



User Guide for Nursery and Parents' cafe (*Takenoko*)



April 2017

**Gender Equality Office
National University Corporation
Shizuoka University**



About Takenoko



Takenoko (which means “bamboo sprout” in English) is an on-campus Nursery and Parents' cafe established by Shizuoka University in April 2011. One of its main function is to provide space for temporary childcare service. The facility, which shares the premise with the Gender Equality Office, is designed for various usage from the viewpoint of gender equality, childcare support, and work-life balance. Equipped with a playroom with floor heating, bidet toilets, a kettle room, a wood deck full of sunlight, and a garden with artificial turf, Takenoko is ready to support members of and visitors to Shizuoka University.

I. Purpose of use

1. For temporary childcare

Shizuoka University has concluded agreement with two childcare service providers *Swan* and *Rauha*. You can apply for their service offered at Takenoko when you cannot take care of your child(ren) because of the reasons such as lectures or urgent matters. To use the service, please submit the application to the Gender Equality Office in advance for reservation. You can download the application form from the Office's website. The Office will inform you of the availability of the service at your desired date and hours by e-mails or other means of communication after making an inquiry to your desired provider.



2. For meetings, discussions, workshops, or exchanges of information on gender equality

You can hold a meeting or do your work at Takenoko while letting your child(ren) play around you (or you can do so without your child(ren), too). Please submit the application to the Office to make a reservation. NOTE: Your reservation might possibly be cancelled because priority is given to temporary childcare users.

3. For other purposes

You can also use Takenoko in urgent cases such as breastfeeding/pumping or temporary closing of your child(ren)'s class(es). Please contact the Office before using the facility. NOTE: Your reservation might possibly be cancelled because priority is given to temporary childcare users.

II. Eligible users and Available Dates/Hours

Eligible users are i) Board members, faculty and staff (including part-timers), and students of Shizuoka University and ii) University visitors whose needs are approved by the facility director (such as participants of conferences, extension courses, or lectures held in the University). The hours are from 8:00 am to 6:00 pm Monday to Friday. In addition, Takenoko is available for temporary childcare on holidays and out of hours if you obtain a permission from the facility director beforehand.



About temporary childcare



I. Eligible children

Takenoko offers childcare space for babies aged over eight-weeks to sixth-grade children (NOTE: Swan's service is only available for babies aged six-months and older.)

II. How to apply

1. As a rule, please submit an application form to the Office at least three days in advance (If you apply for Rauha's service, your application deadline can be extended to the working day immediately before the date of use).
2. Applications are received until 5:00 pm Monday to Friday (at the latest by the morning of the working day immediately before your date of use).
3. The office will inform you of the availability of the service after making an inquiry to your desired provider.
4. Your provider will later inform you of precautions and what to bring on the reserved day.
5. Please pay the fee directly to your provider.

III. In case of an accident, sudden illness, or disaster during temporary childcare

The provider will first and foremost contact you. However, in an emergency or if the provider cannot reach you, the provider will contact you after transporting your child to the nearest hospital. NOTE: The expenses paid will later be charged to you by the provider.

Regarding accidents during temporary childcare, the provider shall accept full liability for compensation. However, if the accidents are caused by a defect of the building for which the University bears maintenance responsibility, the University shall accept full liability instead.

IV. Other information

For details, please visit the Office’s website and read the following documents:

- Detailed Regulations for the Use of Shizuoka University Nursery and Parents' cafe
- The guides issued by the affiliated childcare providers Swan and Rauha respectively



About the childcare providers



I. Affiliated childcare service providers

Shizuoka University has partnered with the following two childcare providers:

- Childcare Support Group *Swan* <http://www7a.biglobe.ne.jp/~swan/>
- Parenting Support Group *Rauha* rauha.tuki@gmail.com

(The representative of Rauha is a childcare worker who belonged to *MK Square* and *Besternet*, both of which were former affiliated childcare providers of Shizuoka University.)

II. Fee, charge, payment and the number of childcare workers

Both providers will charge you a monthly fee in a lump sum. As a rule, the fee should be paid by bank transfer (NOTE: The transfer fee will be borne by you).

As the fees vary and number of childcare workers according to the providers, please check the tables below.

1. Fee for childcare provided by Rauha

Category	Fee (Yen)	Remarks
Daytime childcare on weekdays, Saturdays/Sundays, or holidays (from 8:00 am to 6:00 pm)	1,300	per hour
Early morning childcare (from 7:00 am to 8:00 am) or nighttime childcare (after 6:00 pm)	1,500	"
Cancellation fee (100% of your reserved time fee will be charged only if cancelled on the reserved day.)		

Rauha assign one childcare worker as shown below:

The number and age of children	The number of childcare workers
per 1 infant under the age of 1	1
per 2 children older than age 1 and younger than age 2	
per 3 children older than age 2	



2. Fee for childcare provided by Swan

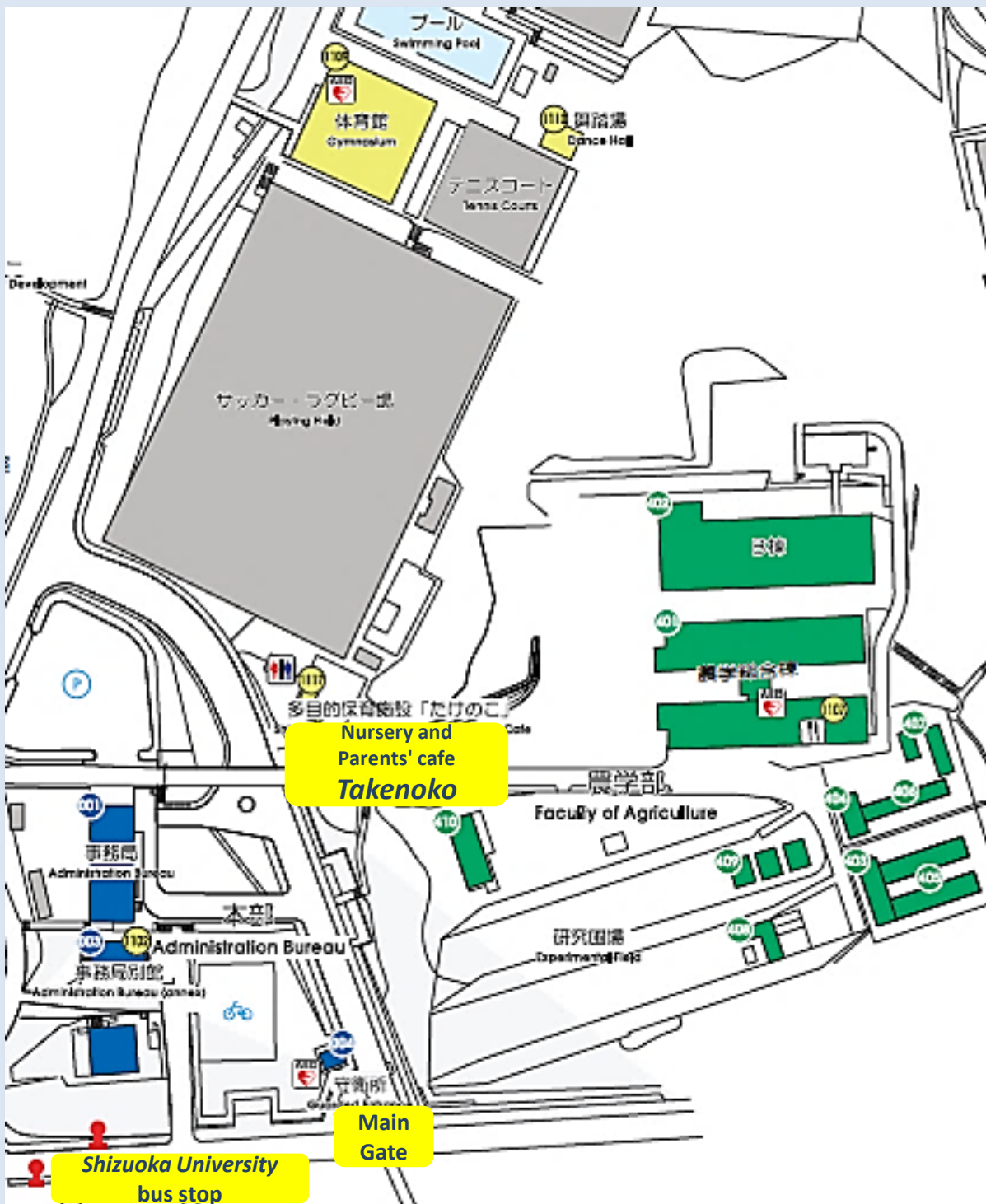
Category	Fee (Yen)	Remarks
Daytime childcare on weekdays, Saturdays/Sundays, or holidays (from 8:00 am to 6:00 pm)	1,300	per hour
Early morning childcare (from 7:00 am to 8:00 am) or nighttime childcare (after 6:00 pm)	1,500	"
Cancellation fee (100% of your reserved time fee will be charged only if cancelled on the reserved day.)		

Swan assign two childcare workers as shown below:

The number and age of children	The number of childcare workers
per 1 infant under the age of 1	2
per 2 children older than age 1 and younger than age 2	
per 3 children older than age 2	



- ◎If your actual use time is shorter than the reserved time frame, you are still required to pay the expected fee for your reserved time.
- ◎The time extension on the reserved day is accepted if possible. Please note that an extension rate will be charged for every 15 minutes (Amounts less than one Japanese yen will be rounded down).
- ◎An additional consumption tax will be levied on the current fee once the tax rate is raised to 10%. (Amounts less than one Japanese yen will be rounded down).



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