

Chuo City Municipal Kindergarten Extended Day Care “Clover Room” User Guide



1 What is “Extended Day Care” .

For those enrolled in Kindergarten, we provide childcare with daycare teachers for those who want use this service after kindergarten education time and/or during long holidays. Cherishing a lifestyle that takes into account the physical and mental burden of Children, we provide a place where each child can spend time at their own pace.

“Clover Room” , this nickname named based on children having fun together, happiness and freshness image.

2 Facility

About 2-3 daycare teachers care for the children at special daycare room, play room and play ground.

3 Usage Date, Usage Time and Capacity

(1) Usage Date

Weekday…Monday -Friday

Long Holidays…Summer, Winter and Spring Holidays

※This service is not available on Saturday • Sunday • Calendar Holidays • Tokyo Citizens Day • 12/29~ 1 /3 and Kindergarten’ s closing date.

(2) Usage Time

Weekday…from after kindergarten education time to 4:30 p.m.

Long Holiday…from 9:00 a.m. to 4:30 p.m.

*Please pick up your children by 4:30p.m..

(3) Capacity

Kindergarten	Capacity for children/day
Taimei, Chuo, Kyobashi-Chokai, Meisho, Nihonbashi	20 children/one kindergarten (3 years old children max 6)
Akashi, Arima, Hisamatu, Tukishima, Tsukishima Daiichi, Tsukishima Daini, Harumi, Toyomi	30 children/one kindergarten (3 years old children max 8)

※3 years old class children can use this service from May.

※If the number of applicants exceed the capacity, a lottery will be held.

4 Usage charges

Daycare and snacks fees are charged.

Daycare Fee… weekday 400 yen/day

Holiday 800 yen/day

Snacks Fee… 100 yen/day (weekday and holiday)

※Daycare Fee and Snacks Fee will be paid by automatic withdrawal from your bank account. (transfer date will be 27th of next month of use, if the date is bank holiday it will be next bank open date)

※Snacks fee will not be collected, if a snacks cannot be eaten due to a food allergies. .

※ If your child has food allergies, bring his/her own snacks from home the child can eat.

5 Extended Day Care Fee Subsidy System

In principle, “Extended Day care fee” is not eligible for free childcare fees, but those who need childcare(such as employment, illness, disability, nursing care) and get ‘Facility Usage Benefits Certification’ can receive a benefit up to a maximum of 11,300 yen per month, depending on actual usage results.

To get the benefits, you need to apply for ‘Facility Usage Benefit’ before using “Extended Day Care”

Please refer to attached sheet, “The guide of Daycare and Facility Usage Benefits” .

6 How to use this service

(1) First time registration

Please submit these two documents to the service company.

- “ Daycare Children Questionnaire Form”
- “Bank Transfer Request Form/ Automatic Payment Application Form”

(2) Monthly Application

- reservation system 「RESERUVA」

Application for Use→Please apply between 1st and 5th of the month before the date of use through the special application page using special QR code.

Application Result→You can check your usage date from 6th to 10th of the month before the date of use .

Application for Vacancy→Application for Vacancy is available from 10:00 a.m. of 11th of the month before your use to 8:00 a.m. of the date of your use.

Cancellation→Cancel will be accepted until 2 days before your use.

※Please complete the cancellation procedures as soon as you decide to cancel so that others can use this service.

※For detailed operating instructions, please refer to “Explanation of the reservation system, RESERUVA”

※If you are **Monthly Registered User**, the application period is different from this. Please refer to «9 For the Monthly Registered Users» page 5.

(3) Contact of Everyday

●Parent app 「CODMON」

Please use this application to contact your daycare teacher.

- Changes to pic-up time on the day, etc.
- To inform that your children bring own snacks, due to food allergies.
- Cancellation on the day, due to children's illness, etc.

7 about the day of use

(1) Reservation confirmation (When going to kindergarten)

- When going to kindergarten, Please be sure to check My Page of reservation system, RESERUVA, and make sure the day is your using date of extended daycare, and your reservation has been made.
- If there is your message to the daycare teacher, please use “CODMON”
- The children who have food allergies bring their own snacks from home. Please put the snacks in their kindergarten bag, and tell the daycare teachers about it. And inform about that, using application “CODMON”, as well.

(2) What to bring

<Normal Childcare Period>

There is nothing you need to prepare for extended day care.

But, in case of morning day care date of kindergarten(the day you can't order the school lunch box), please bring **lunch box** from home.

<Long Holiday Period>

- Room Shoes (Uwabaki)
- Lunch Box (not the children using the school lunch box)
- Cup, Towels
- One set of Clothes
- Color cap

(3) When they go home

- When you pick up your children, please push the special interphone button for “Extended Daycare, “Clover Room”, and hold your visitor card up to the camera and say you come to pick up your children, your children's name and class.
- Please pick up your child and say good-by to daycare teacher by 4:30 p.m.
- If someone other than the person listed on the “Daycare Children Questionnaire Form” will pick up the child, please contact us before coming to kindergarten, using “CODMON” .

8 Extended Day Care during the Summer, Winter, Spring Holiday.

(1)Daycare time

Acceptance starts from 9:00 a.m. Please Pick up your children by 4:30 p.m.

※When you make reservation of your use, please input Drop-off Time and Pick-up time with” RESERUVA”

(2)Clothing

Clothes that are easy to move in easy to move(skirt and sleeveless are not allowed)

Kindergarten Hat, athletic shoes, kindergarten bag

※Kindergarten uniform is not needed.

(3)What to bring

Room shoes, Lunch Box (if you don't use school lunch box)

Cup, Towel, one set of clothes, color cap

※If we plan to play in the water during the summer vacation, we will contact you separately about what to bring.

(4) others

- Go to the “Clover Room” you and your child together, and leave your child directly with the daycare teachers.
- Please inform us child' s condition and body temperature by 8:00 a.m. of daycare during the long holidays, through “CODMON” .
- Please pick up your child and say good-bye to daycare teacher by 4:30 p.m.
- The childcare teacher may contact you if there is a sudden change in your child. Please be sure to connect the phone listed on “Daycare Children Questionnaire Form” .
- If it is better to call the phone number other than that listed on the survey form, please inform us the phone number using “CODMON” .
- Cancellation on the day due to unavoidable reasons, please inform us using “CODMON” until 8:00 a.m. on the day.

9. For Monthly Registered Users (Tourokuriyou)

1) How to use

You need to do **First time registration** on page 2.

Please submit “ Daycare Children Questionnaire Form” and “Bank Transfer Request Form/ Automatic Payment Application Form” to daycare teachers (or send the documents using the reply envelop) .

2) Application of Every Month

- reservation system 「RESERUVA」

Application for use for Monthly Registered Users

→Please apply between 20th and 25th of the month 2 months before the date of use through the special application page using special QR code.

Application Result for Monthly Registered Users

→You can check your usage date from 26th to the last day of the month 2 months before the date of use .

Application for Vacancy→Application for Vacancy is available from 10:00 a.m. of 11th of the month before your use to 8:00 a.m. of the date of your use.

Cancellation→Cancel will be accepted until 2 days before your use.

※Please complete the cancellation procedures as soon as you decide to cancel so that others can use this service.

※For detailed operating instructions, please refer to “Explanation of the reservation system, RESERUVA”

3) Monthly Registration Fee

Monthly registration fee for monthly registered users is 5,000 yen/month. (excluding August)

During long-term holidays, an additional 800yen per day will be charged.

10 FAQ

- **If the child want to go home before snack time...**

→Take your snacks home, eat them at home.

- **If the school or classes are closed...**

→If measures are taken to close school or classes due to an outbreak of an infectious disease such as influenza, “Extended Daycare” will be cancelled.

- **Why the usage of 3-4 years old class child starts from May?...**

→Considering the time when children who entered kindergarten in April will get accustomed to kindergarten, they start to use daycare service from May.

- **When children become sleepy during the daycare hours...**

→There are cots for nap which are used when child get tired or sleepy. We use them as appropriate depending on your child’s situation. We prepare the bath towel, you don’t need prepare anything.

- **I would like to use Monthly User System. (Tourokuriyou)**

→The monthly user system was abolished from school year 2024(Reiwa 6) with the purpose of wanting more people to use extended daycare.

As a transitional measures, those who have registered on a monthly basis by the end of school year 2023(Reiwa 5) can continue to use the monthly registration until graduation.

If there are any question, please ask the daycare teacher or contact information below.
Please do not contact the kindergarten regarding “Extended Daycare”

【Inquiries contact information(Daycare Service Company)】

Tender Loving Co., LTD.

Chuo City Kindergarten Daycare opening preparation room

Hayashi

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