

Regarding the Use of Temporary Childcare Service at Nagoya University Cosmos Nursery School

Office in charge of Nagoya University Cosmos Nursery School

Introduction

The Nagoya University Cosmos Nursery School is small in size, and there is a limit to the number of children it can accommodate for temporary childcare. Please note that urgent requests for this service may not be accepted if a sufficient number of nursery staff are not available. If you wish to use our temporary childcare service, you are advised to take the necessary procedures well in advance.

Eligibility for Temporary Childcare

Temporary childcare service can be provided only when the child who is cared for and the family members who live with the child are in good physical health. Children with any of the following symptoms cannot use our temporary childcare service. If your child has a fever, a respiratory symptom, diarrhea or vomiting, please take a one-day rest after such a symptom subsides and before using the service.

- Fever of 37.5°C or higher
- Respiratory symptoms, such as wheezing and coughing
- Diarrhea/vomiting
- Poor appetite (almost difficult to eat food)
- Class I, II or III school infectious disease as set forth in the School Health and Safety Act
- Bone fracture and other conditions that make participation in group childcare difficult

Childcare hours and fees

For details, please see the Nagoya University Cosmos Nursery School website (URL below) or the Attachment “Childcare Fee Calculation and Reservation Cancellation Fees.”

<https://www.kyodo-sankaku.provost.nagoya-u.ac.jp/cosmos/index.en.html>

Childcare fees are calculated based on the hours reserved and the hours actually used, whichever is earlier as the start time and whichever is later as the end time. The fees are calculated per 15 minutes.

<Cancellation fees>

Fees are charged when a reservation is canceled after the designated deadline or when the reserved time is changed. Please note that a specified cancellation fee will apply for cancellation, and childcare fees will be calculated for the latter based on the originally reserved time and actual childcare hours.

<Payment method>

A payment notice will be sent to your registered address by the middle of the month following the month

that includes the date(s) you used the childcare service. Please make payment through a bank, post office or convenience store by the specified due date.

Procedures necessary for using our childcare service

1. Registration for temporary childcare

Fill out the Registration Application Form for Use of Temporary Childcare Service at the Cosmos Nursery School and submit it to the office in charge.

(You may submit the Form by e-mail, in-house mail, or post.)

Where to submit: The office in charge of Cosmos Nursery School, the Center for Gender Diversity, Nagoya University

Tel: 052-789-5967 (3939)

Email: jinji04@t.mail.nagoya-u.ac.jp

2. Notification of the desired date of use

Parents are requested to contact the Cosmos Nursery School directly to let it know their desired date of using temporary childcare service by two weeks before the desired date of use.

Person in charge: Head of Cosmos Nursery School nursery staff

3. Application for temporary childcare service (First time use only)

When you receive an acceptance notice from the nursery school, please submit an Application Form for Temporary Childcare Service to the office in charge of Cosmos Nursery School, the Center for Gender Diversity (See Section 1), at least two weeks before the start date.

4. Start of use

On the day of use, please come to the Cosmos Nursery School directly and give your name on the intercom attached to the gate.

*Detailed information on the location of the nursery school will be sent to you via email after completion of the necessary procedures.

Inquiries and contact information

Address:

Office in charge of Cosmos Nursery School, the Center for Gender Diversity
Gender Research Library (2F), Furocho Chikusa-ku, Nagoya, 464-8601

Person in charge: Aoshiba

Tel: 052-789-5976 (3939)

Email : jinji04@t.mail.nagoya-u.ac.jp