

## Guidelines for Applicants for Admission to Spring Kodomo Club (Schoolchildren's Club) in FY 2018

1. Eligible children	<p>Children meeting all of the following requirements:</p> <ul style="list-style-type: none"> <li>• children of faculty members of Hiroshima University,</li> <li>• children who will be enrolled in elementary school (1st to 6th graders), and</li> <li>• children whose guardians cannot usually stay home during the day due to unavoidable reasons, including their work or caregiving.</li> </ul> <p><i>* Children who will advance to junior high school from April can use the club until March 29th.</i>  <i>Children who will advance to elementary school from April can use the club from April 1st.</i></p>
2. Quota	<p>Higashi-Hiroshima campus: about 20 children          Kasumi campus: about 40 children</p> <p><i>* For the Kasumi campus, the number of children per day will be limited to about 25-30 for safety reasons.</i></p>
3. Available period	<p><b>Higashi-Hiroshima campus: Weekdays between March 26th (Tue.) and April 5th (Fri.), 2019</b>  <b>Kasumi campus: Weekdays between March 26th (Tue.) and April 8th (Mon.), 2019</b></p>
4. Available time	<p>Open: 8:00 a.m. / Closed: 7:00 p.m.</p>
5. Place	<p>Higashi-Hiroshima campus: Facility in the Higashi-Hiroshima Campus (Enrollees will be informed about details.)          Kasumi campus: In a facility of the Kasumi Campus Cosmos Nursery Room (former Tampopo Nursery)</p>
6. Fees	<p>1,000 yen per day (including fees for snacks) *Fees per child</p> <ul style="list-style-type: none"> <li>• In principle, child care service fees are to be <u>paid through payroll deduction</u>.</li> <li>• The child care service fees indicated on the Acceptance Letter must be paid. (The fees will not be reduced or refunded for absence or other reasons.)</li> <li>• If the number of days on which you use the services exceeds the number of days indicated on the Acceptance Letter, additional child care service fees must be paid. (Refer to 8.)</li> </ul>
7. Admission procedure	<p>① Fill out the Application Form. Submit the form to the Gender Equality Promotion Office by email or in-campus mail.</p> <p><b>Deadline: March 7th (Thu.) at 5:00 p.m.</b></p> <p><i>* Reservations need to be made on a day-to-day basis. Select your desired dates from the table on the Application Form (on Page 2 of the PDF document).</i></p> <p><b><i>* We would not accept an application that reaches us after the deadline, even though you dispatch it by in-campus mail before it.</i></b> In particular, in-campus mail from the Hiroshima area are transported three times a week on Mondays, Wednesdays, and Fridays, so if you are applying, please be sure to submit them by email. If it is difficult to submit by email, please let us know.</p> <p><b><i>* If you are planning to leave Hiroshima University or to change your employment status by the end of May, please let us know that.</i></b> We need information of your status above in order to calculate and charge the child care service fee and lunch fee correctly. We would appreciate your cooperation in this matter.</p> <p>② Notification of approval or disapproval of admission (Notification is scheduled to be made <u>around March 14th (Thu.)</u>)</p> <p>To approved applicants, the Gender Equality Promotion Office will send the following documents by email or in-campus mail:</p> <ol style="list-style-type: none"> <li>1. Acceptance Letter (Notification of approved dates of use)</li> <li>2. Guide for Using Hiroshima University Kodomo Club</li> <li>3. Written Pledge upon Enrollment: After reading the document in item 2 above, carefully fill out, sign and affix a seal to the Written Pledge upon Enrollment. Make sure to submit it to a person in charge of child care on the first day you use the services.</li> <li>4. Communication card (<i>renraku kado</i>): Submit the card to a person in charge of child care when you arrive at the Kodomo Club. (Refer to the Guide for Using Hiroshima University</li> </ol>

	<p style="text-align: center;">Kodomo Club.)</p> <p>③ Payment of child care service fees</p> <p>Child care service fees indicated in the Acceptance Letter will be deducted from your April salary. Additional child care service fees will be deducted from your May salary.</p> <p>If you do not agree to using payroll deduction for the child care service fees, please contact the Gender Equality Promotion Office to discuss another payment method.</p>
<p>8. Change in scheduled dates of use</p>	<p>Before applying, please check your child's school schedule, for example, the dates the students attend school during vacation. Upon issuance of the Acceptance Letter, you are obliged to pay child care service fees for the approved dates.</p> <p>★ Cancellation of use on a scheduled date ★</p> <p>In case of cancellation of use on a scheduled date after issuance of the Acceptance Letter due to work or other reasons, the fees for the absent day will not be reduced or refunded. You may, however, use the services on another day when the number of children does not reach the quota.</p> <p>★ Substitution/addition of days ★</p> <p><del>Substitution and addition of days are available unless the number of children reaches the quota.</del> Be sure to inquire about this in advance.</p> <p>[Amount of child care service fees when changes are made to scheduled dates]</p> <p>When the number of days attended is <b>less</b> than the number of days indicated in the Acceptance Letter ⇒ Please note that the child care service fees will not be reduced or refunded.</p> <p>When the number of days attended <b>exceeds</b> the number of days indicated in the Acceptance Letter ⇒ The child care service fees for the additional attendance will be deducted from your May salary.</p> <p>[For persons whose application for local after-school child care is pending]</p> <p>In some districts, the result of applying for after-school child care may be released after the deadline to submit the application for the Hiroshima University Kodomo Club or issuance of the Acceptance Letter. Even in this case, however, according to the description above, <b>either applying for use of the Hiroshima University Kodomo Club services after the deadline or withdrawing after issuance of the Acceptance Letter (remission of the obligation to pay child care service fees or reduction/refund of child care service fees) cannot be accepted.</b></p> <p>[For persons whose work schedule for April has not been fixed yet]</p> <p>If your work schedule for April has not been fixed yet, please apply based on your requested work schedule. Immediately after your work schedule is finalized, adjustments will be made to the dates of use as far as possible. Despite the adjustments, the number of days attended may be less than the number of days indicated in the Acceptance Letter. Please be reminded that, even in this case, the child care service fees will not be reduced or refunded.</p>
<p>9. Order for <i>Bento</i> lunch</p>	<p><i>Bento</i> lunch services are available on a fee basis. (approximately 390 yen for a single portion)</p> <p>Users of the services will be separately informed of the payment method.</p>
<p>10. Schedule</p>	<p>The standard daily schedule for the Kodomo Club is as follows:</p> <p>Around 8:00 a.m. to 9:00 a.m. Children arrive with their guardians before the time the guardians' work starts.</p> <p>8:30 a.m. to 10:00 a.m. Morning study Children do their homework, etc.</p> <p>10:00 a.m. to 12:00 noon Free time, indoor/outdoor activities, etc.</p> <p>12:00 noon to 1:00 p.m. Lunch</p> <p>① Bring lunch from home.</p> <p>② Go out for lunch with a guardian (Guardians must pick up/bring their children from/to the Kodomo Club at lunch time.)</p> <p>③ Order a <i>bento</i> lunch (Refer to 9.)</p>

	<p>1:00 p.m. to 2:00 p.m. Reading/studying Children spend a relaxing time for a while after lunch.</p> <p>2:00 p.m. to 3:00 p.m. Free time, indoor/outdoor activities, etc. From 3:00 p.m. Snack</p> <p>4:00 p.m. to 7:00 p.m. Cleaning up, free time, indoor/outdoor activities, etc. Children leave the Kodomo Club when their guardians come to pick them up.</p> <p>*The schedule may change depending on the reservation status of gymnastic facilities.</p> <p><b>*For safety reasons, make sure that children are accompanied by their guardians whenever they enter/leave the Club.</b></p>
11. Other	<ul style="list-style-type: none"> <li>• Persons in charge of child care are after-school child care workers with a school or nursery teacher's license, and Hiroshima University students working on a part-time basis.</li> <li>• Enrollment in an insurance plan <ul style="list-style-type: none"> <li>Enrollment in the Hiroshima Prefectural Parent-Teacher Association Elementary and Junior High School Students' Comprehensive Insurance Plan or other accident insurance plan is indispensable for enrollment in the Kodomo Club. This is a necessary measure to ensure compensation in case of property damage or bodily injury to others by your child.</li> <li>If you have not yet enrolled in any of these insurance plans, please contact an insurance company privately to participate in an insurance plan.</li> </ul> </li> <li>• If a parent or child does not follow the instructions provided in Guide for Using Hiroshima University Kodomo Club or in accordance with the instruction of a person in charge of child care, we may suspend the use of the child or revoke the enrollment permit on the way. In that case, the child care fee will not be reduced or refunded.</li> </ul>

[Application/Inquiries]  
Gender Equality Promotion Office, Hiroshima University  
Email: [syokuin-sen@office.hiroshima-u.ac.jp](mailto:syokuin-sen@office.hiroshima-u.ac.jp)