

Temporary Childcare Information Brochure

Note: Please complete forms [A](#) and [B](#) before the interview.

Operated by: Non-Profit Organization “*Izumi no Kai*”

Location: 3-27-17 Kichijoji Honcho, Musashino City, Tokyo 180-0004

Phone: 0422-77-0213

Website: <http://sukusukuizumi.net>

At “*Izumi no Hiroba*” in *SukuSuku Izumi*, we offer temporary childcare starting from one hour. Whether you need to run errands, take a break, or simply recharge during your parenting journey, our qualified childcare professionals and trained staff are here to support you. Children can enjoy seasonal nature in adjacent parks and play with others at the *Izumi no Hiroba* or from our attached nursery school, “*Izumi no Ouchi*.” Our goal is to foster safe community parenting, emphasizing interaction and mutual support.

- **Eligibility:** Parents with a registered address in Musashino City and their children (from 6 months old up to elementary school graduation).

**Note: This service is only for Musashino City residents.
If you move your address to another city, please inform us.**

- **Capacity:** Up to 5 children per time slot.

- **Available Days and Hours:**

- Monday to Saturday (Closed on Sundays, holidays, year-end holidays from December 29 to January 5, and summer vacation from August 13 to 15, as well as other occasional closures).
- Ordinary use 8:30 am to 5:30 pm (also available; night 5:30 pm to 7:00 pm)

Each time slot is **30 minutes** (starting at :00, :15, :30, or :45).

- ✓ For children aged 0, the duration is up to 4 hours. Cannot be combined with regular use (“Heart Plan”).
- ✓ For children aged 1 and above, the duration can be 1 to 6 hours. If combined with regular use (“Heart Plan”), it can be up to 2 hours.
- ✓ For children aged from birth up to age two, the initial visit is limited to 2 hours.

Reservation and Cancellation

- **Reservation and cancellation inquiries: Call 0422-77-9836 during operating hours(10:00 am to 4:00 pm on open days).**

If we miss your call due to ongoing childcare, please try again later.

- 24-hour cancellation support is available.

General Inquiries (Other Than Reservations/Cancellations)

- Call the main number at **0422-77-0213**.
- When calling from *Sukusuku Izumi*, we will use both phone numbers, so **please save both in your mobile phone.**

Guidelines for Temporary Childcare Service

- **Definition of a Guardian:**

A guardian refers to registered guardians and individuals aged 18 or older who have previously notified “*Sukusuku Izumi*.”

- **Child Well-being:**

At *Sukusuku Izumi*, we prioritize supporting the healthy growth of children’s minds and bodies. If there is a risk that a child’s rights may be compromised, we may decline your request for care based on comprehensive judgment.

- **Safety Considerations:**

If our childcare system cannot ensure safety, there may be instances where we cannot provide care as requested.

- **Photographs During Care:**

We may take photos during care and share them on our website, newsletters, Instagram, etc. (If a child’s face is clearly visible, we will seek permission from the guardian before posting.)

- **Non-Refundable Fees:**

Once paid, membership registration fees, usage fees, cancellation fees, etc., are non-refundable.

- **Continuation of Service:**

If circumstances prevent us from continuing this service before the end of the membership registration contract period, refunds for membership registration fees will not be provided.

- **Violation of Guidelines:**

If there is a violation of the items listed in this “Information Brochure” or any disruptive behavior, we may refuse further care.

First Step: Reservation for Registration Interview

- ✓ Please make a reservation for your registration interview. (Reception hours: 10 am to 4 pm on open days)
- ✓ Reserve at least two days in advance of your desired interview date either in person or by calling 0422-77-9836.

Preparation Before the Interview

- ✓ Read this brochure carefully before the interview.
- ✓ On the day of the interview, arrive on time with your child.
- ✓ The interview will take approximately 30 minutes.

Items to Bring

☐ “**Registration Application Forms A and B**” (previously filled out)

☐ **Maternal and Child Health Handbook**

If you don’t have the handbook, please provide a document that identifies your child and yourself. We use this handbook to see your child’s history of vaccination, and ask you questions about the things we need to know to offer a safety childcare, such as the history of injuries, susceptible diseases, living conditions, etc. If your child received any vaccination for diseases other than those listed in Form A, please add such information in Form A

☐ **Copies of health insurance card and medical certificate**

☐ **Seal (or signature if you don’t have a seal)**

☐ **Registration fee of ¥2,000 per child** (cash or children’s merchandise coupon)

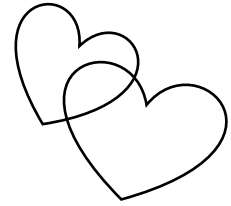
Note: A photo will be taken during the interview.

Once registration is complete, you can immediately make reservations for using our services.

Reservations cannot be made outside reception hours.



Growing Within Various Connections



☺ **Regular Use:**

Once a week (please refer to our website or separate information for details).

☺ **Eligibility:**

Children aged 6 months to 2 years who are registered for our temporary childcare and not enrolled in kindergarten or daycare.

☺ **Pricing:**

Flat rate of 2,000 yen per day for up to 4 hours (monthly contract).

☺ **Operating hours:**

Monday to Friday, 8:30 am to 5:30 pm.

- No need to reserve daily; fixed days and times can be booked for 2 to 6 months.
- Combined with regular use, up to 6 hours can be utilized (initial visit and 0-year-olds limited to 4 hours).
- One slot per weekday. Availability announced on X and Instagram at the beginning of each month.

Liability Insurance Coverage

Up to one hundred million yen per accident for personal injury and property damage.

If damage occurs due to reasons attributable to *Sukusuku Izumi's* responsibility, compensation will be paid from our liability insurance within the coverage limit. However, there may be cases where payment is not made, such as when *Sukusuku Izumi's* responsibility is not recognized or in situations like natural disasters or force majeure.

Membership Registration:

- Registration fee at the time of joining: 2,000 yen (no annual fee; available until graduation from elementary school).
- Once a year (every January to March), we will reconfirm the information we hold on you and ask you to submit a copy of your new medical certificate.
- Even if it's not the renewal month, please promptly inform us of significant changes to the information we hold on you. We cannot be held responsible for accidents caused by discrepancies in information.
- If you miss the renewal in any year, your registration will not become invalid. Please notify us if you haven't updated during your next reservation.

Fees for Temporary Custody:

- 8:30 am to 5:30 pm → 400 yen per 30 minutes
- 5:30 pm to 7:00 pm → 500 yen per 30 minutes
- Additional charge for 0-year-old infants → 100 yen per 30 minutes

Late Arrival Charges:

- 8:30 am to 5:30 pm → 250 yen per 15 minutes
- 5:30 pm to 7:00 pm → 300 yen per 15 minutes

Visitor Registration:

Recommended for trial use. No registration fee upon joining.

Fees for Temporary Custody:

- 8:30 am to 5:30 pm → 500 yen per 30 minutes
- 5:30 pm to 7:00 pm → 600 yen per 30 minutes
- Additional charge for 0-year-old infants → 100 yen per 30 minutes

Late Arrival Charges:

- 8:30 am to 5:30 pm → 300 yen per 15 minutes
- 5:30 pm to 7:00 pm → 350 yen per 15 minutes

Note: If there is no usage for half a year, all stored information will be discarded. Subsequent use will require a new interview appointment.

- To change from visitor to member status requires simple procedures. Member rates apply after procedure completion. Procedures cannot be done without prior notice on the day of custody.
- Limited to registered members, in case of sudden and unavoidable circumstances, emergency responses are accepted even after reservation deadline. However, there may be times when custody is not possible if staff arrangements cannot be made.

Reservation Procedures:

- To make a reservation, visit the *Sukusuku Izumi* office or call us (please have your registration number ready).
- Reservation acceptance hours are from 10:00 am to 4:00 pm on open days.
- The reservation deadline is 4:00 pm on the day before the previous open day.

Additional Information:

- You can make up to three reservations per day, including waiting list requests.
- The next day, you can make another three reservations. There is no total limit.
- Reservation start dates occur twice:
- On the 5th (you can reserve until the 15th of the following month).
- On the 20th (you can reserve until the end of the following month).

**Note: Days when “Sukusuku Izumi” is closed are not counted.
For example, if Monday is a holiday, then Saturday is considered as ‘the day before.’
Please be careful during consecutive holidays like Golden Week.**

Waiting List:

If your desired date and time are fully booked and you cannot make a reservation, you can be placed on a waiting list.

- If a spot opens up by the day before your preferred date, we will call you in the order that we received your waiting list request.
- If we cannot reach you by phone, we will call the next person on the list.
- We will only contact you if your entire preferred time slot becomes available. For example, even if 10:00 am~ 3:00 pm is available for a 10:00 am ~4:00 pm waiting list request, we will not contact you. Please call us if you wish to know about availability.
- Feel free to decline when we call if our service is no longer needed.

Changing or Canceling Your Reservation:

- If you want to change your reserved time, contact us by 4:00 pm two open days before
- If you want to cancel your reserved time, contact us as soon as possible at any time (answering machine available)

Important:

If there are any changes, please note down the confirmation code given to avoid any trouble and keep it until after the relevant day has passed.

Cancellation Fees:

Cancellation fees apply even in cases of weather or health-related issues.

- Contact us by 4:00 pm on the open day before → No charge
- Contact us after 4:00 pm on the open day before → 60% of usage fee
- Contact us after one hour past reserved time → 100% of usage fee
- If staff determines at pre-care health check that care cannot be provided based on overall judgment → 60% of usage fee

Please pay cancellation fees at *Sukusuku Izumi* Office within three days as a general rule.

On the day of use

Parking is prohibited in front of Sukusuku Izumi.

◎ Arrival (Reception starts 5 minutes before the scheduled time)

- If you arrive late for your reserved time, you will still be charged from the reserved time.
- If you arrive early, you will need to wait until the reserved time.
- Fourth graders and above can come without an escort under the responsibility of the registered guardian. However, pick-up must be done by the guardian or an adult designated by the guardian.

◎ Temperature check → Pre-interview → Baggage check

- Please inform us about your child's temperature, health condition of the day, emergency contact, pick-up person, and other important points. If your child has a fever or other health issues and our staff refuses to accept your child, a **cancellation fee (60%) will be charged.**

◎ Pick-up

- For pick-up by anyone other than family members, the person must be 18 years or older, with prior notice from the guardian. Presentation of ID of the person will be required.
- Please come at the promised time. In case of delay, an additional fee will be charged in 15-minute increments.
- We will report on the child's condition during the stay.
- Please check your belongings with our staff to ensure nothing is forgotten.
- Please take all garbage, leftovers, dirty clothes, used diapers, etc. back with you.
- Payment is cash-only on the day of use.

Note: If there are changes to the pick-up person, please inform us in advance.

If the pick-up person is different from the registered mother, the child will not be handed over to anyone else, even if they are family members.

■ **Child's Health Issues**

This facility does not have a nurse. If your child is unwell, we cannot accept them.

If your child has a fever of 37.5°C or higher, vomiting, diarrhea, rash, etc., please use the service only after complete recovery.

■ **We cannot accept medication (including moisturizers, insect repellents, sunscreens, etc.).**

If your child is taking medication at home, please inform us as it serves as a reference for their health condition.

■ **Handling of external medications: Our staff may take the following emergency measures as deemed necessary:**

- For minor cuts, wash with running water and cover with a bandage.
- For insect bites, use *Muhi Baby*.
- For dry skin, use Vaseline.
- For bruises, cool with a wet towel.

*If there are any items that should not be used, please inform us.

■ **If infectious disease is suspected**

Always consult a medical institution and use our service only after the doctor's approval.

■ **If health issues or injuries occur during childcare**

Even if it is within the scheduled time, we may ask you to pick up your child. Please ensure you are reachable and come promptly. (No fee or cancellation charge will apply for the remaining time after pick-up in such cases.)

■ **Emergency Response**

- If your child is injured or shows sudden health changes, we will promptly contact and consult with the guardian. Necessary actions such as contacting the designated doctor or a nearby doctor will be taken.
- If we cannot reach the guardian, our staff will prioritize the child's safety and take appropriate actions. Emergency services may be contacted before notifying the guardian. Please understand in advance.

Nearest Fire Station: Musashino Fire Station 0422-51-0199
Nearest Police Station: Musashino Police Station 0422-55-0110

■ **Emergency Disaster Response**

In the event of an earthquake or other disaster that requires emergency evacuation, we may move to the designated evacuation site without contacting parents. We will contact you as soon as the situation allows and update the status on X (Twitter) and Instagram.

Evacuation Site: Inokashira Elementary School (next to *Sukusuku Izumi* on the east)
Wide-area Evacuation Sites: Inokashira Park or Seikei University
Disaster Message Dial (171 without an area code),
Disaster Message Board (web171, X, Instagram, etc.)

■ **Child Pick-up**

In the event of a major disaster, the child will be handed over to the person listed on "Form B" who arrives first, after presenting their ID and signing. Please ensure that the names are filled in with the consultation and consent of the individuals.

■ **Requests Regarding Belongings**

- Outdoor play and drawing activities may be conducted. Please dress your child in clothes that can get dirty.
- Please avoid bringing valuable, expensive, or dangerous items. We cannot be responsible for the loss, damage, or accidents involving these items. Leaving strollers or bicycles is at your own risk.
- To avoid disputes over toys, we primarily use the toys provided by *Sukusuku Izumi*.
- **All belongings, even small items, must be labeled with your child's name.**
- **Shoes should be clearly labeled with the child's name and placed on the shelf for temporary childcare.**

■ **About Meals (Breakfast, Lunch, Snacks, Dinner, Milk, Baby Food)**

Please bring everything that your child will consume, except for hot water for preparing milk. If you have specific requests regarding milk or meal times, please inform our staff. However, due to the different environment, your child may not follow the usual schedule.

If drinks or diapers are insufficient, our staff will use items sold at the facility based on their judgment.

Diapers: 50 yen. Water (500ml): 150 yen. Please pay together with the childcare fee.

◎ **Baby's Belongings (Examples)**

- ☐ Drink (tea or water, etc.) Please prepare extra.
- ☐ Change of clothes (hat, tops and bottoms, underwear, socks, etc.)
- ☐ Plastic bags (at least 3) for taking home garbage, changed clothes, used diapers.
- ☐ Diapers (necessary number) Please prepare extra.
- ☐ Baby wipes
- ☐ Nap towel (if your child may nap)
- ☐ Small towel (for wiping hands and mouth)
- ☐ Breakfast, lunch, snacks, dinner
- ☐ Milk, baby food
- * We do not accept frozen breast milk. Hot water for preparing milk is available.
- * Baby food can be heated with hot water or in a microwave.
- * It is possible that your child does not eat due to anxiety. Please bring their favorite foods.
- * Cut small foods like cherry tomatoes and grapes to prevent choking.
- * You may bring 1-2 comfort items like toys or towels if needed.

◎ **Children's Belongings (Examples)**

- ☐ Plastic bags for taking home garbage, changed clothes
- ☐ Small towel or handkerchief
- ☐ Breakfast, lunch, snacks, dinner
- Gum and hard candy are not allowed. Snacks should be quick to eat.
- * Game devices and mobile phones cannot be used in the facility. If brought, they will be kept in our office.
- * We supervise children doing homework but do not provide educational guidance.

Sukusuku Izumi**“Izumi no Hiroba” Temporary Childcare Registration Application Form**

Submission Date: Year _____ Month _____ Day _____

Name: (Nickname) _____)		Male / Female	Date of Birth (YYYY/MM/DD)	
Guardian (Father):		Guardian (Mother):		
Address:				
How do you get to <i>Sukusuku Izumi</i> ? Walking / Bicycle / Bus / Other (_____ minutes)				
Home Phone: (_____)		Mobile Phone: (_____)		Other Contact: (_____)
Normal Body Temperature: _____ °C	Blood Type (if known): _____ RH	Family Doctor: Phone: (_____)		
Please fill in any allergies or past illnesses:		Vaccinations	If your child has had any illnesses, please list them.	For each vaccine / immunization, mark the number of doses received.
Has your child been diagnosed with any of the following: heart disease, asthma, febrile seizures?		HepatitisB	(YYYY/MM/)	
		Rotavirus	(YYYY/MM/)	
Please list any major illnesses your child has had:		Hib	(YYYY/MM/)	
Age _____ months (_____)		Pneumococcal	(YYYY/MM/)	
Age _____ months: (_____)		DPT	(YYYY/MM/)	
		DPT + Polio (4-in-1)	(YYYY/MM/)	
Do you have any concerns about your child's development?		BCG	(YYYY/MM/)	
If you have consulted any specialist about the above, please write their details:		Polio	(YYYY/MM/)	
		Measles-Rubella (MR)	(YYYY/MM/)	
		Mumps	(YYYY/MM/)	
		Chickenpox	(YYYY/MM/)	
		Japanese Encephalitis	(YYYY/MM/)	
			(YYYY/MM/)	
If there are any special notes from health check-ups at health centers, please list:				
1.5 years:				
3 years:				
Other:				

Please note:

- We are not responsible for any accidents that occur due to incomplete or false information on this form. For your child's safety, please fill it out accurately.
- Please review and update this form every year in February or March. If you do not use the service for a long period, please reconfirm the details before resuming.
- Notify us promptly of any changes or additions to this information, even during the school year.
- This information will be used to ensure your child's safety and to provide the best childcare services by both *Sukusuku Izumi* and the guardians. Personal information will be strictly managed based on the “Act on the Protection of Personal Information” and will not be used for any other purpose or provided to external parties.

Please complete Forms **A and **B** before your interview.**

Staff in Charge: _____

Photo

(This will be taken by our staff)

Name:	Date of Birth (YYYY/MM/DD):		
Nickname:	Age:	Years	(Male / Female)
Family Members	Name:	Age:	Years (Male / Female)
Name:	Age:	Years (Male / Female)	Name:
Name:	Age:	Years (Male / Female)	Name:
About Meals	Can eat alone / Spills but can eat alone / Can eat with hands / Cannot eat alone		
Likes and Dislikes, Appetite, etc.:			
About Toilet	Can do alone / During toilet training / Diapers		
About Sleep	Naps: Not necessary / Necessary		
Preferred sleeping position, how to put to sleep, etc.:			
Things our staff should know (Favorite activities, noticeable habits, things to be careful about, etc.):			

Emergency Contact Information (We will contact in this order):

If we cannot reach the contact provided during the interview, we will contact the people listed here in order.

Priority	Name	Phone Number / Email Address
1	Relationship with child:	Phone: () Email:
2	Relationship with child:	Phone: () Email:
3	Relationship with child:	Phone: () Email:

People who can pick up in case of a disaster:

Please list anyone other than the parents who might be able to pick up your child.

Even if we cannot contact the parents during a disaster, the person listed here can pick up your child by presenting their ID. It is recommended to discuss with the individuals in advance.

Name	(Relationship with child)
	(Relationship with child)

Pick-up Time: Month Day (:)

Staff in Charge: _____

Signature: _____