OIST OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY
沖縄科学技術大学院大学

OIST Tedako Child Development Center Fee Policy

Last updated: April 2025

This document outlines the OIST Tedako Child Development Center (CDC) fee structure, payment policy and priority system for enrollment that apply to all the users of the CDC.

1. Fees

(1) Childcare fee

CDC childcare fee is determined based on total annual household income. To verify household income, CDC requires all the users to submit income documentation upon enrollment.

Childcare fee table (in JPY)

Category	Annual household income	Monthly fee		Daily fee		Hourly fee	
		Age 3+	Age 0-2	Age 3+	Age 0-2	Age 3+	Age 0-2
A+2	More than 20,000,000 JPY	**82,000**	**86,000**	**6,000**	**6,300**	**600**	**630**
A+1	16,000,001-20,000,000 JPY	**69,000**	**72,000**	**6,000**	**6,300**	**600**	**630**
A	11,143,001-16,000,000 JPY	**55,000**	**58,000**	**4,400**	**4,600**	**440**	**460**
B	64,000,001-11,143,000 JPY	**42,000**	**44,000**	**4,400**	**4,600**	**440**	**460**
C	3,340,001-64,000,000 JPY	**28,000**	**29,000**	**3,300**	**3,500**	**330**	**350**
D	3,340,000 JPY and under	**17,000**	**18,000**	**3,300**	**3,500**	**330**	**350**

Household income

If the total annual household income is greater than 20,000,000 JPY, the highest fee is applied and disclosure of income is not required.

If the total annual household income is equal to or less than 20,000,000 JPY, the CDC childcare fee is subsidized based on household income. In order to be eligible for the subsidized childcare fee, each family must provide documentation that discloses household income for the previous year upon enrollment.

Total annual household income is a measure of the combined income of all people

sharing a household from January-December. It includes all income earned in Japan and abroad. Fees are calculated based on gross income before tax or other deductions. Single parents must claim spousal support as household income.

Proof of income

For anyone in the household who lived or earned income in Japan the previous calendar year, a Shotoku Shomei Sho (Income Certificate) is requested as the documentation of income earned for each parent. If a parent earned no income a Shotoku Shomei Sho is still required.

*If you are a JSPS fellow, please submit a copy of your certificate of financial support.

For anyone in the household who lived in or earned income abroad in the previous calendar year, the CDC requests for documentation which includes her/his income from employer or a tax statement from the country in which s/he resided for the previous calendar year.

*Income earned abroad will be calculated using the yearly average currency exchange TTM rate for the year according to MUFJ. TTM is the telegraphic transfer middle rate, which is the median of TTS (Telegraphic transfer Sell) rate and TTB (Telegraphic Transfer Buy) rate. IF MUFJ has not calculated the currency exchange rate for the country in which your family previously earned income, we will use the USA IRS Site to convert to USD and MUFJ site to convert to JPY.

SOFA Status

For anyone in the household who earned income locally as SOFA status in the previous calendar year this is considered part of household income. The amount may not be reflected in the Japanese Shotoku Shomei Sho. As such, we require additional documents from an employer or a foreign tax statement for the previous calendar year.

Annual income documentation collection

Income documentation for previous year must be submitted every July. Salary range adjustment and calculation for new fees (if applicable) will be charged from September. It is the responsibility of the parents to submit all documentation from Japan and abroad as requested. If proof of income is not submitted by the requested date the highest rate is applied. The highest rate is applied until documentation is submitted. No refunds or adjustments are made when documentation is submitted late.

(2) Other fees

<table>
<tr><td>Annual registration fee</td><td>10,000 JPY
*Charged upon enrollment and every April
*Prorated based on enrollment month as following:<table><tr><td>Enrollment month</td><td></td></tr><tr><td>April-June</td><td>10,000 JPY</td></tr><tr><td>July-Sept</td><td>7,500 JPY</td></tr><tr><td>Oct-Dec</td><td>5,000 JPY</td></tr><tr><td>Jan-March</td><td>2,500 JPY</td></tr></table></td></tr>
<tr><td>Annual event fee</td><td>Pre-toddler and toddler (ages 1-2 as of April 2): 2,500 JPY
Preschool and above (ages 3-5 as of April 2): 10,000 JPY
*Charged upon enrollment and every April
*Event fee is determined based on child’s class assignment of the school year.
*Prorated based on enrollment month as following:<table><tr><td>Enrollment month</td><td>Ages 1-2</td><td>Ages 3-5</td></tr><tr><td>April-June</td><td>2,500 JPY</td><td>10,000 JPY</td></tr><tr><td>July-Sept</td><td>2,000 JPY</td><td>7,500 JPY</td></tr><tr><td>Oct-Dec</td><td>1,500 JPY</td><td>5,000 JPY</td></tr><tr><td>Jan-March</td><td>1,000 JPY</td><td>2,500 JPY</td></tr></table></td></tr>
<tr><td>Snack fee
(Ages 1 and above as of April 2)</td><td>Monthly: 2,400 JPY / Daily: 120 JPY / Per Snack: 60 JPY</td></tr>
<tr><td>Late fee</td><td>If children are not picked up by 18:00, there is a late fee of 1,000 yen for every 15 minutes after 18:00.</td></tr>
<tr><td>Lunch fee (Optional)</td><td>Determined by the lunch vendor</td></tr>
<tr><td>Change of service fee</td><td>1,000 JPY per change
*There is a 1,000 JPY fee to change services such as attendance plan, and lunch, or snack orders after the start of the fiscal year in April.</td></tr>
</table>

*Annual registration fee and annual event fee are charged upon enrollment and every April afterwards, no refund will be offered to children withdrawing mid-year (after the school year starts). No annual fees will be charged for the re-enrollment within the same fiscal year.

(3) Occasional care fees

Occasional Care is available for families who need childcare for short periods of time (1 day to 1 month (max. 15 days)) and also for families who needs occasional childcare on a non-regular basis.

Registration Fee	5,000 JPY
Daily Fee (Flat Rate)	6,300 JPY
Hourly Fee (Flat Rate)	630 JPY

(4) Discounts

Single parent discount: Single Parents are charged one income range lower than household income. Parents in long-distance relationships, unmarried parents, or partners who cohabitate are not considered single parent

2. Payment

In principle, CDC fee payment must be done prior to the service is received. Most payments are made through payroll deduction and will be withheld on the 17th of each month (or the previous workday if the 17th day falls on a weekend or holiday). Users making payments by bank transfer (e.g. temp agency staff, visiting researchers and TDIC incubator tenant employees who do not receive monthly salary from OIST) will receive an invoice monthly via email and payments must be paid by the end of the month.

3. No refund policy

In order to guarantee continued enrollment of a child, fees are not changed if the child is absent. No refund or take-home lunch/snack are available if the child is absent.
The CDC childcare fee is prorated only when a child is enrolled in the program in the middle of the month and when a child is withdrawn from the program with an advance notice of withdrawal at least by the 20th of the month prior.

Refunds are not given for emergency closure. This includes school closure due to:

- Typhoon or other inclement weather
- Power outage
- Communicable illness which includes classroom/school closure or sibling exclusions due to communicable illness

Refunds, adjustments, or fee waivers can be considered for extenuating circumstances including but not limited to acute sickness or financial hardships (please contact the CDC Director for details).

4. Change of Service

There is a 1,000 JPY fee to change services such as attendance plan, and lunch, or snack orders after the start of the fiscal year in April. Changes of Service Form must be submitted before the 20th in the month prior to the change. Multiple changes can be made at a time with a payment of 1,000 JPY.

Childcare: Changing contract from part-time to full-time or changing part-time attendance schedule.
Snack: Ordering snack service after returning from an extended leave of absence.
Lunch: Ordering lunch service after returning from an extended leave of absence. No change of service contract fee required for changing lunch consistency (mashed, chopped, regular) or for adding or taking away dietary restrictions.

5. Cancellation of Service

There is no fee charged for any cancelation of CDC childcare, snack or lunch service if the request for cancellation or termination is made by the 20th in the month prior to the cancellation. However, if there is a suspension of service within the same fiscal year, then a change of service fee will apply when the service is reinstated within the same fiscal year.

6. Grace period

When a parent's affiliation with OIST terminates, his/her child will no longer be eligible to attend the CDC and must withdraw from the program immediately unless the parent makes a request for one-month grace period at least two months before the termination of affiliation with OIST. Eligibility cannot be extended beyond the one-month grace period. Payment must be completed in advance for the childcare fee during grace period.

7. Part-time enrollment and priority policy

Part-time enrollment for the CDC is based on a fixed attendance. Fees will be calculated with a standard 4-week month. Preschool children may be enrolled based on space availability and daily class schedule. Please note that we do not allow pick up or drop off during nap time (12:30-14:30).

Full-time children have priority over part-time children. If a full-time child applies for the program in a class where there is no space but a part-time child is in attendance, the part time child will be offered the full-time space. Part-time parents can pay full-time fees to reserve the space and attended part time based on their childcare needs. If a part-time parent turns down the full-time space offer, the space will be given to the full-time applicant.