



# ★Temporary Childcare

## for Infants and Children★

### ★Age

From 4 months old to children prior to attending elementary school.

### ★Time

Sun.~ Sat. 8:30~18:30



Except Year-end & New Year Holidays (12/29~1/3)

A maximum of five hours per day (on an hourly basis).

※The maximum time maybe reduced considering the health and development of each child.

※Maximum two hours at the first time of using our services.

### ★Fees

Weekdays - 500 yen per hour.

Sundays and National Holidays - 600 yen per hour.

Please pay by cash at the time of picking up your child.

(We do not accept payments in advance, and payments by credit cards.)

### ★Procedure

#### •Registration 10:00~17:00

Please complete user registration prior to using our services; the application forms must be completed and submitted prior to utilizing our services. Please bring a copy of your child's health insurance card, infant and toddler medical subsidies card, and the "mother and child health handbook" page of child's birth conditions at time of registration.

•Please come with your child.

#### •Reservation 9:00~17:00

•Please make your reservations by phone, or at the "Appy" reception. Please note that we would have to refuse childcare if there is no availability, due to the number of children on childcare.

•Please note that all reservations are made by parents.

•For registered users who are citizens of Minato-ku:

Reservations can be made from a month before (in case of

a holiday, the working day before)

•For registered users who are not citizens of Minato-ku: Reservations can be made from three days before.

•Registration card number is required for making reservations.

### ★Attention

•Please inform us ahead of time if you anticipate the extension of childcare.

•In case of your child is not in good health, you can't have childcare service. Or we'll call you to pick up early.

•Please strictly observe drop off and pick up times. If you regularly disregard the reservation times, we reserve the right to refuse childcare for your child.

•If you are 30 minutes late for the reservation, your reservation will be automatically cancelled.

### ★For each day of childcare

•We request you to keep ample time to fill in details regarding your child's health condition and body temperature in the "Childcare Request Form," at the time of drop off.

•Please make sure to fill in emergency contact details for each day of childcare. In case of an injury or sudden change in your child's health we will immediately inform you. We will take the child to a hospital if he/she needs immediate medical attention.

### ★A child's accompanying

•We request the person who dropped off the child to also pick up the child. If the person picking up the child is different from the person dropping off the child, please inform us at the time of drop off, and present identification (Driver's License, Passport, etc.) of the person picking up the child. We will not hand over the child to anyone we cannot identify.

### ★Lunch 11:30~13:00 Snack 15:00~15:30

Please make sure to bring food and drink for Lunch time and snack time.

※Please consult us if your child have some allergy and limit of foods.

※Frozen breast milk is not accepted.

### ★Things to bring

Clothes, Shoes, Diapers, Wipe for buttock, Hand towel, Plastic bags(3), Bath towels(2), Apron, Lunch, Snack, Drink, Formula milk (per-use), Baby bottles (per-use)

(Please make sure to write child's name on every items)

### ★Other details

•We will not accept medicine and any child who is on medication, or who was inoculated on the day of childcare.

•Long nails can cause injury. Please cut them short.

•We'll not accept any child who have a body temperature of 37.5 degrees Celsius or higher. Even if the body temperature is below 37.5 degrees Celsius, we reserve the right to refuse childcare if your child is not in good health.

•If you regularly disregard the reservation times, we reserve the right to refuse childcare for your child.



## ★Toddler's Play Room★

### ★User registration

Play Room is a facility mainly for children age 0 to 3 and their guardians of Minato residents.

Please refrain from using this facility for children over 3 years old, with the exception of consultations or group activities.

### ★Utilization time

Sun.~ Sat. 10:00~18:00

Except Year-end & New Year Holidays (12/29~1/3)

and the days for checking the facility.



### ★Procedure

- Must be registered as a Appy Azabu Member. When applying, please bring identification card issued by a public agency. (Health Insurance card, passport, driver's License)
- Adults must wear socks in the playroom because children touch floor and lie down.
- One user Registration Card will be issued per child upon user registration.
- When using Appy, a guardian who is registered on the User Registration Application is to show the User Registration Card at the reception.

### ★Ask in use

- Please set cell phone to silent (Manner mode) inside Hiroba and refrain from phone calls except for emergency.
- Please refrain from mailing, using mobile applications, earphones and taking picture or videos.
- Please refrain from bringing your own toys or picture books.
- Please take back all your trash and used diapers.
- Appy does not have parking for automobiles. We do have parking only for bicycles.
- Smoking is prohibited in all area inside Appy.

### ★When you enter

- Please give us the registration card of Appy at reception.
- Please keep your valuable items with you as we take no responsibility in any case of loss and/or damage of your property.
- Please put the baby stroller in the appointed place.

### ★When you leave

- Please pick up the registration card at reception.



### ❀❀❀Access❀❀❀

- ❀ Toei Oedo Line:  
Azabujyuban Station. Exit 7.  
(About 2minutes walk)
- ❀ Tokyo Metro Nanboku Line:  
Azabujyuban Station. Exit 5a.  
(About 5minutes walk)
- ❀ Bus:  
Azabujyuban Stop.  
(About 2mimutes walk)



Commission Management : Associe International Inc.

〒153-0063 3-11-3-3F Meguro Meguro-ku

TEL: 03-3711-3900 FAX: 03-3711-3901

URL: <http://www.associe-international.co.jp>

## Minato Childrearing Support Plaza

# Appy Azabu



## ★Toddler's Play Room★ ★Temporary Childcare for Infants and Children★

〒106-0032 5-12-24 Roppongi Minato-city  
Azabu Library 1F  
TEL:03-5114-9900

<http://www.associe-international.co.jp>