

1. Outlines of Yuhigaoka Nursery School, Oji Kamiya

Address	8-25-3 Toshima, Kita-ku, Tokyo, 〒114-0003 TEL. 03 - 6903 - 3237 FAX. 03 - 6903 - 3238	
Open Hours	7:15 a.m. ~ 6:15 p.m.	
	Standard Hours of Childcare	8:30 a.m. ~ 6:15 p.m. Maximum hours a day : 11 Hours Basic Hours : 8 Hours from 8:30 a.m.
	Short Time Childcare	8:30 a.m. ~ 4:30 p.m. Maximum Hours a day : 8 Hours
Extended Childcare	6:15 p.m. ~ 7:15 p.m.	
Closed Day	Sunday, National Holiday, New year Holiday Season : Dec.29 th .~ Jan. 3 rd .	

2. <Flow during a day>

Time	0 Year old			1 and 2 Years old
	2~5 Months old	More than 6 months old	More than 9 months old	
7 : 15	Opening	Opening	Opening Coming to school	Opening Coming to school
8 : 30	Coming to school	Coming to school	Play	Play
9 : 30	Sleep or Play	Sleep or Play	Snack ((Finger foods~) Play (Stroll・Rhythm Play, etc)	Snack Play (Stroll・Rhythm Play, etc)
10 : 30	Lactation (Every 3 ~ 4 hours)	Breakfast and Milk (Baby foods stage 1 or 2)		
10 : 45	Sleep or Play		Sleep or Play	Brunch and Milk (Baby foods stage 3 or finger foods)
11 : 00				
11 : 30		Nap or Play	Nap	
12 : 00				
12 : 30	Thermometry	Nap or Play	Waking Thermometry Afternoon meal and Milk (Baby foods stage 3 or finger foods) Play	Waking Thermometry
13 : 00	Lactation Nap or Play	Thermometry		
14 : 30	Lactation	Afternoon meal and Milk (Baby foods stage 1 or 2) Play	Waking Thermometry Afternoon meal and Milk (Baby foods stage 3 or finger foods) Play	Snack Play
15 : 00				
16 : 30	Good bye	Good bye	Good bye	Good bye
18 : 15			Extended Childcare (For 1year old and over)	Extended Childcare
19 : 15			Closing time	Closing time

3. <Operating Time>

☆ Childcare Time

In principle, we take care of your children for 8 hours starting from 8:30 according to acknowledged classification. (Standard Hours, Short Time)

Childcare hours will be fixed based on your working and commuting hours (Commuting hours shall be calculated by shortest distance).

* We will check your commuting hours in internet. Please acknowledge that your declared hours will be corrected upon large error appeared.

* Usage time of the children less than 8 months old is limited between 8:30 and 16:30 from the viewpoints of considerations in their upbringing .

☆ Childcare on Saturday

In the case of both parents on works, we will take care of your children on Saturday. Please submit “Work certificate” of both parents.

☆ Extension of Childcare hours 18 : 15~19 : 15 (Capacity limited)

<Conditions> • One year old and over.

• Only in the case of both parents on works. Work Certificates are required from both parents.

* We will not accept your children because of your personal business.

☆ After-hours Spot 18 : 15~19 : 15 (Capacity Limited)

* Please let us know at least 2 days in advance.

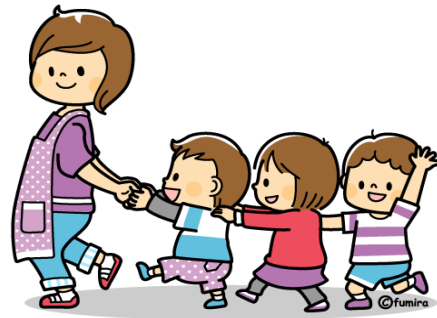
<Items, require your cooperation>

1. Nursery school is the child welfare facility to take care of children when guardians are not able to take care of them because of job or illness. When one of the guardians takes holidays, please take care of your child in your home.
2. If you are on childcare leave and the like, shorter time use will be requested.
3. Please pick up your child as soon as your job done. Extended time use is not accepted because of your personal business.
4. Please inform us promptly upon changes of your workplace, working condition and the like.
5. Please always let us know when you work in a different place and/or different time by business trip or on outside works.
6. Commute method shall be fixed by shortest time.

4. Supplies for Napping

<Please prepare the supplies bellow>

- Nap Mat Cover (65 cm×115 cm)
- Blanket Cover (95 cm×125 cm)
- Bath Towel as Comforter
- Waterproof Sheet (Only when required for your child.)



- * Nap mat covers and blankets are on free rent. Please always use same given number of them assigned to you.
- * We use nap mat cover and blanket with the covers on.
- * Please fix the cover as soon as possible when it is torn.
- * Please put the name using cloth label with bigger letter on and sew it to the cover. (White label is preferable with 10cm long) .
- * Guardians are requested to put cloth sheets on them first time in the morning after holidays.



Mat cover size
65 cm

Blanket cover size
95 cm

Name

Name

115 cm

The size shown is the finished size.
We have a sample for you. Please refer to it and make the cover in bigger size.
Covers in the market place are acceptable.

125 cm

The size shown is the finished size.
We have a sample for you. Please refer to it and make the cover in bigger size.
Covers in the market place are acceptable.

5. List of Belongings

What to bring everyday

0 year old	1 year old	2 years old
<ul style="list-style-type: none"> • Correspondence notebook • 1 Plastic bag (big size) (For use of dirty bin) • 3 aprons • 7 paper diapers • A set of clothing 	<ul style="list-style-type: none"> • Correspondence notebook • 1 Plastic bag (big size) (For use of dirty bin) • 3 aprons • Paper diapers (Required number) • A set of clothing 	<ul style="list-style-type: none"> • Correspondence notebook • 1 Plastic bag (big size) (For use of dirty bin) • 3 aprons • 1 hand towel • Paper diapers (Required number) • A set of clothing

Things to be kept in nursery school

- Sets of clothing, required number in a day. (Followings are just an indication. Please prepare required number of sets for your child.)

0 year old	1 year old	2 years old
<p>① 3 sets</p> <ul style="list-style-type: none"> Underwear (Rompers are not acceptable) Clothing Trousers <p>② Plastic bag as dirty bin</p> <p>③ Baby wipes</p> <p>④ Bib (if child requires)</p>	<p>① 3 sets</p> <ul style="list-style-type: none"> Underwear Clothing Trousers <p>② Plastic bag as dirty bin</p> <p>③ Baby wipes</p>	<p>① 3 sets</p> <ul style="list-style-type: none"> Underwear Clothing Trousers <p>② Plastic bag as dirty bin</p> <p>③ Baby wipes</p>

◎ Please check them upon your child pick up and restock them if there is a shortage.

*Please write the name of your child clearly with big letters.

6. Children's Health and its administration

<Health observation before coming to school>

Observe health condition of your children and if you find something wrong or unusual, please take a day off of the school on that day.

For example, no appetite, fuss(cry), laze around from early morning, and higher body temperature, etc. If the children have plural conditions among above, you need to pay extra attention on them. Please check their body temperature first of all. If it is higher than 37.5°C, we cannot accept your child on the day. (Small children cannot tell by themselves.)

<Contact>

For the purpose of emergency issue, please always let us know your contact place and number when you have job transfer, job change, and going out to different place by business trip and/or training.

<Sickness and illness>

- We cannot accept your children if they have fever more than 37.5°C in the morning temperature check. And if they become feverish more than 38.0°C during stay in the school, we will request you to pick them up promptly. Even if they just have ordinary fever but they show unusual condition to us, we might have contact with you.
- We will check your children's body temperature when we find something unusual with your children.
- In case of infectious disease, you need the doctor's "Attendance Authorization" to come to school. Please visit hospital and obtain "Doctor's opinion" in the paper, and submit it to the school. (You can obtain the form in the school or down load it from Kita City web site.)
- Coming to school after medical examination due to bad health will burden heavily to the children. Please do not come to the school in this case.
- Please inform us upon the school entry if your child has illness under treatment or observation. (i.e. Allergies, convulsions, asthma and heart disease.)

<Vaccination>

- Infectious disease will easily spread out in group life. Please take vaccination in consulting to your doctor.
- Please let us know when your children take vaccination.
- Observation is important after vaccination. We do not accept your children right after vaccination.

<Medication>

We will not keep medicines in the school. Please tell your doctor about this issue that 「the school does not keep medicines for the children.」 and ask your doctor to prescribe medicines just for taking twice a day, in the morning and evening. If you really need us to medicate your child during the school time, please consult us.

<Childcare of sick child and convalescent child (Kita City public business) >

This is the Kita City office's public system to take care of the children who are on convalescent stage or in the condition of no sudden change in symptoms, instead of guardians.

You need to register to Kita City Nursery School Section in advance.

Terms of use and how to use are vary depending on institutions and facilities.

Please directly contact with them for inquiries.

- *Tokyo-Kita Iryou Center, Byouji-Byougoji Hoikushitsu 03-5963-3423
(Tokyo-Kita Medical Center, Sick child and convalescent child Nursery room)
- *Kid's Town Higashijujo Hoikuen, Byogoji Hoikushitsu 03-5902-7056
(Kid's Town Higashijujo Nursery school, Convalescent child Nursery room)
- *Toritsu Komagome Byouin, Byouji-Byougoji Hoikushitsu 03-3823-1305
(Tokyo Metropolitan Komagome Hospital, Sick child and convalescent child Nursery room)
- *Niji-ro Hoikuen, Byouji-Byougoji Hoikushitsu 03-6903-9265
(Niji-iro Nursery school, Sick child and convalescent child Nursery room)

Attendance Standard Upon Infection

Please come to the school after diagnosed by the doctor.

『Doctor's Opinion』 shall be made with designated form and submitted to the school.

<Infectious Disease, requires Doctor's Opinion.>

Name of Disease	Infectious Period	Back to School
Measles	From 1 day before onset until 4 days have passed after appearance of rash.	After 3 days have passed since complete alleviation of fever.
Influenza	During the symptoms stay appeared. (It is most infectious from 24 hours before onset until 3 days after onset.)	After 5 days have passed since onset and after 3 rd day from alleviation of fever as well.
Rubella (Three-day Measles)	During approximately 7 days before and after appearance of rash.	After rash disappeared.
Chickenpox	From 1~2 days before appearance of rash until incrustation has done.	After incrustation of all the rash completed.
Epidemic Parotitis (Mumps)	From 3 days before onset until 4 days have passed after swelling of parotid gland.	After 5 days have passed from swelling of parotid gland, mandibular gland and sublingual gland appeared, and also the health condition completely recovered.
Tuberculosis		After threat of infection disappeared.
Pharyngoconjunctival Fever (PCF)	During several days after symptoms appeared such as fevering, hyperemia.	After 2 days have passed since main symptoms disappeared.
Epidemic Keratoconjunctivitis (Pink Eyes)	During several days after symptoms like hyperemia, eye mucus appeared.	After symptoms of pink eyes are completely disappeared as it is highly contagious.
Pertussis (Whooping Cough)	In case of no antibiotics taken, during 3 weeks after appearance of coughing.	After characteristic cough has gone and health condition completely fine. (The antibiotics shall be taken for fixed period, and after 7 days dosing of antibiotics has passed, obey doctor's instruction.)
Enterohemorrhagic Escherichia Coli (O-157, O-26, O-111,etc)		After symptoms subsided, antibiotics treatment is done, and then virus negative is confirmed by 2 consecutive fecal examinations of 48 hours apart.
Streptococcal Infection	During 1 day before and after beginning of appropriate dosing of antibiotics	After 24~48 hours have passed since dosing of antibiotics started.
Mycoplasma Pneumonia	During several days before and after start of suitable antibiotics treatment.	After fevering and severe coughing are completely subsided.

Hand, Foot and Mouth Disease	During several days after appearance of suppuration and ulcer on the limbs and in the oral cavity.	Usual meal can be taken without any problems from fevering as well as suppuration and ulcer in the oral cavity.
Viral Gastroenteritis (Norovirus, Rotavirus, Adenovirus, etc.)	During the symptoms stay appeared plus 1 week after the disappearance of the symptoms. (Keen attention has to be paid as the fewer amount of viral shedding continues during several weeks after the disappearance of the symptoms.)	After vomiting and diarrhea are disappeared, and usual meal can be taken.
Herpangina	During several days in acute period. (Keen attention shall be paid as the viral shedding continues in the feces for about a month.)	Usual meal can be taken without any problems from fevering as well as suppuration and ulcer in the oral cavity.
Respiratory Syncytial Virus Infection	During appearance of respiratory symptoms.	Respiratory symptoms subsided and health conditions are well recovered.
Herpes Zoster	During the appearance of suppuration.	After all rash scabbed over.
Exanthema Subitum		After fever is alleviated and feel fine with good health condition.
Erythema Infectiosum (Fifth Disease)	During 1 week before rash appeared.	After good health condition regained.

Extracted from Ministry of Health, Labor and Welfare's 「Guidelines of Infectious Disease Control in Nursery School」

Infectious Disease, do not require 『Doctor's Opinion』 but sufficient attention will be required upon coming to school.

Name of Disease	Incubation Period	Infectable Period	Main Symptoms	Back to School
Acute Hemorrhagic Conjunctivitis	1~2 days	4 days after onset.	Lacrimation, exudate, hyperaemia conjunctiva, palpebral edema,	After completely recovered
Contagious Impetigo (Herpes contagiosum cutaneous suppuration)	2~10 days	Until suppuration disappears.	Mostly, bean size of suppuration with less cases of self-awareness to symptoms.	Upon doctor's approval of no more infectious threat with affected area all covered by gauze.
Molluscum Contagiosum	14~50days		Appearance of Spherical warts.	Upon doctor's approval of no infectious threat to others.

<Children's Health and its administration>

We take care of your children's health by means of periodical health check and examinations.

*Medical examination by a contract doctor • • • Twice a year (Spring and autumn)

*Physical Exam. • • • Every month (Chest and head girth will be checked as well in spring and autumn)

- Schedule will be announced on the school news.

7. Childcare fees

Classifications	Standard Hours	Short Time Childcare
Childcare fee	* Basic childcare fee will be fixed by Kita-ku in April and September.	
Spot Service (During standard hours)		¥600 / 1spot
Extended Childcare • Spot Serviced (During extended hours)	¥300 / 30 min.	¥300 / 30 min.

* We will issue the invoice on extended childcare, and spot service during standard hours and extended hours.

Please pay them together with Childcare fee next month.

* Extended childcare fee will be waived with submitting Proof of Delay when your late pick up occurred because of public transportation delay.

* Please pay childcare fee and disposal fee by the end of the month you utilize the services.

(Invoice will not be issued.)

Payee details : Bank name **Chuo Roudou Kinko Oji branch**
 Account No. **Futsu Yokin 110920**
 Payee name **Ippan Shadan Houjin Yuhigaoka**
(Name of the payer shall be the name of your child)

8. During the school breaks

If you have an emergency contact with us during the school breaks like Sunday • National Holiday • New Year Holiday Season and etc, please call the number below. Your call will be transferred to the school director.

Yuhigaoka Nursery school, Oji Kamiya
TEL : 03-6903-3237