

Guidelines for Applicants for Admission to Spring Kodomo Club (Schoolchildren's Club) in FY 2019

1. Eligible user	Faculty and Staff members of Hiroshima University
2. Eligible children	Children who are enrolled in 1st to 6th grade of elementary school whose guardians cannot usually stay home during the day due to unavoidable reasons, including their work or caregiving. * Children who will advance to junior high school from April can use the club until March 31st. Children who will advance to elementary school from April can use the club from April 1st.
3. Place	-Higashi-Hiroshima Campus -Kasumi Campus (Hiroshima City)
4. Available period	-Higashi-Hiroshima Campus: Weekdays from March 26th (Thu.) 2020 to April 7th (Tue.) 2020 -Kasumi Campus: Weekdays from March 26th (Thu.) 2020 to April 6th (Mon.) 2020
5. Available time	Open: 8:00 a.m. / Closed: 7:00 p.m.
6. Quota	Higashi-Hiroshima Campus: about 20 children Kasumi Campus: about 40 children * For the Kasumi Campus, the number of children per day will be limited to about 25-30 for safety reasons.
7. Fees	1,000 yen per day *Fees per child Snacks included but Lunch excluded. "Bento" (Lunch Box) Service available with an additional fee.
8 Membership conditions.	Enrollment in the Hiroshima Prefectural Parent-Teacher Association Elementary and Junior High School Students' Comprehensive Insurance Plan or other similar 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. If you have not yet enrolled in any of these insurance plans, please contact an insurance company privately to participate in an insurance plan.
9. Admission procedure	① Fill out an Application Form. Submit the form to the Gender Equality Promotion Office by email or in-campus mail. Application period: February 17th (Mon.) 2020 to 5:00 p.m. March 6th (Fri.) 2020 * Download an Application Form from the website of the Gender Equality Promotion Office. * Reservations need to be made on a day-to-day basis. Select your desired dates from the corresponding field of the form. * We would not accept an application that reaches us after the deadline, even though you dispatch it by in-campus mail before it. In particular, in-campus mail from the Hiroshima area are transported three times a week (on Mondays, Wednesdays, and Fridays), so be sure to let us know if you apply by in-campus mail just before the deadline. ② Notification of approval or disapproval of admission (Notification is scheduled to be made <u>around March 13th (Fri.)</u>) To approved applicants, the Gender Equality Promotion Office will send an Acceptance Letter by email or in-campus mail. ③ Payment of childcare service fees We will deduct the childcare service fees indicated in the Acceptance Letter from your April salary.
10. Precautions	· Upon issuance of the Acceptance Letter, you are obliged to pay childcare service fees for the approved dates. After issuance of the Acceptance Letter: · We cannot accept withdrawal of the application. · Even if the number of the dates on which you use Kodomo Club becomes less than scheduled, the childcare fee will not be reduced nor refunded. · You can transfer or add days of use only when there is room for capacity. As a general rule, childcare charges for the increased number of days will be deducted from your May salary. · If a parent or a child does not follow the instructions provided in the Guide for Using Hiroshima University Kodomo Club or the instructions of a person in charge of childcare, we may suspend the use of the child or revoke the admission on the way. In that case, the childcare fee will not be reduced or refunded.

[Application/Inquiries]

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