

Application for “Temporary Childcare”

at Soka University Tsubasa Child Care Center FY 2019

“Temporary childcare” can be applied for when child care at home is temporarily difficult, such as when parents need child care only for 1 to 3 days a week due to employment, hospitalization, training, etc., or are hospitalized due to illness or childbirth. It is a system where child care can be arranged when needed.

- 1. Eligible infants** For those wishing to use temporary child care, applications from full-time and part-time faculty members of Soka University and Soka Women’s College will be accepted at any time. However, those with a severe physical/mental disorder or in medical treatment will not be admitted, regardless of the above-mentioned conditions.
Childcare at this center will be in Japanese.

- 2. Type of temporary childcare**
Type A [Non-standard]: Those who have difficulty in childcare at home for 1-3 days a week due to parents' work, hospitalization, nursing, etc.

Type B [Emergency, temporary]: Parents who have difficulty in childcare at home urgently or temporarily due to injuries, disasters, accidents, childbirth, nursing, ceremonial occasions, business trips, school events etc. Alternatively, this type of child care is available for parents who wish to temporarily leave their child to the care center for to relieve psychological or physical stress from childcare.

- 3. Qualifying age** 0-year to 2-year old infants (0-year old children after 57 days of age)

※ Enrollment is valid until the end of the fiscal year (March 31) at the age of 2 years old as of April 1st.

- 4. Capacity** Up to 5 children per day
- 5. Open day** Monday - Friday (Except Saturdays, Sundays, Public Holidays, New Year's holidays 12/29 to 1/3)

- 6. Childcare hours** 8:30am ~ 5:00pm
- 7. Registration fee** ¥ 2,000 (One registration, valid while parent is employed at the university)
- 8. Care fee** 0-year old: ¥ 1,500 per hour
1 and 2-year old: ¥ 1,200 per hour

※ Lunch meal and snacks are included.

※ Please note that a cancellation fee of ¥ 500 will be incurred if there is no contact regarding absence up to 3 days prior.

9. Payment

Transfer one month's fee to the designated bank account by the 10th of the following month.

10. How to use the service 1) Registration

Please submit a "temporary childcare registration application forms" to the Personnel Department of Soka University by the 15th of the month before the month of use. Service can be used from the 1st of the following month.

2) Child Care Center explanation and interview

After registration, applicants will be contacted by Tsubasa Child Care Center to visit the center together with their child(ren). Explanation about filling out the "Child Status" form, registration fee transfer, etc. will be provided.

3) Reservation for service

Please make reservations between Monday to Friday 8:30 am - 5:00 pm directly to the child care center. Reservations will be accepted by phone or by directly visiting the child care.

Reservations for Type A will be accepted 1 month before and for Type B 2 weeks before.

Please note that cases may be refused due to circumstances, such as when the number of children exceeds capacity.

11. Others

1) Child care schedule

In keeping with our childcare guidelines, we respect the age, development, characteristics of each child, and provide fun activities to promote healthy mind and body development.

2) How to spend the day

8:30~	10:00	12:00	12:45	15:15	17:00	
Attend	Playing	Activity	Lunch	Nap time	Snacks	Playing

3) Things to bring (Ensure that all items are labeled with the child's name)

Clothes (top and bottom, underwear, diapers, wet tissues), pajamas, blanket (for nap time), play shoes, tooth brush, bibs, hand towel

4) Clothes

Please dress child with comfortable clothes matching the child's development, which are easy to put on and take off.

(Please refrain from hooded clothes and skirts.)

12. Care provided by

SRF Wings, a non-profit organization.

13. Contact

1) About the application process

Office of Human Resources, Soka University

Person in charge: Handa

TEL No. 042-691-2202

E-mail: hr-office@soka.ac.jp

2) About Child care

Soka University Tsubasa Child Care Center

Person in charge: Takahashi

TEL No. 042-696-3553