

Financial Support Program for Day-care Service for Convalescent Infants

1. Overview of Financial Support Program for Day-care Service for Convalescent Infants

Under this program, Hiroshima University provides financial support for its faculty member and staff member whose child(ren) (until the first March 31 after his/her/their sixth birthday; hereinafter called “Infants”) use a day-care facility for convalescent infants when it is difficult for them to be cared for in a group because he/she/they are recovering from illness or injury.

2. Eligible Applicants

Hiroshima University’s faculty members and staff members whose infants are attending an on- or off-campus day-care facility or whose infants cannot be cared for at home due to reasons, such as attending work or caring for (an)other family member(s).

3. Program Description

As financial support, the University provides the amount less than two thirds of the fee for using a day-care facility for convalescent infants (A fraction less than 10 yen shall be discarded) or 1,000 yen, whichever is lower.

4. Implementation Period for Financial Support

April 1 - (next year) March 31

(Those who used Day-care facilities separately specified on the employee's working day(s) during the period are eligible.)

5. Maximum Number of Times (Days) Financial Support is Provided

Up to 16 times (days) per infant during the implementation period

6. Procedures for Support Program for Day-care Service for Convalescent Infants

① Use a day-care facility for convalescent infants.

Please perform necessary procedures such as pre-registration and reservation to use the day-care facility for convalescent infants by yourself and pay the usage fee.

② Receive Confirmation Documents

Please receive the following documents from the facility.

1. Receipt

2. Documents that confirms that you have used the day-care facility for convalescent infants and the name of infant cared for in the facility.

If the receipt includes the name of the infant, date of use, and usage fee, you can substitute the receipt for the confirmation document.

③ Request for subsidy

Please submit "Request for Subsidy for Day-care Service for Convalescent Infants" (and “Application for Using Financial Support Program for Day-care Service for Convalescent

Infants” only when using the financial support program for the first time) attaching the documents receiving in the stage of ② (The receipt has to be original) and for the monthly usage by the end of next month.

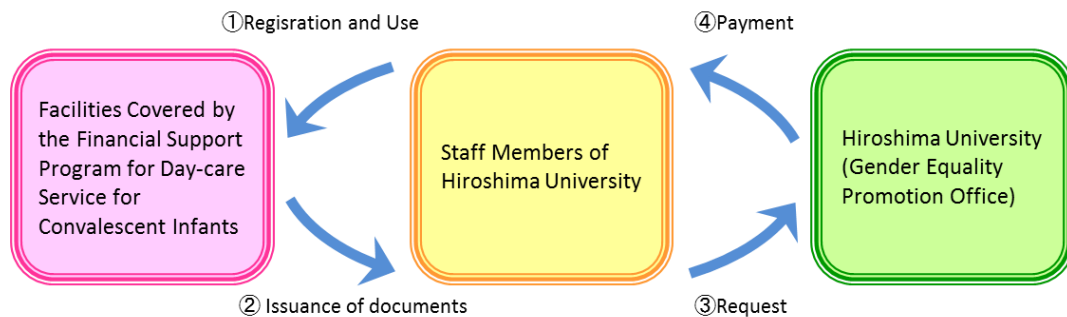
* For Part-time employees (including "Clinical staff") , please write that date of use is a working day in the document of ②. Working days of other organizations are not eligible.

* **We will not accept overdue requests or incomplete requests.**

④ Payment of subsidy

The University checks the details of your request and pays an appropriate amount into your registered financial institution account based on "Request Subsidy for Day-care Service for Convalescent Infants".

○Flow Chart



7. List of Facilities (see the attached list)

- Members of National Association of Day-care Facilities for Sick Infants
- Facilities that are designated under day-care service programs for convalescent infants offered by each municipality
- Day-care facilities that can be used with the approval of the Executive (Financial and General Affairs)