

# “WAKU WAKU Hoikuen” On-Campus Nursery additional recruitment drive

March 16, 2010

At the “WAKU WAKU Hoikuen” on-campus nursery we are having an additional recruitment drive for people who wish to enrol as regular users from April 2010 until June. If you would like to use the facility, please apply as described below.

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## ❖ Eligible users

TDMU staff members and students (both undergraduate and post graduate in principle. In any other cases, please contact us.)

## ❖ Method of applying

- Please submit the “Regular User / Day-by-Day User Registration Application” form to the department in charge listed below during the application period. If your partner’s place of work or school is not TDMU then a “Certificate of Employment / Study” is required. For more details please see the note at the bottom of the application form. (We can accept applications by post or fax, but if you send us a fax, we request that you also submit us the original copy afterwards).
- You can download the application and certification forms, as well as the registration procedure from the URLs below. Please submit your application to department in charge listed below.
- The registration procedure is for internal use only. If you are unable to browse it because you are on childcare leave etc., we will send it by post, so please contact the department in charge listed below.

WAKU WAKU Hoikuen Registration Procedures (Information for internal use only)

<http://www2.tmd.ac.jp/cmnn/jinji/shokuinka/tebiki.pdf>

Regulations for using the TMDU On-Campus Nursery

<http://www.tmd.ac.jp/cmnn/rules/houki/3hen.html>

(The regulations are in volume 3, section 2, clause 15)

Regular User / Day-by-Day User Registration Application

<http://www.tmd.ac.jp/cmnn/jinji/shokuinka/jyoujiichiji.pdf>

Certificate of employment / employment offer

<http://www.tmd.ac.jp/cmnn/jinji/shokuinka/syoumei.pdf>

Other information about WAKU WAKU Hoikuen

<http://www.tmd.ac.jp/cmnn/hoiku.html>

Application period for those wishing to enrol in April  
March 16, 2010 (Tue) – March 19, 2010 (Fri)

Application period for those wishing to enrol in May  
1) March 16, 2010 (Tue) – March 19, 2010 (Fri)  
2) April 5, 2010 (Mon) – April 14, 2010 (Wed)

Application period for those wishing to enrol in June  
1) March 16, 2010 (Tue) – March 19, 2010 (Fri)  
2) May 6, 2010 (Thu) – May 12, 2010 (Wed)

❖ Selection process

- 1) Once you have applied, the facility operator (Pigeon Hearts) will hold an interview for the parent and child. We will contact you about the time and date of the interview at a later date.
- 2) After this we will carry out the selection process.
- 3) You will be notified of the result about 1 week after the end of the application period.

❖ Nursery overview

Address: 1<sup>st</sup> Floor, Bldg 6, Yushima Campus

Name: WAKU WAKU Hoikuen

Number of children to be admitted: 27 users (Allocation: Under 1 year old: 9; 1-2 years old: 9; 2-3 years old: 6; 3 years and up: 3)

Hours of operation: Basic hours of operation: 7:30 a.m. – 6:00 p.m.

Extended hours of operation: 7:00 a.m. – 7:30 a.m. / 6:00 p.m. – 8:00 p.m.

Days closed: Saturdays, Sundays, national holidays and over the New Year period (29 December – 3 January)

Fees: Regular user, ¥70,200 per month (extended hours care is charged separately)

Day-by-day user, ¥350 per half hour (registration fee and meal costs are charged separately)

Person in charge: Ms Ishida, Staff Section, General Affairs Division

Address: 1-5-45 Yushima, Bunkyo-Ku, Tokyo, 113-8510

Telephone: +81-3-5803-4654

Fax: +81-3-5803-0354

E-mail: hoiku.adm@cmn.tmd.ac.jp