

Admission Guide

Social Welfare Corporation Ryokusei Fukushi Kai

Onozaki Smile Nursery School

1439-1 Onozaki, Tsukuba City

Tel: 029-893-4115

Fax: 029-893-4116

Nursery School Hours:

Weekdays:

07:00 - 20:00

Saturdays:

07:00 - 18:00

Day Care Hour Categories

Standard hours:

7:00~18:00

Short hours:

8:30~16:30

The day-care is available during hours people work (including time commuting to and from work).

On days when parents aren't working, we request home daycare. Please consult with the

director if you have other special circumstances (e.g., hospital visits), hours before or after work, or about your holidays and days off work.

Other times are not included, so please coordinate with your family to pick up your child earlier.

Please fill in on the child's form the basic pick-up and drop-off times based on the work certificate, and notify us of any daily changes by e-mail or other means.

Please note that there is an extended daycare fee for non-certified hours. Also, please arrange for someone to pick up your child after the nursery closes at 8:00 p.m. on weekdays and 6:00 p.m. on Saturdays, as we are unable to accept children after these hours.

Please always make arrangements for someone to pick up your child. During childcare leave or while seeking employment, the childcare service is certified for short hours. (During maternity leave and while seeking employment, the childcare service is certified for standard hours, but please try to spend as much time as possible with your older child).

Please inform the office if you change your hours of use; change your certification; change your job; have a leave of absence; have maternity leave; have childcare leave; have a change of address; or any other changes in your family situation.

Please submit a certificate of employment if you change jobs.

Please note that after-hours (after 6:00 p.m.) and Saturday care will be provided jointly by a minimum number of caregivers in the absence of the homeroom teacher. We ask for the cooperation of your workplace (shorter hours) and family (i.e.: grandparents) in order to ensure the safety and security of your child.

Arrival And Departure from Preschool

Please arrive at the preschool by 9:00 a.m. to ensure smooth entry into the daycare activities.

If you are absent or tardy, please submit a request by 9:00 a.m. on the day of the absence or tardiness using the "Hai Cheese Notebook". Please call the preschool directly.

When applying for an absence, please enter details such as home daycare in the "Reason for absence" column.

If you are absent due to illness, please write in the "name of illness" and "symptoms" in detail.

Childcare will not be provided if you have a fever of 38 degrees Celsius or higher the day before or after immunizations.

Please be sure to apply for the absence, tardiness, pick-up time, etc. with the Yes Cheese Notebook even if you have informed the staff verbally, by phone, or in a contact note. (If you do not submit a request, we will call you to confirm.)

Please apply for a change in the time of drop-off or pick-up by 6:00 p.m. on the day of your child's arrival.

*Please call us for any other requested time. If you are in a hurry to pick up your child, please call us.

If you are going to pick up your child earlier than usual, please consult with the director and apply for a "change of pick-up time".

If someone other than the parent/guardian is picking up or dropping off the child, please enter their name and relationship to the parent/guardian on the application. If we do not hear from you in advance, we will contact the parent or guardian for confirmation.

If you forget the QR code, please select the class and touch your child's name.

Please refrain from bringing toys or putting food in your child's mouth at school in order to prevent problems between children and to be considerate of other children with allergies.

Please do not play in the playground or nursery, and exit the school immediately to avoid congestion in the parking lot.

You may bring your child to the school in your car.

Please make sure to lock the gate to prevent children from running out of the school. For security reasons, please use the intercom to unlock the gate between 9:30 and 15:30 at the office.

When picking up or dropping off your child, please do not leave your child unattended and

always take your child by the hand.

What to bring by class:

- 1 futon cover
- 1 bed-wetting sheet
- 1 towel sheet
- 2 soiled item bags
- 1 water bottle
- 2 to 3 meal aprons
- 2 to 3 mouthwash towels
- 1 mag mag
- 3 to 4 pieces of clothing for changing
- 3 to 4 underwear (year-round)
- 1 to 2 pairs of socks
- Number of diapers required
- Number of pants required
- 2 wipes
- Backpack (for children over 2 years old)
- Handbag (for children 2 years old and up)
- Cups and cup bags (for children over 1 year old)
- Loop towel (for children 2 years old and up)
- Shoes/Jogi Shoes Bag (for children 3 years old and up)
- Drawstring bag for changing clothes

Water bottles are not used for the Chick Class as they use baby bottles, mug cups and school cups.

The school will provide WAKO-DO Hai-Hai for milk. The baby bottles will be provided by the school.

Water bottles for the Squirrel Group will be available in the fall. We will let you know in the near future.

Clothing And Personal Belongings:

Please have your child come to school in clothes that are easy to put on and take off by

themselves and easy to move around in.

Please refrain from wearing sweatshirts with hoods, winter jackets with hoods, skirts, pants with skirts, pants with strings, and hard pants that are difficult to pull up and down, as they may get caught or tangled in playground equipment and lead to unexpected accidents.

Please adjust or change clothes according to the condition of your child and the season.
(We will inform you when to wear rompers for 0-year-olds and when to change clothes.)

Please refrain from wearing items with buttons or decorations as they may be accidentally swallowed.

Please make sure that your child wears shoes that are appropriate for his/her foot size.

If your child comes to school in sandals, boots, or boots, please leave the athletic shoes in the shoe box.

Some children wear shoes of the same design. Please be sure to write your child's name on them.

Please be sure to write your child's name on all belongings. Please write your child's name in the designated place on their clothing in large letters. It is okay to write it on the back of the clothes.

Please attach a string to the collar of 3, 4, and 5-year-old children's jackets so that they can hang them in their lockers.

Drawstring Bag (3, 4, and 5 year-olds)

This bag is used to keep a new change of clothes. The child will take it out and change by himself/herself.

It will be hung in the locker for two children. Please use a drawstring bag with a handle if possible, so that it can be hung on a hook. If the drawstring is too long, it may be dangerous, and the bag may fall over. Please write the name of the child in a large, easily visible place (45 cm x 35 cm).

Bedding cover for sleeping, bed-wetting sheet, toweling blanket (0, 1, and 2 year olds)

Since the size of the futon will be 118cm x 71cm, the size of the mattress cover should be

about 120cm x 75cm.

Please use a zipper for the opening.

Please write your name in a large, easy-to-read place.

Cot Covers and Towels For Sleeping (3, 4, & 5 year olds)

Cot beds are used.

○ cover

Summer: Bath towel or terrycloth

Winter: Blanket (child size)

Cot cover

Please prepare a cot cover and, if you are worried, a bed-wetting sheet.

Please remove the four corners of the cot cover and attach an elastic band to the cover to prevent it from shifting.

Disinfection will be done on Saturdays.

Please bring a water bottle every day. (2, 3, 4, 5 year olds) 1 year olds will start using it in the fall.

This is for disaster prevention and hydration. When they run out, we will add barley tea at the school.

Please make sure that the water bottle has a string and is a direct drinking type (water or tea). (The contents should be water or tea).

Please wash and clean the drinking spout and gaskets daily.

During the summer months, the drink inside the bottle gets warm and bacteria can easily multiply. We recommend that you fill the stainless steel water bottle with cold drinks or ice.

*We recommend that Squirrels use a water bottle that can be changed from a straw to a direct drinking spout.

Joe Shoes and Shoes Pail (3, 4, and 5 year olds)

Please prepare comfortable shoes.

Please make sure that the shoes are appropriate for your child's feet (too big or too small may lead to injuries such as falls).

Please be sure to write your child's name in large letters.

Backpacks (for 2, 3, 4, and 5 year olds)

Please use toddler backpacks, not baby backpacks, to hold all of your belongings.

(We recommend something around 35 cm x 25 cm x 13 cm size)

Please make sure to write your name on it.

Handbag (for 2, 3, 4, and 5 year olds)

Please bring a large handbag to put picture books, bedding covers, bed-wetting sheets, etc. in it. (about 45cm x 35cm).

Please make sure to write your name on the bag.

Other Requests:

Hairpins, decorative elastics, thin elastics, chou chou, and small silicone elastics are prohibited. They can easily fall off and cause infants to accidentally ingest them. Please use simple, unbreakable elastic.

Hooded jackets, pants with strings, skirts, and trousers with skirts are not permitted during childcare activities (e.g., gymnastics and playground activities).

Please refrain from wearing hooded jackets, trousers with strings, skirts, and pants with skirts, as they are dangerous during childcare activities (gymnastics and play on the playground equipment).

Please bring clothes that you do not mind getting dirty.

Please wash the colored school cap on weekends. Please sew back the elastic when it is over stretched.

Please do not wear key rings attached to backpacks, etc., as they may come off, break, or cause trouble between friends.

Please make sure to check clothing according to the child's growth and the season.

We will inform you of bathing towels, water play clothes, swimsuits, etc. at the time of the

season.

Diapers and underpants that run out that day will be bought back (50 yen per diaper, 250 yen per pair of underpants).

Please do not leave umbrellas at the daycare center on rainy days; parents/guardians are requested to take them home.

Please write your child's name on everything from diapers to socks.

(Please note that on some items, such as items given to you as hand-me-downs, may still have someone else's name on them.)

(Please note that there are cases where the name of someone else may be left on the item, such as when the item is given to a child as a gift).

In the 3, 4, 5 year old class, we will talk to the children so that they can do their own things. We will communicate with them so that there are no mistakes, but please understand that there may be times when a friend's belongings are mistakenly placed with their belongings.

For Parking Lot and Bicycle Users:

Please follow the rules and park bicycles side by side in the bicycle parking lot.

Please be careful with children getting on and off the bicycles. Please do not leave your child unattended on the bicycle.

For those who are picking up and dropping off children at the parking lot:

Our school is located in a residential area and is on the school route for elementary school students. Please stop once at the three-way intersection at Miyashita Park and drive slowly.

About the parking lot:

A standing guard will be stationed in the parking lot. Please follow instructions and obey the entrance and exit signs to the parking lot. Please do not stand around talking to other parents, and please pick up and drop off your children promptly. Please do not leave your child unattended and always hold their hand.

Please be careful not to leave valuables unattended or forget to lock your child's door.

Please understand that we are not responsible for any accidents or theft in the parking lot. The parking lot is very crowded in the mornings and evenings. Please be sure to follow the rules of the parking lot.

Also, the neighborhood is on the route for elementary school students to go to school, and there are narrow streets in the neighborhood. In addition to our school's children, elementary school students also must be protected.

Please do not cause inconvenience to the residents in the neighborhood. Please be considerate of other parents, be patient and careful when picking up and dropping off your children.

Guidelines for Absence and Attendance at Preschool:

- From the Guidelines for Prevention of Infectious Diseases in Nursery Schools
- Guidelines for absence from school
- Guidelines for attending preschool:

Fever:

Fever of 37.5° C or higher the day before

Fever is 37.5° C or higher in the morning.

Lack of energy and bad mood with a temperature of 37.5 C or higher

Lack of appetite, not eating breakfast and drinking less water than usual.

Has used antipyretics since the previous day (including suppositories).

- No fever over 37.5° C the day before
- Lack of fever over 37.5° C the day before
- Lack of fever under 37.5° C in the morning and good energy and in a good mood.
- Cough and runny nose have not worsened.
- No fever above 37.5 ° C within 24 hours without using antipyretics (suppositories)

Diarrhea:

Diarrhea has occurred at least twice since the previous day.

Diarrhea occurs after eating or drinking water.

No urination in the morning

- Normal stools without soft stools or diarrhea within 24 hours
- No diarrhea after eating
- Urination frequency is normal

Vomiting:

Vomiting at least twice since the previous day

Body temperature is higher than usual with nausea.

Lack of appetite and desire for water

- No vomiting within 24 hours.
- The patient is able to eat and drink as usual.
- In a good mood, has normal color and energy

Cough:

Often wakes up at night with a cough.

Has a continuous cough at present.

Has asthma (wheezing, whistling) or dyspnea.

Lack of energy and in a bad mood

Lack of appetite, breakfast, and fluids.

Coughing too much and vomiting

- Without continuous coughing
- No wheezing or labored breathing
- Can eat meals and drink water
- No coughing while eating

Guidelines for absence from school Guidelines for attendance at school:

Rash:

Fever and rash

Inability to eat or drink due to mouth ulcers

In case of rashes, head and face cannot be covered with gauze or cut-backs.

Itching and scratching in the affected area

The rash is so itchy that the patient scratches the affected area

- He was diagnosed at a hospital with no risk of infection.

☆ Nursery school is a group living environment, which makes it easy for infection to spread.

To identify the cause of the infection, please do not judge for yourself, but go to a doctor and tell us the result.

☆If you have a wound on your head or have been hit hard on the head, please go to the hospital and get a doctor's diagnosis.

☆If the child's behavior is obviously different from usual, or if the child complains of pain and does not stop crying, please go to a hospital to receive a doctor's diagnosis.

☆We will contact the parent or guardian if the child's behavior is different from usual or if an infection is suspected.

Please make sure that we can contact you in case of emergency.

☆Even if symptoms improve on the day you leave school early, you will not be allowed to attend school the next day after you leave early.

☆If you force your child to attend preschool while he/she is still recovering, it may lead to a relapse or prolong the symptoms. Please take sufficient medical care before coming to preschool.

☆If an infectious disease is suspected, please have your child's siblings rest together as much as possible.

☆If your child has an infectious disease and recovers from it, please make sure to fill out the "Opinion Form (filled out by a doctor)" or "Preschool Registration Form (filled out by a parent/guardian)" is required. Please see the doctor, fill out the necessary information, and submit it at the time of your child's arrival at preschool.

Vaccinations should be given on days when the child is absent from school or when the child is picked up early.

Please note that we cannot take care of your child after the vaccination on the same day.

☆ "Opinion Form" and "School Attendance Notification Form" can be downloaded from our website.

Commissioned Doctor:

Internal Medicine: Ninomiya Ochi Clinic

Dentistry: Yoshida Dental Clinic

(Only necessary drugs are given at the preschool to children with long term sickness and conditions.)

☆ To prevent accidents, there is no medication given at the preschool. The teacher at the daycare will not give medicine to children at the daycare unless in emergencies or in special situation as written below.

Please inform the nursery staff or the nurse when your child receives the medication and ask them to dispense the medication as much as possible.

Please make sure to hand the medication to a staff member or nurse. Please fill out the medication request form, which will take some time for us to confirm.

Please write your full name on the container itself and on the package, and bring only one dose of the medication. (For topical medications, the entire container is acceptable.)

Please note that we can only accept prescription medication. Over-the-counter medications or those brought at the discretion of the parent/guardian will not be accepted. Medication that have been prescribed for more than the prescribed number of days will not be accepted.

The nurse will give the medication at lunch time based on the medication request form. However, please note that there may be some circumstances in which it may not be possible to give medication at the preschool. (When the parent/guardian is on vacation or at home on maternity/paternity leave)

As a general rule, medication is stored at room temperature. For items that must be stored in a cool place, please write this clearly and verbally inform us.

Please bring the medicine in a bag or container that shows the name of the prescribing physician (doctor's office) or dispensing pharmacy. If you have a drug information form, please attach it to the form.

Please consult with us if you need to give medicine (including topical medicine) for a long period of time due to a chronic disease, etc.

Please consult with the nurse if you need to keep suppositories or other abortive medication.

Opinion Form:

★A Doctor's note is required

Major symptoms

Guidelines for attending preschool

Measles : High fever, cough, runny nose, conjunctival redness, eye discharge, oral rash, generalized rash until 3 days have passed after the fever resolves itself

Fever : generalized eruption, swollen lymph nodes, eruption disappears

Chickenpox Fever: : generalized eruption, blisters All eruptions scab over

Mumps

(Fever, swelling of parotid gland 5 days after the onset of swelling of parotid gland, submandibular gland, or sublingual line, and until the general condition improves)

Tuberculosis Fever, : anorexia, weight loss until a physician determines that there is no risk of infection

Pharyngoconjunctivitis

(Pool fever, adenovirus infection) Fever, : conjunctival redness, eye discharge, redness and pain of the pharynx until 2 days have passed after the main symptoms disappear

Epidemic conjunctivitis

(Eye discharge, watery eyes, conjunctival redness, redness of eyelids until a physician determines that there is no risk of infection

Pertussis Characteristic cough:

Until disappearance of the characteristic cough

Enterohemorrhagic Escherichia coli infection:

(Vomiting, diarrhea, severe abdominal pain, fever, until physician determines that there is no risk of infection

★Parental notification is required.

High fever, redness of tonsils, swollen lymph nodes, strawberry tongue

◇ Mycoplasma pneumonia Headache, fatigue, fever, stubborn cough fever and severe cough must have subsided

Hand, foot, and mouth disease:

Small blistering eruptions on mouth, hands, and feet.

Erythema infectiosum (slapped cheek disease):

(slapped cheek disease) Fever, cough, and other symptoms followed by reddening of the cheeks. Lace-like redness on hands and feet.

Infectious Gastroenteritis:

(Vomiting, diarrhea, fever, swollen throat, red eyes, etc. Symptoms such as vomiting and diarrhea should subside, and the patient should be able to eat normally.

Fever, blisters in the throat

RS virus infection Fever:

runny nose, cough Respiratory symptoms must be gone and the patient must be in good general condition.

Shingles:

Neuralgic pain, red rash, fever. When all rashes scab over
Sudden onset of rash Fever, rash Fever resolves and the patient is in a good mood and general condition

Infectious impetigo Blisters, erosions, scabs

The affected area must be covered and there is no risk of infection.

The physician's note was originally required, but due to the large number of infected patients, the guardian's note is now required.

Influenza High fever, headache, general lethargy, muscle and joint pain

◇ New coronavirus:

Cold symptoms, loss of sense of smell and taste 5 days after onset and 1 day after symptoms have abated

School Lunch

Our nutritionist prepares menus based on nutritional goals, taking into consideration the preferences of the children.

Afternoon snacks are an important nutritional supplement for the children. We provide homemade snacks such as rice balls and noodles that are easy to eat.

In the nutrition education program, we will conduct nutrition education activities, such as

cooking and talking about food ingredients and food events. For toddlers (3, 4, and 5 year olds), depending on the activity, we may ask them to cut their fingernails for hygiene purposes, and we will inform you of the items to be prepared through the school newsletter, class announcements, and emails.

Please check the school bulletin, class bulletin, or e-mail. Please bring in the amount of food that you can eat by yourself.

We will provide individualized baby food in consideration of each child's growth and development, and in cooperation with parents, nursery staff, and a nutritionist, we will provide baby food that suits each child's needs.

We provide food allergy-compliant meals for preschoolers with allergies. We ask for your understanding and cooperation in eliminating food allergies based on a doctor's diagnosis so as not to interfere with the growth and development of the children during their development. (Depending on the type of food, we may ask you to bring in your own food.)

We will distribute a menu list every month.

The day-care center prepares menus that incorporate seasonal ingredients and events so that the children can enjoy eating and seeing the food as well.

All cooks will make every effort to provide safe and secure school lunches in a responsible manner.

Disaster Emergency Contact:

In the event of a disaster

If it is confirmed that the school building is safe, we will wait at the school building until the parents come to pick up their children.

If a disaster occurs, we will wait at the preschool until the parents come to pick up their children. After confirming the safety of the preschool building, we will contact parents for them to pick up their children.

If e-mail is available, the evacuation status will be sent via "Yes Cheese Mail" as soon as possible.

Disaster Message Dial 171 will also be used at the same time.

We will practice this once a year during the handover drill, so we would appreciate your cooperation.

*The designated evacuation site is Ninomiya Elementary School.

The temporary evacuation site is the staff parking lot.