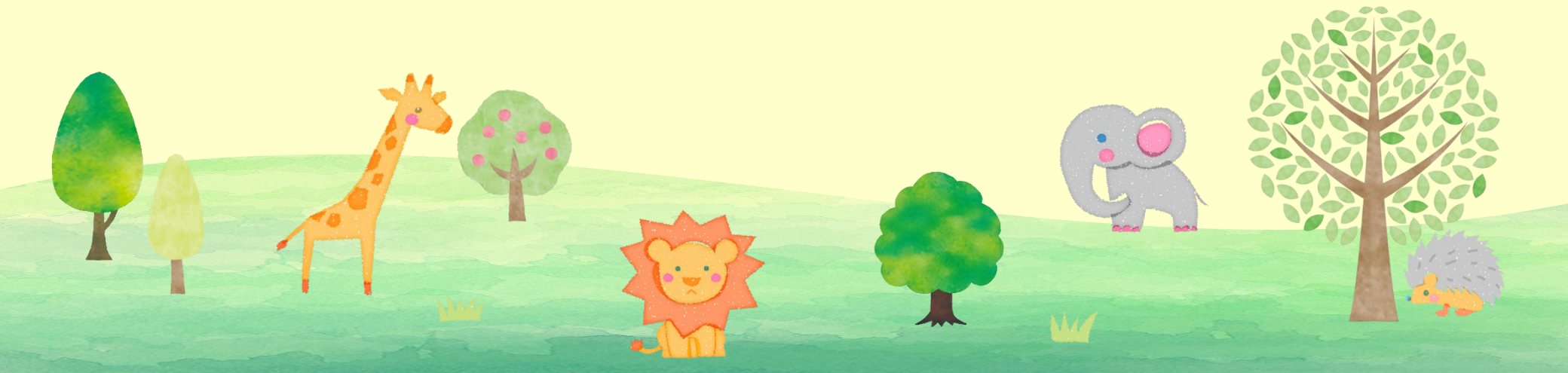


Provisional Translation



# Tsukuba Parenting and Family Support Center Guide to Our Temporary Childcare Service



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# 01 Steps to Use Our Service

## Application



- Contact us by phone or in person to apply for our temporary childcare service.
- Provide your child's health information, including their developmental history, any chronic conditions, and details of any regular hospital visits.
- Book a date to join a service explanation session and to complete registration procedures.

## Service Explanation Session and Registration Procedures



- Confirm the service details, items to bring, and other notes with our staff.

## Online Reservation



- Make your first reservation online together with staff.  
Note: From the second time onward, you can make reservations online from home.

## Gradual Transition Period



- Several trial sessions will be held so that your child can gradually settle into a new environment.

## Transition to the Regular Program



- After the gradual transition period, your child will be able to stay for your preferred childcare hours.

## 02 Eligibility & Frequency of Use

Please find eligibility and other conditions for our temporary childcare service below.

### Eligibility

Your child must be **healthy, at least one year old,** and **registered as a resident of Tsukuba City.**

### Frequency of Use

Up to **three times** per week



**Your child will not be accepted if:**

- They are unwell with a fever, diarrhea, vomiting, or any other symptoms.
- They are taking medication (unless it is allergy medicine or another type that has been discussed in advance).
- They have, or are suspected to have, an infectious disease.
- Their family members have, or are suspected to have, an infectious disease.
- Their siblings are staying home due to a school closure.

# 03 Fees & Hours

Please find the fees and available hours for our temporary childcare service below.

## Fees

¥300 per hour

## Hours

Monday to Saturday, 8:30 a.m. – 5 p.m.

Notes: Closed on national holidays and during the year-end and New Year holidays (December 29 – January 3).

The service may also be closed for events or other occasions.

Any such closures will be announced in advance on the official website.

## How to Pay

Cash only

(Please bring the exact amount as much as possible.)



### Important notes

- If you are **even one minute late** for pick-up, **an additional 300 yen (one hour fee)** will be charged.
- Please **avoid entering or leaving the childcare room between 11 a.m. and 2 p.m.** (lunchtime and nap time) whenever possible, so as not to disturb the children.

# 04 Registration Procedures

Please come to the Center with your child to complete the necessary registration for temporary childcare.

01

## Documents to Bring and Fill Out

### You need to bring your:

- Maternal and child health handbook
- Child's health insurance card  
(If not, Health Insurance Eligibility Certificate)
- Smartphone

### If applicable, you also need to bring:

- Medical certificate or doctor's statement  
(if your child has chronic conditions)
- Prescription information sheet from the pharmacy (if your child is taking medication)

### You need to fill out:

- Child Information Form
- Online Reservation Registration Form

Both forms available  
at the Center

02

## Service Explanation & Room Tour

Staff will explain **what to bring, the daily schedule, and important notes** for the day your child attends temporary childcare. You'll also be shown the childcare room.



03

## System Registration & First Reservation

Our staff will create your account and User ID required for the reservation system. They will also help you make your first reservation. **A permit** will be attached to your confirmation email – please keep it safe.



Starting from the second visit, please make reservations yourself.

# 05 How to Make a Reservation Online

Scan the code  
to make a reservation



You can make a reservation for temporary childcare on a dedicated online system. Please follow the steps below.

## 1 Log in to the reservation system

Enter your **User ID** or **Email Address** and **Password**, then tap **Login**.

## 2 Select Reservation

Tap the **Reservation** button from the buttons: **Reservation**, **Reservation List**, and **Account**.

## 3 Enter Date and Time

Temporary Reservation

Join Waitlist

Select your preferred date from the calendar, enter your drop-off and pick-up times, and tap **Temporary Reservation**.

# 05 How to Make a Reservation Online

## 4 Enter Required Information

## 5 Confirm and Complete Reservation

マイページ

幼児氏名 Child's Name

利用日時 Time  
2025年10月09日 08時30分 ~ 10時00分

料金 Fee  
300円/回 (合計: 600円)

昼食時間の存在 Lunch (Yes/No)  
 無

申請理由 Reasons List

<input checked="" type="checkbox"/> 労働 Work	<input type="checkbox"/> 職業訓練 Vocational training
<input type="checkbox"/> 就学 School	<input type="checkbox"/> 病気 Illness
<input type="checkbox"/> 通院 Part time job	<input type="checkbox"/> 事故 Accident
<input type="checkbox"/> 看護・介護 Hospital	<input type="checkbox"/> 出産 Birth
<input type="checkbox"/> 冠婚葬祭 Events	<input type="checkbox"/> 学校行事 School events
<input type="checkbox"/> 災害 Disaster	

マイページ

健康状態・その他 Health Condition and Other  
良好 Good

緊急連絡先氏名 Emergency Contact  
けやき さくら Sakura Keyaki

緊急連絡先電話番号 Emergency Contact Number  
0298579037

添付書類の提出 Attached Documents

<input checked="" type="checkbox"/> 母子健康手帳の写し	<input checked="" type="checkbox"/> Copy of Maternal and Child Health Handbook
<input checked="" type="checkbox"/> 健康保険被保険者証の写し	<input checked="" type="checkbox"/> Copy of Health Insurance Card

戻る / 一時予約確認

マイページ

昼食時間の存在 Lunch  
無 No

申請理由 Reason  
労働 Work

健康状態・その他 Health Condition and Other  
良い Good

緊急連絡先氏名 Emergency Contact  
けやきさくら Sakura Keyaki

緊急連絡先電話番号 Emergency Contact Number  
0298579037

添付書類の提出 Attached Documents  
母子健康手帳の写し Copy of Maternal and Child Health Handbook  
健康保険被保険者証の写し Copy of Health Insurance Card

戻る / 一時予約

Check that your child's name is correct, and select a reason from the **Reasons List**.

Enter information in the **Health Condition and Other** field. In the **Emergency Contact** and **Emergency Contact Number** fields, provide the name and phone number of a person who can be reached on the day your child attends.

In the **Attached Documents** field, check both options, **Copy of Maternal and Child Health Handbook** and **Health Insurance Card**, then tap the **Confirm Temporary Reservation** button.

Review your reservation details — date, time, child's information (name, health status, etc.), and emergency contact. If everything is correct, tap the **Temporary Reservation** button to complete.

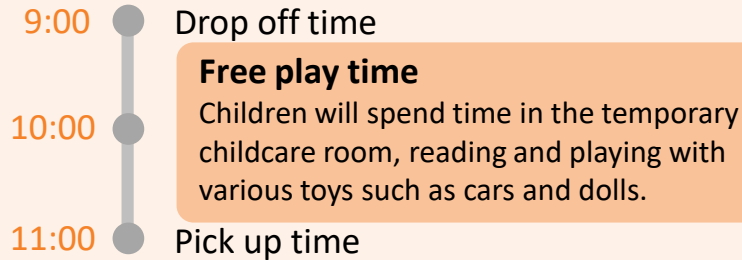
### What to fill in in the Health Condition and Other field

- If this is your first time, enter “**First Time.**”
- If your child is healthy, enter “**Good.**”
- If your child has any food allergies or other health conditions, please specify them by entering “Eggs,” “Flour,” “Asthma,” or any other relevant allergens or conditions.

# 06 A Typical Day at Temporary Childcare

The schedule below shows how children at the temporary daycare will spend their day. Up to six children are cared for by two childcare staff members, ensuring a safe and relaxed environment.

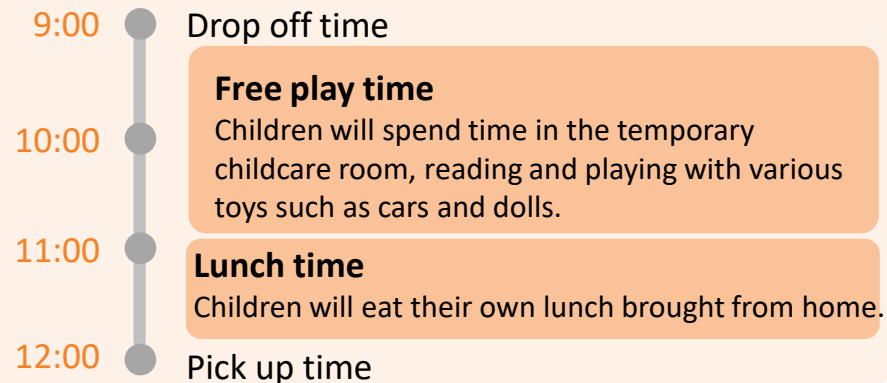
## Example of first trial session during the gradual transition period



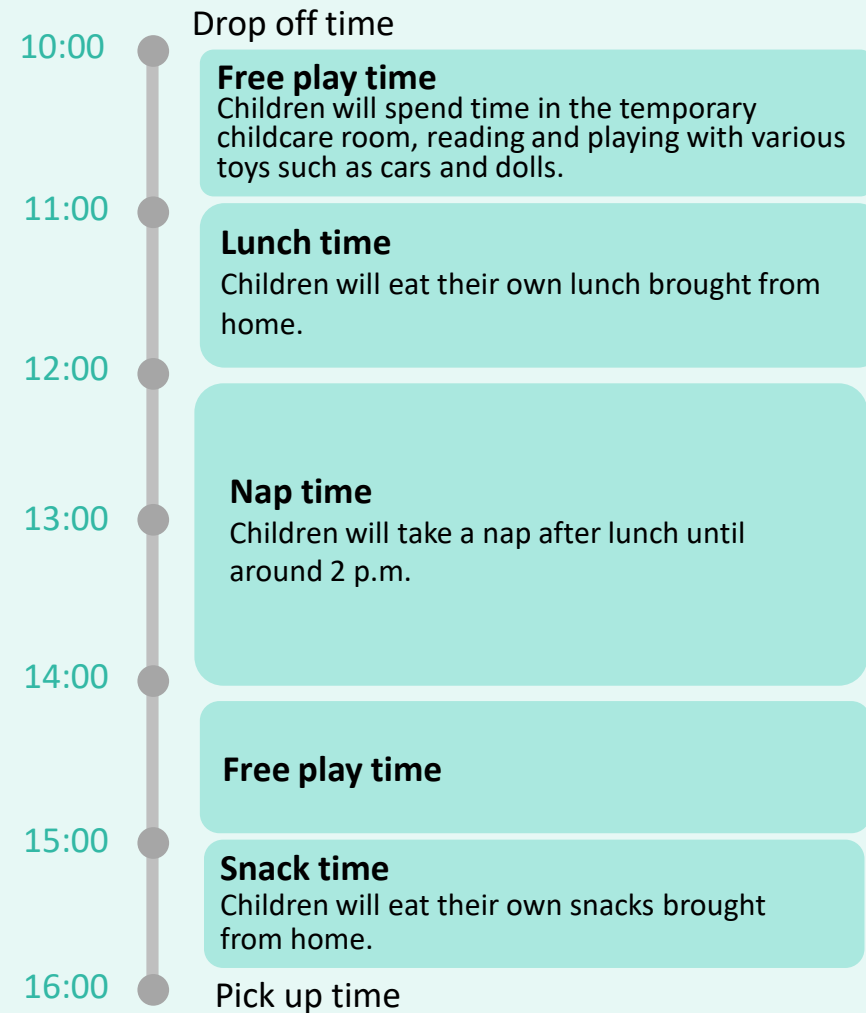
### Note

■ Children cannot stay for the full day or for lunch on the first trial session day.

## Example of second trial session during the gradual transition period



## Example of a daily routine after trial sessions



# 07 Items to Bring and Prepare

Below are the items you need to bring on the day of temporary childcare. **Please label all of your child's belongings with their full name in hiragana using a black permanent marker.**

Diapers



Plastic bags



Baby wipes and wet wipes



Box of tissues



Feeding bib



Extra underwear and change of clothes



Large towels



Packed lunch

(with an ice pack in summer)



Snacks



Drink



Shoes



Tote bag



# 08 Checklist of Items to Bring

Items	Amount	Notes
<input checked="" type="checkbox"/> Diapers	As needed	Write your child's name (full name in hiragana) on the back. Place each in a plastic bag.
<input checked="" type="checkbox"/> Large plastic bags	2	For soiled clothes and used diapers.
<input checked="" type="checkbox"/> Baby wipes	1 pack	
<input checked="" type="checkbox"/> Wet wipes	1 pack	Not needed if baby wipes are used instead.
<input checked="" type="checkbox"/> Box of tissues	1	Pocket tissues are not allowed. Soft-pack tissues of box size are acceptable.
<input checked="" type="checkbox"/> Feeding bib	1	Put it in a plastic bag and place it inside your child's lunch cooler bag.
<input checked="" type="checkbox"/> Extra underwear, change of clothes and bib if needed	As needed	Also, label the clothes your child will wear on the day of temporary childcare with their full name in hiragana.
<input checked="" type="checkbox"/> Bath towels (Large towels)	2	These will be used instead of a sheet and a lightweight summer blanket during nap time. In cold months, please bring a blanket.
<input checked="" type="checkbox"/> Lunch (with an ice pack in summer)	1 meal	Do not wrap your child's lunch box with a napkin or cloth. (Using a rubber band is acceptable.) Chopsticks, spoons, and forks are not required.
<input checked="" type="checkbox"/> Snacks	2 kinds or more	Choose familiar snacks. Put them in a clear zip bag and label it with おやつ (snack) and your child's full name in hiragana using a permanent marker. Label each individual snack package, too. For bananas, write the name directly on the peel. With a permanent marker. <b>【Not allowed】</b> Chocolate, candies, nuts, gummies, konjac jelly, custard pudding, yogurt, and similar items
<input checked="" type="checkbox"/> Drink	As needed	Prepare a water bottle, straw mug, or unopened plastic bottle filled with sugar-free drinks such as water, barley tea or roasted green tea. You may bring two bottles if needed. <b>【Not allowed】</b> Sugary drinks such as juice, sports drinks, and soda, as well as milk.
<input checked="" type="checkbox"/> Shoes		Put them in a plastic bag, label the bag with your child's full name in hiragana, and bring it to the childcare room.
<input checked="" type="checkbox"/> Tote bag	1	Prepare a foldable bag. Carry bags are not allowed.

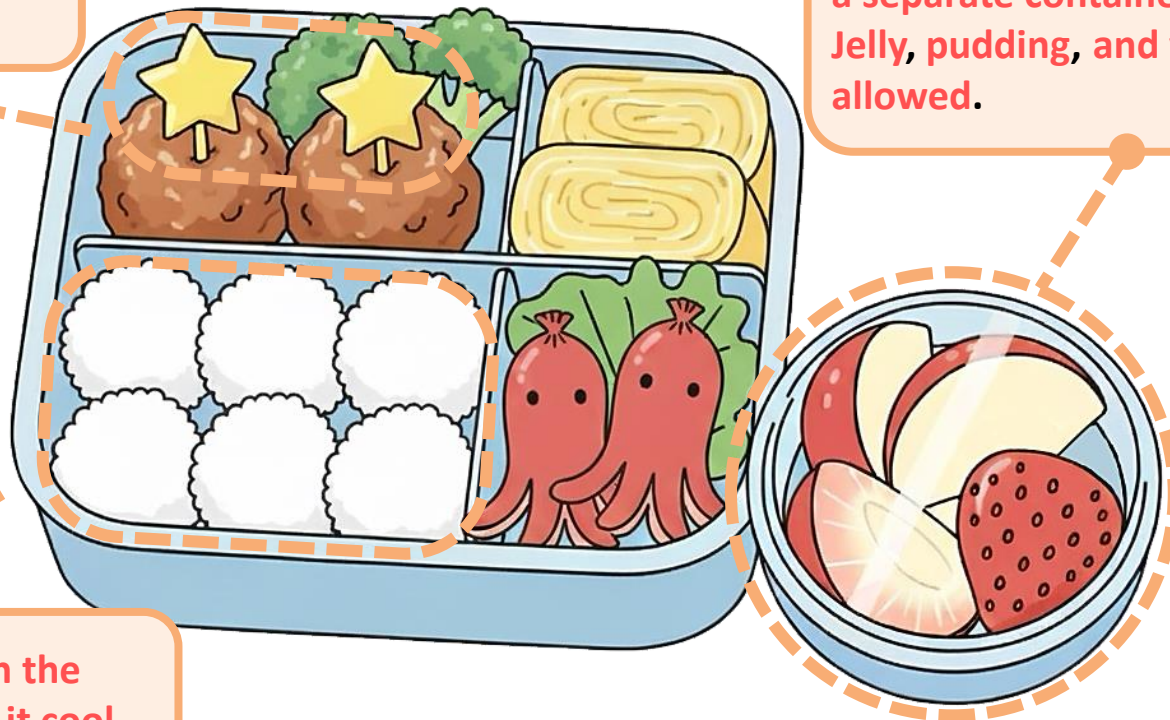
# 09 Packed Lunch

When preparing lunch for your child to bring, please keep the following points in mind.

**Do not put raw food. All food must be cooked or reheated thoroughly**, including **ham, cheese, fish cake, and mayonnaise**. To ensure your child's safety and to prevent any allergic reactions, **please do not include foods they have not eaten before in their lunch.**

**Do not include decorative food picks**, as they may cause **choking or injury**.

If you include **fruit**, please **put it in a separate container**. **Jelly, pudding, and yogurt are not allowed.**



Put **the rice that was cooked in the morning** in a container **and let it cool completely** before covering it.

# 10 Other Important Notes

Please find the important notes below.

## On the Day

You can enter the room five minutes before your reservation time.

- 1 When you come in the Center, please say you have a reservation for temporary childcare.
- 2 Take your child's temperature before entering the childcare room.
- 3 Fill out a Daily Report Sheet in the room and hand it, along with your child's belongings, to the staff.
- 4 After drop-off, show your permit form and pay the fee at the office.

## Changes and Cancellations

- You can change or cancel reservations **online up to 4 days in advance**.
- For changes or cancellations **within 3 days**, please contact us directly.
- To **change your reservation time**, contact us **by the day before**.
- **You cannot change your reservation time on the day.**  
Even if you shorten the childcare time, the fee will stay the same.
- You will not be charged a cancellation fee, even if you cancel on the day.

## Other


- If the person dropping off your child is different from the one picking them up, please inform us in advance.

## Contact Us

For questions about temporary childcare, please contact:

### Tsukuba Comprehensive Childcare Support Center

 61-1 Ryuseidai Tsukuba, 305-0008

 029-857-9037

 [kosodate@intio.or.jp](mailto:kosodate@intio.or.jp)

Scan the code to visit the official website  
of the Tsukuba Comprehensive Childcare  
Support Center

