

KODOMO KATEI SHIEN Center Tama City
(Tama City Children and Family Support Center)
“TAMAKKO”

English Guide of
REFRESH ICHIJI HOIKU -Temporary Daycare Service

We offer temporary daycare service to Tama city residents. Our hope is to offer a service that gives you some refreshing time in your busy day. Please keep in mind that our daycare service is from 10 am to 6 pm and children need to be picked up by closing time.

♪ **Location** : REFRESH ICHIJI HOIKU SHITSU (Temporary Daycare Service Room)
1F, Tama City Children and Family Support Center “TAMAKKO”.

♪ **Age for Childcare** : from 3 months onwards to the age of preschool children

♪ **Hours** : Monday - Saturday 10 am to 6 pm
※reservation must be made from 10 am to 5 pm
Closed on Sundays, National holidays, and New Year’s Holidays
(Please contact for specific dates)

♪ **Fees** : 700 yen per hour per child
※Additional charge will be applied for exceeding reserved time by 350 yen per 30 minutes.
※Please make payment by using coupon, REFRESH ICHIJI HOIKU RIYOKEN,
available at the reception desk of KODOMO KATEI SHIEN Center.

How to register for the service

① **Reserve date of the initial interview:**

You are requested to have an interview. Please call us or come to the reception desk at KOSODATE HIROBA/ICHIJI HOIKU JIMUSHITSU to make an appointment at least 1 day before the interview.

※This registration will be required every year to keep the service.
(Japanese academic year starts on April and ends in March)

KOSODATE HIROBA/ICHIJI HOIKU
JIMUSHITSU



② **Fill in the registration form:**

Pick up RIYO TOROKU SHINSEISHO (registration form for Tama City) and JIDO NO KENKO JYOTAI (health information form for Tama City) at reception desk of KOSODATE HIROBA/ICHIJI HOIKU JUMUSHITSU or download the form from the TAMAKKO website.

③ **Interview:**

On the date of the interview, bring your child who will be using the service. The interview will take about 15 to 20 minutes.

※Please bring your child's KENKO HOKEN SHOU (child's health insurance card), NYUJI IRYO SHOU (healthcare card for infants and children) and BOSHI TECO (maternal and child health recording handbook).

④ **Issuing TOROKU SHONIN TSUCHISHO**

(Approval letter/Disapproval letter for the registration from Tama City):

You will receive the TOROKU SHONIN TSUCHISHO/FUSHONIN TSUCHISHO on your next visit or the first time use of our daycare service.

⑤ **Reservation:**

Make your reservation by calling or coming to the reception of KOSODATE HIROBA/ICHIJI HOIKU JIMUSHITSU.

Date can be reserved from 1 month to 2 days before the scheduled stay. Booking closes at 5 pm.

※Please let us know if canceling or changing the service 2 days prior.

※You can pick up the form at the reception desk or download from the TAMAKKO website the RIYO MOUSHIKOMISHO (registration form for Tama City) and the SEIKASTU KIROKUHYO (form for recording of daily life for TAMAKKO).

On your date of service at ICHIJ I HOIKU SHITSU

① At the reception desk of KOSODATE HIROBA/ICHIJI HOIKU JIMUSHITSU, please submit the RIYO MOUSHIKOMISHO (registration form for Tama City) and get the confirmation of service.

② Get your child's health checkup at ICHIJ I HOIKU SHITSU:

Submit record of the SEIKATSU KIROKUHYO (form for record of daily life for TAMAKKO).

Our staff will take your child's temperature, complete visual inspection and perform a health check. Please inform us of your child's health conditions.



Door to the REFRESH ICHIJ I HOIKU SHITSU (Temporary Daycare Service Room)



REFRESH ICHIJ I HOIKU SHITSU play area

③ Use lockers for your child's belongings if needed and leave your child in our staff's care.



Lockers
at the ICHIJ I HOIKU SHITSU

- ④ Purchase the ICHIJI HOIKU RIYOKEN (coupon for ICHIJI HOIKU use) at the reception desk of KODOMO KATEI SHIEN Center.



ICHIJI HOIKU RIYOKEN
(coupon for ICHIJI HOIKU use)



KODOMO KATEI SHIEN
Center Office

- ⑤ Make payment by using the coupon, ICHIJI HOIKU RIYOKEN, at the reception of KOSODATE HIROBA/ICHIJI HOIKU JIMUSHITSU.
- ⑥ Pick up your child from ICHIJI HOIKU SHIITSU:
We will report to you your child's activity and condition while he/she was in our care.

General Information

- Please come and pick up your child on time unless notifying us in advance.
- If your child is to be collected by someone other than the parent, our staff requires a letter of authorization from the parent detailing the name of the person designated to collect the child. The person will then have to provide ID when collecting the child.
※Contact us in advance for more information as additional rules may apply.
- We appreciate your understanding and respect to our care service but will advise you when your child is in trouble e.g. fighting over the toys with others while your child is in our care.
- We are sorry that we cannot care for your child if he/she is sick e.g. coughing, runny nose or diarrhea. Please take care of your sick child at home.
※We cannot keep, manage, or apply any medication for children under our care
- Please let us know if you have any concerns or questions.

Please bring following

Change of clothes:

Diapers



shorts



baby wipes



Set of clothes



(underwear, tops, shirts, pants and bib)

shoes

Food:

Baby formula/frozen breast milk, baby bottles
(necessary amount for your child's feeding plus extra bottle is required)



Baby formula



Baby bottle

a lunch

drinks (mugs/water bottles are also required)



hand towel



a bib or apron for meal time



Napping Time Supplies:

Two bath towels for napping time
(We use one towel for covering the mattress and another as a cover)



Others:

5 -6 Plastic bags for the soiled garments



※Please write your child's name on all belongings.

※Please bring as needed.

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