



## ★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.

### ★Opening hours

Mon.~Sun. 10am~12pm/ 2pm~4pm

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

and the days for facility inspection.

※please make a reservation before using.

### ★Procedure

- Must be registered as a Appy Akasaka 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 Akasaka, 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 the playroom 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 Akasaka.

### ★When you enter

- Please show us the registration card of Appy Akasaka 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 folded in the appointed place.

### ★When you leave

- Please show us the registration card at reception.



## ★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 the fee when you pick up your child.

(We do not accept payments in advance)

A receipt of payment will be issued for each payment.

### ★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 Akasaka" 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 after)

- For registered users who are not citizens of Minato-ku: Reservations can be made from three days before. (in case of a holiday, the working day after)

- Registration card number is required for making reservations.

### ★Attention

- If it becomes avoidable to arrive late, please call us as soon as possible.

- 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

- Please show us the registration card.

- 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

- Please show us the registration card.
- Pick-up person has to be registered beforehand.
- 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.
- If the pick-up person does not have the registration card, 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, 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.



### \*\*\*Access\*\*\*

#### ✿ Bus

Akasaka6cyome stop  
(about4 minutes walk)

Hinokicho park stop  
(about6 minutes walk)

Akasaka primary school stop  
(about1minutes walk)

Nogi park stop  
(about3 minutes walk)

✿ Tokyo Metro Chiyoda line  
Nogizaka Station, Exit 2  
(about 3 minutes walk)

✿ Tokyo Metro Hibiya line  
Roppongi station, Exit 4a  
(about 7minutes walk)

✿ ToeiOedo line  
Roppongi Station, Exit7  
(about 7minutes)

## Minato Childrearing Support Plaza

# Appy Akasaka



## ★Toddler's Play Room★

## ★Temporary Childcare for Infants and Children★

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