

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

**English Guide of**  
***REFRESH ICHJI HOIKU*-Temporary Child Daycare Service**

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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 ICHJI HOIKU SHITSU* (Temporary Daycare Service Room)  
1F, Tama City Children and Family 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 ask for specific dates)

♪ **Fees** : 700 yen per hour per child  
※Additional fee will be charged for exceeding reserved time by 350 yen per 30 minutes.  
※Please make the payment **only** in **cash** at the reception desk of *KODOMO KATEI* Center.

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**How to register for the service**

① **Apply:**

Please apply using the online form.  
(the registration form and the health information form for Tama City )



Reception desk  
*KOSODATE HIROBA*  
*ICHIJI HOIKU JIMUSHITSU*

② **Reserve date of the initial interview:**

You are requested to have an interview. Please call us or come to the reception desk *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)

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 *BOSHI TECHO* (maternal and child health recording handbook).

④ **Issuing *TOROKU SHONIN TSUCHISHO/FUSHONIN 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 child daycare service.

⑤ **Reservation:**

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

The date of use of the service can be reserved from 1 month to 2 days.in advance.

Reservation opens from 10am to 5pm.

※Please let us know if canceling or changing your reservation 2 days prior.

※You can pick up the form at the reception desk or download from the *TAMAKKO* website the *SEIKATSU KIROKUHYO* (form for recording of daily life for *TAMAKKO*).

**On the date of use of the service at *ICHIJI HOIKU SHITSU***

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① At the reception desk of *KOSODATE HIROBA/ICHIJI HOIKU JIMUSHITSU*, please submit the *SEIKATSU KIROKUHYO* and get approval to use service.

② Get your child's health checkup at *ICHIJI 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.



*REFRESH ICHIJI HOIKU SHITSU*  
play area



Lockers  
at the *ICHIJI HOIKU SHITSU*

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

④ Please accept the statement of use *REFRESH ICHIJIHOIKU* at the reception of *KOSODATE HIROBA/ICHIJI HOIKU JIMUSHITSU*.

⑤ Make payment at the reception of *KODOMO KATEI* Center .

⑥ Pick up your child from *ICHIJI HOIKU SHITSU*:

We will report to you your child's activity and condition while he/she was in our care.

## General Information

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- Please come and pick up your child on time unless notifying us in advance.
- If your child is to be picked up by someone other than the parent, our staff requires a letter of authorization from the parent detailing the name of the person designated to pick up the child. The person will then have to provide ID when picking up the child.
- Conflicts may arise between children e.g. fighting over the toys with others while your child is in our care. We will do our best to prevent such troubles. However, if a trouble does occur, we will explain the situation to you, so please understand.
- 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.

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### English guide of ***KODOMO DAREDEMO TSUEN SEIDO*** **(Any Child Can Come to School Program)**

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♪ **Age for Childcare** : between 6months of age and 3years of age

♪ **Fees** : Free

If you wish to use the service, please apply using the online form on the Tama City website.

Please refer to the information 'About Tama City's "Any Child Can Come to School" Program', on the Tama City website. regarding the online form.

#### **How to use**

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①Apply the service to the Tama City Children and Youth Policy Division(electronic application in principle)

②Receive qualification certificate

③ Come to the facility for an interview (reservation required)

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.

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 qualification certificate, your child's *BOSHI TECHO* (maternal and child health recording handbook).

④Start using the service (reservation required)

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

The date of use of the service can be reserved from 1 week to 2 days in advance. Reservation closes at 5 pm.

※Please let us know if canceling or changing your reservation 2 days prior.

※You can pick up the *SEIKATSU KIROKUHYO* (form for recording of daily life for *TAMAKKO*) at the reception desk or download from the *TAMAKKO* website.

## 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 -6Plastic bags for the soiled garments



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

**※Please bring as needed.**

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Fax : 042-375-0105  
Homepage : <http://tamakko.jp/>  
Mail address : [info@tamakko.jp](mailto:info@tamakko.jp)

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