

Procedures for Use

◆ Procedures prior to enrollment (If you continuously use temporary childcare service, you need to apply for the service each month.)

For the Regular Childcare Service, we will start accepting applications beginning in January each year for the next fiscal year. We will notify you of the application process by posting an announcement on the website of Gender Equality Promotion Office.

If you wish to submit application after the application period, please contact the Gender Equality Promotion Office of the Personnel Group (hereinafter referred to as “Gender Equality Promotion Office”).

Flow of procedures for enrollment

(i) Make application at the Gender Equality Promotion Office according to the following procedure:

	Regular Childcare Service	Temporary Childcare Service
Necessary documents	i. Application for Using Cosmos Nursery Room (hereinafter referred to as “Application for Use”) ii. Documents that prove the necessity of childcare service*	i. Application for Use ii. Documents that prove the necessity of childcare service* iii. A Plan for Using Cosmos Nursery Room (hereinafter referred to as “Plan for Use”)
Application period	If the application period in January is over, please consult the person in charge as soon as possible.	Application may be made two months prior to the desired date of use and must be made at least two weeks prior to such date.

* Required documents differ depending on applicant’s status. Please consult the website of the Gender Equality Promotion Office or check with the person in charge.

(ii) After checking the documents, depending on availability, we will arrange a child and parent interview.

(iii) An interview between Cosmos Nursery’s staff and a candidate child and his/her parent will be held.

(iv) After the child and parent interview, if acceptable, a Notice of Approval for Using Cosmos Nursery Room (hereinafter referred to as “Notice of Approval”) will be issued (i.e. the application for admission will be accepted).

◆Emergency contact information

In the “emergency contact information” column, be sure to write daytime or mobile phone number of the person other than applicant and his/her spouse whom we can contact during daytime hours.

If you are a student, write the contact information of your supervisor or a staff member who can assist you.

◆ **Gradual entry**

Cosmos Nursery Room does not provide a gradual entry.

However, if it is considered by our nursery staff to be necessary, we may take your child for a few days prior to his/her enrollment to see if he/she is fine with our nursery.

In such case, as this service will be handled as Temporary Childcare Service, so make sure to file an application for the Temporary Childcare Service separately.

Childcare fee will be calculated at the same rate as the Temporary Childcare Service: 800 yen/hour x the number of hours of used for gradual entry.

◆ **Use during parental leave**

Note: If either parent is on parental leave, you may not use the Childcare Facility even if it is within an approved period of time.

◆ **Use of Regular Childcare Service during your spouse's job-seeking activities**

- The period for using the Regular Childcare Service during your spouse's job-seeking activities will be "until the end of the month in which the 90th day after the use of the Childcare Facility falls. If the Certificate of Employment is not submitted after this period, you may not use the Childcare Facility.
- If your spouse is seeking a job, the use of the Regular Childcare Service is limited to once per fiscal year.