

Agreement and Understanding

In starting childcare provision, the contents that we should explain to you are as follows.

1.The management main body of Funky MoMo SAKURA

Name of company	Square Funky MoMo Co.
Location	1-2-25, Imazu, Iwakuni, Yamaguchi
Phone No.	0827-23-5353
Name of representative	CEO Wataru Yasumoto

2.Facility

Type of facility	Nursery school
Name of facility	Funky MoMo SAKURA
Address of facility	1-18-20, Imazu, Iwakuni
Contact information	TEL (0827)-24-3205 FAX (0827)-23-8311
Administrator	Director Masami Yasumoto
Applicable child	Infants under the age of 3 who need childcare according to Japanese guideline.
The number of members	(Infants according to Japanese guideline) 1 to 2 years of age 11 people 0 years of age 6 people
Establishment date	September 1st,2018

3.Aim of establish of facility and management policy

Based on the following management policy, our aim is to accept children who need the daycare and to do the daycare.

- 1) In offering the daycare, we will try to provide the place of life most suitable for aggressively promoting the welfare of the child by considering the best interest of the child.
- 2) Our staff with expertise on the daycare will undertake care and education together in close collaboration with the family based on the situation and developmental process of the child.
- 3) While trying to cooperate with various social resources with the family and community to which the child belongs, we will endeavor to provide support for parents of the child and the local child care family.

4.Facility and structure

1) Are and Structure

The site	Site area	112.19 m ²
	Playground	110.25 m ²
The building	Structure	Steel flame
	Total area	181.38 m ²

2) Facility

Baby room	1	
Childcare room	1	1~2-years-old child
Kitchen	1	
Reception room	1	

5.Staff

Director	1
A chief of childcare	1
Childcare	8
A cook	1
Nutritionist	1

Note) We fulfilled of the required conditions of the Iwakuni guideline

- Daily working form of staff

Director	7:00a.m.-7:00p.m.
A chief of childcare	9:00a.m.-6:00p.m.
Childcare	7:00a.m.-4:00p.m. 11:00a.m.-7:00p.m. (note)
Nutritionist	8:00a.m.-5:00p.m.
A cook	8:00a.m.-1:00p.m.

note) The working hours of each staffs is different vary according to rotation or as a matter of convenience.

6.Hours of operation

Mon.-Sat.

Note) except on New Year holiday (29th Dec. to 3rd Jan.) and Japanese national holidays.

7.The time we provide the daycare service

7:00a.m.-6:00p.m. (standard hour)

6:00a.m.-7:00p.m. (extended) note) An extra charge will be added.

- Last attending nursery school

Please come by 10:00 a.m.

If you have unavoidable circumstance, you can come by 11:00 a.m.

8.The time you take your child-care service

Please check the other paper (No.1)

9. Service contents

1) Standard hour service and extended hour

2) Many kinds of classes teach by outside lecture.

English class, music class, gymnastics, picture book, baby massage, painting class.

※ An extra charge will be added.

3) meal-service

	Eating meals in the morning	lunch	Eating meals in the afternoon
0 age	9:00	11:30	15:00
1 year- old	9:00	11:30	15:00
2 years-old	9:00	11:30	15:00

※ We inform to you meal menu every month.

※ Please tell us if your child(ren) have food allergy and so on.

10. A charge for use

According to the manual of the municipal government.

Add to our lessons we are doing. (Look at the others paper No.2)

11. The matters that our childcare experiod.

1) When the child become 3 years-old.

2) When you do not come for under the rule of the municipal government shall be prescribed

3) When a serious trouble or difficulty occurred about continuation of the use.

4) Partner School Imazu Kindergarten(〒740-0017 5-2-9, Imazu-machi, Iwakuni-shi)

12. Commisioned doctor

1) Internal disease, Pediatrician

A hospital	MOURI pediatrician clinic
Director	Hisao Mouri
Address	2-8-8, Yamate, Iwakuni
Phone number	0827-23-6677

2) Dental clinic

A hospital	MICHIYO dental clinic
Director	Michiyo Niimura
Address	2-2-36, Tateishi, Iwakuni
Phone number	0827-21-3355

13. Treatment in Emergency

When happened something sudden change, we access immediately emergency contact details.

Please check up the other paper of Emergency contact list.

14. Emergency counseling (request or complain etc.)

Consultation counter	Stuff : Shiori Watanabe Reception hours: 8:30~18:30 Tel :0827-24-3205 Fax :0827-23-8311	
Third person	Masako	Tel :0827-22-5597
	Kumagai	Welfare commissioner of volunteer

※There is established opinion box in the school.

15.Prepare measure for emergency

Emergency's actions	to act by the planning of firefighting
Structure for fire	Fireproof building
Facility of fire prevention	Automatic fire alarm system Gas leak alarm system Emergency power supply equipment Guide light Emergency alarm device Fire extinguishers Curtains, carpets, fitting for fireproof
Disaster drill and fire fighting	Over once a month

16.Other points of attention

Prohibited matter

Smoking	Nonsmoking in this area
Activities of Religious, Political, economics	Please refrain from persuasion any activities to the other user.

17.notes

Other notes will be informed each time.

We explained important matters based on this document for application.

Funky MoMo SAKURA

Director Masami Yasumoto

I received explanation about Funky MoMo and I agreed.

Date:

Address:

Child name:

Applicant name:

A family relationship to applicant:

Signature

The other paper No.1

The important matters between Funky MoMo and parents.(check)

1.What days of the week win you use?

Mon. Tus. Wed. Thu. Fri. Sat.

2.What time win you use?

Drop off _____:_____ (But please come by 10:00 a.m.)

Pick up _____:_____

Date when you need hourly care?

※User fees is decided by the time to use.

3.Emergency response

When child has any accidents, we rapidly contact the following medical institution and emergency contact.

Medial institution	Name:
	Department:
	Doctor's name:
	Address:
	Phone number:
Emergency contact 1	Address:

	Phone number: Name:
Emergency contact 2	Address: Phone number: Name: A family relationship:

4. Please tell us about your child, Allergies, Illness, Diaper, Rash, etc...

The other paper No.2

Fees

1. All of applicant

Tuition for talent development	Baby massage/music class (Until 1 year old)	Free
	English class/music class/ Gymnastics (1 to 2 years old)	¥1000/month
	English class/music class/ Gymnastics/painting class/ picture book (2 to 3 years old)	¥2000/month
Insurance	Death, obstacle disorder, hospitalization, outpatient visit	¥800/month
Due for Christmas	Present etc.	¥800
cost for excursion	fare (train, bus etc.)	Actual cost

2. Applicable applicant

1) extended childcare

¥100/a hour ¥50/a half hour (AM7:00~9:00)

¥100/a hour ¥50/a half hour (PM5:00~7:00)

2) teaching material fee, uniforms

Please check the other paper.

※We will give you receipt for payment.

A consent form for personal information

I agree to share about family private information within the purpose of minimum necessary information.

Details are as given below.

- When your child will be 3 years-old, we share your information to other school if you prepare for entering.
- If we need sharing about your family information ;Holiday childcare, daycare for sick children, changing of nursery school, using brothers or sisters others school, the agency related government guideline.
- This nursery school share your family information to hospital or others agencies.

Funky MoMo SAKURA

Direcor Masami Yasumoto

Date :

Address :

Child name :

Your name :

A family relationship:

Signature