



## ★Temporary Childcare for Infants and Children★

### ★Age

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

### ★Opening hours

Mon.~ Sun. 8:30~18:30

Except Year-end & New Year Holidays (12/29~1/3) and the days for facility inspection

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

※The maximum hours could be reduced considering the health and development of each child.

※One or 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 using 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 reception.

•Please note that all reservations are made by parents.

•For registered users who are residents of Minato-ku: Reservations can be made from a month before (in case of holiday in working day after)



- For registered users who are not residents of Minato-ku: Reservations can be made from three days before. (in case of holiday in working day after)
- Registration card number is required for making reservations.

### ★Attention

- 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 could refuse to provide childcare for your child.

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

•Please inform us ahead of time if you are arriving late.

**For pick up** •If you arrive even one minute late, you must pay an extra fee of one hour.

### ★The day of the appointment

- We request you to keep ample time to fill in details regarding your child's health condition and body temperature in the "Dairy 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.

### ★Drop off & Pick up

- 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 any kind of allergy and limit of foods.

※Frozen breast milk is not accepted.

### ★Things to bring

Clothes, Diapers, Wipe for buttock, Hand towel, Plastic bags(3), Bath towels(2), Apron, Lunch, Snack, Drink, Formula milk (per-use), Baby bottles (per-use), wet wipes or small hand towel.

(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 could refuse to provide childcare if your child is not in good health.



## ★Toddlers' Playroom★

### ★User registration

Playroom 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.

### ★Opening hours

Mon.~ Sun. 10:00~18:00

Except Year-end & New Year Holidays (12/29~1/3) and the days for facility inspection.



### ★Procedure

- You need to register for membership. 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 required to show the user registration card at the reception.

### ★Notice

- Please set cell phone to silent (manner) mode inside the playroom and refrain from phone calls except for emergency.
- Please refrain from using mobile phones, other devices and taking pictures 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 call us on the intercom.
- Please show us the registration card at the reception.
- Please keep your valuable items in the lockers as we take no responsibility in case of loss and/or damage of your property.
- Please put the baby stroller in the appointed place.

### ★When you leave

- Please show us the registration card at the 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)
- ✿ There is no parking lot here.  
We have a space for bicycle parking.



Commission Management : Associe International Inc.

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## Minato Childrearing Support Plaza

# Appy Azabu



## ★Toddlers' Playroom★

## ★Temporary Childcare for Infants and Children★

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