

Revised: April 23, 2026

## FY2026 TUMUG Support Program

# User Guide: "Baby-sitter and Temporary Childcare Support System"

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The DEI Promotion Center implements the TUMUG Support Program to help members of Tohoku University balance research, work, or studies with childcare.

We are introducing a system to issue "Babysitter Dispatch Service Discount Coupons," based on the national scheme implemented by the All Japan Childcare Services Association under commission from the Children and Families Agency. This allows us to provide more substantial support while utilizing the national system.

This system consists of two courses: the "**Discount Coupon Course**" and the "**TUMUG Course**". Those who meet the requirements for the discount coupons should use the Discount Coupon Course. For cases not covered by the Discount Coupon Course, please use the TUMUG Course.

Recipients of this support are expected to cooperate, where possible, with DEI-related initiatives (participation in symposia/seminars, poster presentations, survey responses, contributions to public relations materials, etc.) from the DEI Promotion Committee and DEI Center (this may be considered in the review process).

**\*Note: Terms of use may change with the introduction of the new system. Please always check the latest regulations when applying.**

## I. Discount Coupon Course

Using a discount coupon provides a discount of up to 4,600 yen (two 2,300 yen coupons) per target child per day from the usage fee. A household can use up to 24 coupons per month and 280 coupons per year. Please note that there is a limit on the total number of coupons the university can issue every four months (approximately 800 coupons in total), and issuance may be terminated midway depending on application status.

### Overview (Discount Coupon Course)

#### 1. Usage Conditions

Individuals who meet all the following conditions are eligible for this course:

##### (1) Employment Status

- Full-time and part-time staff in an employment relationship with the University.
- Part-time staff are limited to members of the MEXT Mutual Aid Association.

## (2) Usage Hours

### a. Normal Discount Coupons

- Limited to hours when engaged in the University's business.

[Precautions] If appropriate use cannot be confirmed by cross-referencing attendance records with the "Usage Details (showing dates/times)" issued by the sitter company, full reimbursement will be required retroactively.

\*Special Exception (Use for returning to the workplace): During periods of maternity leave, childcare leave, nursing care leave, etc., coupons can be used exceptionally only for tasks necessary for returning to work (interviews, health checks, facility tours, procedures, etc.).

### b. Multiple Birth Discount Coupons

- If you have multiple births (twins, etc.), you can use Multiple Birth Discount Coupons. These can be used even on holidays.

(Note: It takes about one month to issue these. Apply with plenty of time.)

## (3) Status of Spouse (including common-law)

### a. Normal Discount Coupons

- Employment (including returning to work) must be difficult unless baby-sitter in-home childcare services are used due to the spouse being employed, undergoing medical treatment, job hunting, vocational training, attending school, being hospitalized for childbirth, or being a single-parent household.

### b. Multiple Birth Discount Coupons

- Can be used for the purpose of refreshing or relieving daily childcare fatigue, regardless of the spouse's employment status.

## (4) Purpose of Use

Can be used when utilizing a baby-sitter for the following purposes:

- In-home childcare and care.
- Transportation between home and daycare, kindergarten, certified childcare centers, elementary school, or after-school clubs (Including commuting time and travel time for business trips) .

\*Note: For after-school clubs, only "After-school Children's Sound Development Projects" registered with the municipality are eligible. Verify registration on the municipality's website in advance.

[Precautions: Cases ineligible for use]

- Childcare outside the user's home (baby rooms, business trip locations, etc.).
- Transportation only (without in-home care).
- Transportation between facilities, or to cram schools/lessons.
- Transportation including children other than the target child.
- Long outings or housework that cannot be considered in-home care.
- Cases where the spouse is on maternity/childcare leave, or the applicant is on leave.

## 2. Target Children

**a. Normal Discount Coupons:** Co-living children from 0 years old to the end of 3rd grade.

\*Special Exception 1 (Children requiring additional care for developmental or support needs): Children who meet any of the following conditions are eligible up to the end of 6th grade of elementary school, provided they live with the applicant:

(a) holders of a Physical Disability Certificate;

(b) holders of a Rehabilitation Certificate; or

(c) children recognized as having a disability of an equivalent level, including those eligible for disability-related services provided by local governments.

\*Special Exception 2 (Returning to Work): Only co-living pre-school children are eligible.

**b. Multiple Birth Discount Coupons:** Only co-living pre-school children.

## 3. Number of Coupons

**a. Normal:** Up to 2 coupons per child per day. Max 24 per month / 280 per year per household. (Issuance may stop if university-wide cap of ~800/4-months is reached).

\*Special Exception (Return to Work): 1 coupon per day, up to 4 per year per household.

**b. Multiple Birth:** 1 coupon per day, up to 2 per year (up to 4 for special reasons).

Note: Normal and Multiple Birth coupons can be used for different purposes (but not both on the same day). If the number of uses per month is high due to work or similar reasons, you may apply for both types of coupons in combination.

## 4. Discount Amount

**a. Normal:** 2,300 yen discount per coupon.

**b. Multiple Birth:** 9,000 yen (twins) / 18,000 yen (triplets+) per coupon.

[Precautions] Services costing more than the discount are eligible. Excess costs, transportation, membership fees, cancellation fees, insurance, etc., are not covered. Valid until March 31, 2027.

## 5. Operators

Limited to those designated by the All Japan Childcare Services Association. Check the "List of Handling Operators by Region" ([https://bs-ticket.jp/babysitter2025/handling\\_company\\_list\\_area/](https://bs-ticket.jp/babysitter2025/handling_company_list_area/)).

[Precautions] For matching-type baby-sitter services such as Kids Line, only sitters designated under the "Corporate Discount Type" are eligible. The list of eligible service providers is subject to change, so please check for updates regularly.

## How to Use (Discount Coupon Course)

### 1. User Registration (First time only)

To use either the “Discount Coupon Course” or the “TUMUG Course” for the first time in FY2026, prior user registration is required. This registration is common to both courses. Once you have registered, you do not need to register again when using either course.

<Procedure>

#### 1) Contract with a baby-sitter service provider

Select a baby-sitter service provider from the “List of Eligible Service Providers by Region” ([https://bs-ticket.jp/babysitter2025/handling\\_company\\_list\\_area/](https://bs-ticket.jp/babysitter2025/handling_company_list_area/)) and conclude a service contract in advance.

#### 2) Prepare Required Documents (PDF/image files, etc.)

Please prepare the following documents:

[Required Documents]

##### i. Proof of contract with a baby-sitter service provider

- Documents that confirm a service contract, such as a copy of the service agreement, order form, or application form. Screenshots of the user’s account page or copies of registration emails from the service provider are also acceptable.

[Precautions] All submitted documents must clearly show the name of the applicant (the Tohoku University member applying for the program). Even if the contract is under a spouse’s name, the applicant must be able to apply for and use the service in their own name (i.e., must have their own account). If the service is used by family members, please use the provider’s system (e.g., partner account) and submit documentation that clearly shows the applicant’s name.

##### ii. Documents certifying the spouse’s status

- If applying based on employment: a certificate of employment (any format acceptable; must include working hours and working days). A copy of a childcare enrollment employment certificate is also acceptable.

- If applying based on enrollment in education: a certificate of enrollment.

- If applying based on job-seeking: documents showing interview dates, etc.

- If applying based on vocational training: documents confirming training dates.

- If applying due to medical treatment: a medical certificate, etc.

- If applying due to hospitalization for childbirth: a copy of the Maternal and Child Health Handbook (page showing expected date of delivery).

##### iii. Documents confirming the child’s date of birth and relationship to the applicant

- Certificate of residence or equivalent, copy of the Maternal and Child Health Handbook, etc.

#### **iv. Consent Form**

- Download the consent form ([https://dei.tohoku.ac.jp/wp-content/uploads/2026/04/Consent-Form\\_TUMUG\\_en.pdf](https://dei.tohoku.ac.jp/wp-content/uploads/2026/04/Consent-Form_TUMUG_en.pdf)), review it carefully, check all required boxes, and submit it as a PDF with a handwritten or signed name (or name and seal). Submission of this consent form enables the use of both the “Discount Coupon Course” and the “TUMUG Course.”

#### **v. Other documents** (if applicable)

- If the child requires additional care for developmental or support needs: a copy of a Physical Disability Certificate, Rehabilitation Certificate, or other official document demonstrating a comparable level of disability.

### **3) Application**

Submit via the Google Form (<https://forms.gle/KJuydcv45RBk8uqc7>) using a university account. Registration takes about one week.

[Precautions] Applicants will be notified via their Tohoku University email account once user registration has been completed. User registration may take approximately one week. Please apply well in advance. If the required documents are incomplete and registration has not been finalized, baby-sitter discount coupons cannot be issued. Please ensure that all documents are properly prepared. Once the documents are ready, promptly submit them via the Registration Update/Change Form (<https://forms.gle/zy1s9pJdwyNGvYKKA>). If there are any changes to your circumstances after the initial submission, please promptly submit an update each time using the Registration Update/Change Form (<https://forms.gle/zy1s9pJdwyNGvYKKA>).

## **2. Requesting and Using Coupons**

### **1) Request**

[For Normal Discount Coupons]

After completing user registration, apply via the Discount Coupon Course Application Form (for Normal Coupons) (<https://forms.gle/GvDz1bsJ2fShwFuZ8>) using your Tohoku University account. Please apply for the number of coupons you intend to use within one month from the time of application. It takes approximately 7 business days from the date of application to issue coupons, so please apply well in advance. If coupons are not issued after more than 7 business days, please contact us. If the number of requested coupons is deemed excessively high compared to actual usage, the issuance of additional coupons may be restricted.

[For Multiple Birth Discount Coupons]

After completing user registration, apply via the Discount Coupon Course Application Form (for Multiple Birth Coupons) (<https://forms.gle/KNBZixrdZ5R4KSy58>) using your Tohoku University account. As the request must be forwarded to the service provider for issuance, the process takes additional time. Please apply approximately one month prior to the intended date of use.

### **2) Receipt of Coupons**

After application, a coupon URL will be sent to your university email address. The QR code displayed upon accessing the URL serves as the baby-sitter discount coupon.

### 3) Use of Coupons

On the day of use, you must scan the QR code presented by the baby-sitter to complete the usage procedure. A smartphone (or tablet) with internet access and camera functionality is required. After using the baby-sitter service, you must complete the usage registration on the same day to mark the coupon as used. For instructions on how to operate the electronic coupon interface, please refer to the “Electronic Coupon User Manual” provided when the coupon is sent. ([https://bs-ticket.jp/wp-content/uploads/2025/04/Manual\\_for\\_Users\\_2025.pdf](https://bs-ticket.jp/wp-content/uploads/2025/04/Manual_for_Users_2025.pdf))

\*Note: The procedures for using discount coupons and the settlement process may vary depending on the baby-sitter service provider. Please confirm the details with the provider in advance.

[Precautions] If the name on the “Usage Details” (showing date and time) issued by the baby-sitter company is not that of the applicant, this program cannot be used (as proper usage cannot be verified, the full cost will be borne by the user). If accounts are shared within a family, please ensure that the name on the Usage Details is set to the applicant’s name in the application or system settings before use.

### 4) Return of Unused Coupons

If you have unused coupons, please complete the return procedure via the Unused Coupon Return Form (<https://forms.gle/MvjGyKRAw2o77DD8A>).

### 5) Submission of Attendance Records

To verify proper usage, you must submit either your attendance record (data from the working hours management system) or a record of working hours as required under the Industrial Safety and Health Act via the Working Hours Report Form (<https://forms.gle/BcYwyLNRG3ARkvUM7>). Please submit this by the 5th day of the month following the month of use.

[Important Notes on Use]

- There are limits on the number of coupons that can be used per day and per month. These limits apply per household. If both the applicant and their spouse receive coupons, the total number of coupons used will be the combined total for the household. Coupons cannot be issued beyond these limits.
- Coupons are purchased with university funds. Please apply only for the number of coupons that you are certain to use. Coupons cannot be carried over to the next fiscal year.
- Please refrain from applying before your usage schedule is confirmed. If the number of requested coupons is deemed excessively high compared to actual usage, the issuance of additional coupons may be restricted.
- To request additional coupons, at least 80% of the most recently issued coupons and 100% of previously issued coupons must have been used. If a large number of unused coupons remain, this condition will not be met and additional coupons cannot be issued. Unused coupons after the planned usage period may be collected by the University. Please ensure that the usage procedure is completed on the day of use so that coupons are properly marked as used. Collected coupons cannot be compensated for or reissued.

- You may be asked to submit “Usage Details” (showing dates and times of use) and childcare records. Please retain these documents for five years.

- Regarding tax treatment, from FY2021, childcare-related subsidies provided by the national or local governments (including subsidies for baby-sitter fees) are, in principle, exempt from income tax and individual resident tax from the perspective of supporting childcare.

## Contact Information

Tohoku University DEI Center

Email: [tumug-dei@grp.tohoku.ac.jp](mailto:tumug-dei@grp.tohoku.ac.jp)

\*Inquiries by phone are not accepted.

\*Only inquiries from the applicant are accepted (not from family/friends).

## Information on the Program

All Japan Childcare Services Association (Public Interest Incorporated Association)

“Baby-sitter Dispatch Service Discount Coupon Portal Site” (<https://bs-ticket.jp/>)

\*Please note that some details may differ from the way this program is administered at Tohoku University.

## II. TUMUG Course

For those who are ineligible for the Discount Coupon Course. In principle, please use baby-sitter service providers designated by the All Japan Childcare Services Association or home-visit childcare providers registered with the municipality. Please note that, due to budget limitations, the subsidy amount may be reduced or not granted following screening.

### Overview (TUMUG Course)

#### 1. Usage Conditions

This course is available to those for whom it is difficult to work without using in-home childcare services provided by baby-sitter service providers, and who meet all of the following conditions:

##### (1) Usage Hours

Limited to hours when engaged in the University's duties.

[Precautions] If appropriate use cannot be confirmed by cross-referencing attendance records, etc. with the "Usage Details" (showing dates and times) issued by the baby-sitter service provider, full reimbursement may be required retroactively. For student users, submission of documents such as an academic schedule record signed by their academic supervisor may be required.

##### (2) Eligible Users

Those who are unable to use the Discount Coupon Course due to unavoidable circumstances (examples below):

- Graduate students enrolled at the University (Doctoral Program [beyond the standard 3-year period], and extended programs in medicine, dentistry, and pharmacy)
- Faculty and staff who are not eligible to join the MEXT Mutual Aid Association
- Japan Society for the Promotion of Science Research Fellows (DC1, DC2)
- Parents/guardians of children in 4th to 6th grade of elementary school
- Those who wish to use the service outside the home, such as at business trip destinations

\*If support for accompanying children on business trips is available through your own research funds, please prioritize that option.

- Those who are unable to use service providers designated by the All Japan Childcare Services Association ("Eligible Service Providers for Discount Coupons," [https://bs-ticket.jp/babysitter2025/handling\\_company\\_list\\_area/](https://bs-ticket.jp/babysitter2025/handling_company_list_area/))

##### [Ineligible Users]

- Those who have another person who can provide daily childcare
- Part-time staff working less than 64 hours per month
- Those whose primary place of employment is not the University
- Those on maternity leave or childcare leave

## 2. Subsidy Amount

Up to 4,600 yen per target child per day (per use). Reimbursement is made after use. Please note that, due to budget limitations, the subsidy amount may be reduced or not granted following screening.

### How to Use (TUMUG Course)

#### 1. User Registration (First time only)

To use either the “Discount Coupon Course” or the “TUMUG Course” for the first time in FY2026, prior user registration is required. This registration is common to both courses. Once you have registered, you do not need to register again when using either course.

<Procedure>

##### 1) Contract with a baby-sitter service provider

Select a baby-sitter service provider and conclude a service contract in advance. In principle, please use either service providers designated by the All Japan Childcare Services Association (“Eligible Service Providers for Discount Coupons,” [https://bs-ticket.jp/babysitter2025/handling\\_company\\_list\\_area/](https://bs-ticket.jp/babysitter2025/handling_company_list_area/)) or home-visit childcare providers registered with your local municipality (please check your municipality’s website. For Sendai, see: <https://www.city.sendai.jp/kodomo-shido/kurashi/kenkotofukushi/kosodate/hoikujo/ninkagai/hoikushisetsu/documents/2507kyotakuitiran.pdf>).

##### 2) Prepare Required Documents (PDF/image files, etc.)

Please prepare the following documents:

[Required Documents]

###### i. Proof of contract with a baby-sitter service provider

- Documents confirming that services are provided under a contract, such as a copy of the service agreement, order form, or application form. Screenshots of your account page or copies of registration emails from the service provider are also acceptable. However, if you use a service provider with which the University has a corporate contract, submission is not required.

[Precautions] All submitted documents must clearly show the name of the applicant (the Tohoku University member applying for the program). Even if the contract is under a spouse’s name, the applicant must be able to apply for and use the service in their own name (i.e., must have their own account). If the service is used by family members, please use the provider’s system (e.g., partner account) and submit documentation that clearly shows the applicant’s name.

###### ii. Documents certifying the spouse's status

- If applying based on employment: a certificate of employment (any format acceptable; must include working hours and working days). A copy of a childcare enrollment employment certificate is also acceptable.

- If applying based on enrollment in education: a certificate of enrollment

### iii. Documents confirming the child's date of birth and relationship to the applicant

- Certificate of residence or equivalent, copy of the Maternal and Child Health Handbook, etc.

### iv. Consent Form

- Download the consent form ([https://dei.tohoku.ac.jp/wp-content/uploads/2026/04/Consent-Form\\_TUMUG\\_en.pdf](https://dei.tohoku.ac.jp/wp-content/uploads/2026/04/Consent-Form_TUMUG_en.pdf)), review it carefully, check all required boxes, and submit it as a PDF with a handwritten or signed name (or name and seal). Submission of this consent form enables the use of both the “Discount Coupon Course” and the “TUMUG Course.”

### v. Other documents (if applicable)

- If the child requires additional care for developmental or support needs: a copy of a Physical Disability Certificate, Rehabilitation Certificate, or other official document demonstrating a comparable level of disability.

## 3) Application

Please apply via the User Registration Application Form (<https://forms.gle/KJuydcv45RBk8uqc7>) using your Tohoku University account.

[Precautions] Applicants will be notified via their Tohoku University email account once user registration has been completed. User registration may take approximately one week. Please apply well in advance. If the required documents are incomplete and registration has not been finalized, you will not be eligible for the subsidy. Please ensure that all documents are properly prepared. If documents cannot be submitted at the time of application, please submit them promptly once they are ready via the Registration Update/Change Form (<https://forms.gle/zy1s9pJdwyNGvYKKA>). If there are any changes to your circumstances after the initial submission, please promptly submit an update each time via the Registration Update/Change Form.

(<https://forms.gle/zy1s9pJdwyNGvYKKA>).

## 2. Application and Usage Procedures

### 1) Pre-application

After completing user registration, please apply in advance via the Application Form (<https://forms.gle/vkcr9nHkwXocRWhPA>) using your Tohoku University account. When applying, you must specify the reason for use and the planned date(s) of use. Please submit a separate application for each reason for use (multiple applications within the eligible period are permitted). After submission, a receipt number will be automatically issued. This number is required when submitting receipts, so please keep it carefully.

### 2) Payment of Fees

Please pay the full amount of the usage fee to the service provider in advance.

### 3) Submission of Receipts and Usage Details

After using the baby-sitter service, please submit the receipt and Usage Details via the Receipt Submission Form (<https://forms.gle/ZB9zU1S2hrThkoHp9>) within the designated submission period. The receipt number issued at the time of application is required for submission. If the receipt

and Usage Details are separate documents, please submit them separately; if combined, please submit them in the receipt field. When submitting, please ensure that, for each receipt number, only documents in which the planned date of use matches the date on the receipt are submitted. If you have submitted multiple applications, please check each one carefully before submission. If the name on the Usage Details or other documents is not that of the applicant, this program cannot be used.

**4) Submission of Work Records**

To verify proper usage, faculty and staff must submit either their attendance record (data from the working hours management system) or a record of working hours as required under the Industrial Safety and Health Act via the Working Hours Report Form by the 5th day of the month following the month of use. For student users, the application details will be reviewed, and submission of an academic schedule record may be required if necessary.

<https://forms.gle/BcYwyLNRG3ARkvUM7>

**5) Screening and Determination of Subsidy Amount**

In FY2026, applications will be reviewed by the DEI Promotion Center for each eligible usage period (transitional period, Round 1–3) listed below, and the subsidy amount will be determined accordingly. Notification of the subsidy amount and payment will be made thereafter. Please note that, due to budget limitations, the subsidy amount may be reduced or not granted following screening.

Note: Only usage for which receipts are submitted by the deadline will be eligible for review. Additional documents may be requested during the screening process.

**Reimbursement Schedule (FY2026)**

Period	Eligible Usage Period	Receipt Submission Deadline
Transitional Period	Apr 1 – Apr 30, 2026	Jun 1, 2026 (Mon)
Round 1	May 1 – Jul 31, 2026	Aug 3, 2026 (Mon)
Round 2	Aug 1 – Nov 30, 2026	Dec 1, 2026 (Tue)
Round 3	Dec 1, 2026 – Mar 31, 2027	Apr 1, 2027 (Thu)

[Important Notes on Use]

The following are not eligible for subsidy:

- Monthly extended childcare fees, after-school childcare fees, and other costs considered part of regular, ongoing childcare
- Services that are used on a continuous or routine basis (both on-campus and off-campus facilities)
- Use of temporary childcare services at on-campus childcare facilities (Aobayama Midori Nursery School and Hoshinoko Nursery School), and use of the sick/recuperating child care room (Hoshinoko Room)
- Additional or incidental fees such as housekeeping services, admission fees, annual membership fees, and cancellation fees

- Use during extended childcare hours provided by kindergartens or similar institutions in which the child is enrolled

- Payments to individuals providing babysitting services privately, or services based on private (non-corporate) contracts

### **Contact Information**

Tohoku University DEI Center

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