

Using Toritsudai KIDS—Tokyo Metropolitan University Day Nursery

Who Can Use the Facility?

- Faculty members of our university (including adjunct faculty, part-time instructors)
- Regular students enrolled in our university's undergraduate or graduate schools

Notes:

1. In general, students paying tuition to the university, TMU employees and others helping to improve the university's education and research capacity may use the facility.
2. The facility can only be used while the faculty member or student is involved in education and research activities, or regular activities and activities considered equivalent to regular activities. It cannot be used during personal activities.

Location

A seven-minute walk from Minami-Osawa Station on the Keio Sagami-hara Line (off-campus)

Note: Details will be sent to those who complete an application.

Hours

Monday to Friday, 8:10 a.m. to 7 p.m.

Note: While the facility is generally closed on Saturdays, Sundays and national holidays, it will be open during the following events:

Entrance ceremony, graduation ceremony, university orientation (Minami-Osawa), class on holidays, National Center Test for University Admissions, second round of entrance exams (first and second semester)

Capacity

Five children per day (on a first-come, first-served basis)

Childcare Eligibility

Infants from fifty-seven days of age up to elementary school entrance

Usage Fees

- Students: ¥400/hour, with a limit of ¥2,500 per day
- Faculty: ¥800/hour, with a limit of ¥5,000 per day

Notes:

1. Fees will be assessed the month after the month of use
2. As a rule, if you cancel or change your reservation between two days before and the day before the date of intended use, you must pay a 50 percent cancellation fee. If you change or cancel your reservation on the date of use, you must pay the full amount.

Usage Procedures

1) Registering to Use the Facility

- Please submit the Toritsudai KIDS usage registration form and a copy of a document proving your affiliation with the university (student ID, faculty ID, appointment letters, etc.) to our Diversity Promotion Office or the Office of the President. Applications are accepted Monday to Friday, 9 a.m. to 5:45 p.m.
- Toritsudai KIDS staff must conduct an interview after your application is received, so please submit your application at least a week before your first desired date of use.
- You will receive the documents necessary for the face-to-face interview between you and a Toritsudai KIDS staff member when you register. Please complete it before the interview date and bring it along with the other items mentioned below.

2) Face-to-Face Interview

- Once the application is received, a face-to-face interview between the parent/guardian and nursery staff will be conducted at Toritsudai KIDS.
- Before the interview, please complete the child information form you received when you applied, and bring it and your *Mother and Child Health Handbook* and personal seal (if you have one).
- The interview will include an explanation of childcare matters, Q&A based on your child information form and *Mother and Child Health Handbook*, and other procedures such as signing or applying your seal to the childcare matter instruction manual.
- Toritsudai KIDS will contact you and set an interview date based on the schedules of both parties.
- Your registration will be considered complete after the interview at Toritsudai KIDS.

3) Making Reservations

- Please reserve your time at Toritsudai KIDS between a month and three days before your desired date of use.
- No reservations will be accepted after the reception period. Please contact Toritsudai KIDS if you encounter unavoidable circumstances.

Note: You may not be able to use the service depending on the number of reservations received.

- Reservations can be made by email, fax or filling out a form and submitting it directly. Please note that you cannot make reservations by phone or verbally.

Entry date(YY/MM/DD) :

Tokyo Metropolitan University Day Nursery

Application and Consent Form

| | | | | | | |
|---|--|-------------------------|----------------|-------------------|-------|--|
| Child | Name | | Gender | | | |
| | Birth date | | Age | | | |
| Proposal matter ※Chronic illness etc. | | | | | | |
| Guardian | Name | (Teacher・Staff・Student) | | Relationship | | |
| | Mailing address | 〒 | | | | |
| | Cell phone | | Home phone | | | |
| | Belongs | | | | | |
| | Office phone | Extension : | | | | |
| | E-mail | @ | | | | |
| Emergency contact ① | Name | | Relationship | | Phone | |
| Emergency contact ② | Name | | Relationship | | Phone | |
| Schedule of use | Long-term use | | Short-term use | Registration only | | |
| Desired start date | | | | | | |
| Restrictions | I will comply with the regulations of day nursery facilities and the instructions of facility staff. | | | | | |

- ※ The personal information you have entered will not be used for any purpose other than the purpose of childcare of the target infants.
- ※ Please submit a copy of your proof of enrollment at our university.
(Student card, Staff card, Notice of employment etc.)

Office use only ※Please do not fill in.

| | | | |
|-----|------|----|-----|
| 受付日 | 担当者名 | 備考 | 確認印 |
| | | | |