 30	
location	〒525-8577 Shiga Prefecture Kusatsu City Noji Higashi 1-1-1 Ritsumeikan University Biwako Kusatsu Campus Core Station 2nd Floor Phone: 077-561-2891	
Facilities managers and Facility Director	Facility Manager: the Ritsumeikan Trust Executive Director Naruya Kida Director (Facility Director): Misa Sawai, Poppins Educare Co., Ltd.	
Facility Overview	Building Structure	Reinforced concrete building (Total floor area) 165.52 m <sup>2</sup>
	Fire Service Application	Filed July 7, 2023
	Fire Prevention Manager	Biwako Kusatsu Campus Secretary General Yoshito Yonegawa
	Evacuation Routes	Two-path
	Evacuation Facilities	Automatic fire alarms and guide lights
Childcare subcontractors	Poppins Educare Inc.	
Affiliated Medical Institutions	pediatrics (Pre-admission checkup and regular health checkup)	Medical corporation Tokushukai Omi Kusatsu Tokushukai Hospital 〒525-0054 Shiga Prefecture Kusatsu City Higashiyagura 3-34-52
	dentistry (Regular health checkup once a year)	Medical corporation Kagayaki Dental Clinic 〒525-0048 Shiga Prefecture Kusatsu City Oiwake Minami 2-1-9

Emergency Response	How to contact parents	Mass e-mails and telephone calls to emergency contacts
Emergency Response	How to contact parents	Mass e-mails and telephone calls to emergency contacts
Disaster Prevention Organizations Contact List	On-campus disaster prevention organization	BKC Regional Cooperation Division, Disaster Prevention Officer 077-561-5918 (ext. 515-7024)
	Kusatsu City Hall	077-563-1234
	Hunan Metropolitan Fire Department, South Fire Station	077-564-4951
	Kusatsu Police Station	077-563-0110
	Southern Office of Health and Human Services	077-562-3549
	Water Supply Customer Center	077-561-2441
	Osaka Gas Kyoji Living	0120-8-94817
	Kansai Electric Power Shiga Sales Department	0800-777-8061
Evacuation site	On-campus evacuation site	Ritsumeikan University Biwako Kusatsu Campus 3rd Ground
	Wide-area evacuation sites	Kusatsu City Shizuminami Elementary School 〒525-0045 Kusatsu City Wakakusa 2-16-2

◎ Operators

○ Ritsumeikan Mirai Nursery School Kinugasa

Legal Name	Social Welfare Corporation Kyoto Childcare Center	
Representative	President: Osamu Fujii	
Location	Kyoto, Kyoto-shi, Kita-ku, Daishogun Sakata-cho 8-1 Tel: 075-461-8253 FAX: 075-461-8364	
main Description of Business	Nursery school management	Kurimi Nursery School and Takatsukasa Nursery School 2 nursery schools
	Children's Center Management	Takakasa Children's Center . . . Installation and management Nishikyogoku Children's Center, Omuro Children's Center, Suzaku Third Children's Center . . . 3 Designated Management
	After-School Children's Healthy Development Project	
	Local Child-Rearing Support Base Project	
And more		

○ Ritsumeikan Mirai Nursery School Biwako

Legal Name	Poppins Educare Inc.	
Representative	Representative Director Atsushi Tamura	
Location	(Headquarters) 5-6-6 Hiroo, Shibuya-ku, Tokyo Hiroo Plaza 6F Tel: 03-3447-2133 FAX: 03-3447-2192 (Osaka Branch) 2-12-7 Sonezaki, Kita-ku, Osaka Seiwa Umeda Building 10F Tel: 06-6367-4141 Fax: 06-6367-2105	
main Description of Business	Child-rearing support	Operation of childcare facilities and after-school facilities, training and dispatch of nannies (educational babysitters), Operation of childcare facilities
	Creating a Mother- and Child-Friendly City	Childcare services at public facilities, childcare at events, etc.
	Home care for the elderly	Home Helper Training, Poppins VIP Care Service
Places of Doing Business	Tokyo, Nagoya, Kyoto, Osaka, Ashiya, Hawaii 325 childcare facilities nationwide (as of April 2025)	

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