



Information on Nursery Service for the 57th Annual Meeting of the Japanese Society of Plant Physiologists

A nursery service is available for those who will attend the 57th Annual Meeting of the Japanese Society of Plant Physiologists. The Annual Meeting Committee has entrusted the nursery service to a private company (Smile Mammy). Certified nursery and preschool teachers and staff who have completed a baby sitter training program will take care of the children.

Please read the information below and confirm the details before using this service.

Details of nursery service

▪ Eligibility for use of the nursery service

- Children from 6 months to younger than elementary school age whose parent(s) will attend the Annual Meeting.

*Please consult us if your children are outside the age range indicated.

▪ Application procedure

1. Application

- Those who have made a prior reservation (already closed) for the nursery service are given priority over those who apply now because of the additional preparation required.
- Please note that your application may not be approved without prior reservation.
- **Fill in the required items in the Nursery Service Application Form and e-mail or fax the Form by Friday, February 26, 2016 (e-mail is preferable).**

2. Cancellation

- Contact us as soon as possible to cancel a prior reservation or application.

▪ How to drop off your child

- The nursery room is located at Student Center-Building of Iwate University.
- Submit the Nursery Service Agreement when you first drop off your child at the nursery room. We will issue a Pick-Up Card that is required to pick up your child.

▪ Available hours (Hours of the banquet are not included)

March 18, 2016 8:30–19:00 (for ten and a half hours)

March 19, 2016 8:30–18:30 (for ten hours)

March 20, 2016 8:30–16:00 (for seven and a half hours)

▪ Nursery fee

- The Annual Meeting Committee will bear all the childcare costs; the user is not required to bear the fee.



▪ **Accidents during childcare (insurance)**

- The Baby Sitter Club, Smile Mammy, has insurance provided by The Japan Association for the Advancement of Working Women. Children's accident insurance and a contractor's liability insurance are included. For more coverage, please sign up for additional insurance on your own.

▪ **Emergency call**

- In principle, the parent should take care of the children in cases of emergency, such as injury, fever, or unexpected accidents.
- Be sure to provide your emergency contact number (cell phone number) reachable at all times on the Nursery Service Application Form.
- In an emergency, the nursery staff will call the parent directly. If we are unable to contact the parent, we may bring the child to a medical institution.

▪ **Others**

- One sitter generally takes care of one child (0–1 year old), two children (2–3 years old), or two to three children (4 years or older).
*For safe childcare over long hours, some staff may be replaced in the middle of the service.
- You may suddenly need to cancel the reservation depending on the condition of the child. We will inform you of the contact information (the cell phone number of the sitter in charge) after you submit the Nursery Service Application Form. Call the contact number if there is a sudden change in the schedule of the day.

▪ **Application/questions**

The Secretariat of the Annual Meeting Committee of the 57th Annual Meeting of the Japanese Society of Plant Physiologists

c/o Nakanishi Printing

Shimodachiuri Ogawa Higashi, Kamigyō-ku, Kyoto 602-8048 Japan

FAX: 81-75-415-3662

E-mail: jspp2016@nacos.com



Notes on the nursery service

▪ Drop off

- Bring your children in after they have used the toilet (or after you have changed their diapers).
- We will issue a Pick-Up Card that is required when you pick up your child.
- Consult us beforehand if there are any concern about the health of your child.

▪ Things for parents to bring

- ◎ Nursery Service Agreement
- ◎ Things to bring (Please write the child's name on all items and pack them in a bag.)

- A spare set of clothes
- Boxed lunch (if the parent will not eat lunch with the child)
*We do not have a refrigerator or microwave oven.
- Eating utensils (*e.g.*, spoon, fork, apron, as required)
*Bring a mug or a cup if the child cannot use a paper cup.
- Beverage (sufficient amount)
- Snack (one time/day)
- Powder milk and baby bottle, as required, for a baby who drinks milk
- Diapers, baby wipes, and bags for dirty things for a diaper-clad baby

*Some children may play outside (within the university campus). The annual meeting will be held in March and some snow usually remains on road shoulders. Also, it occasionally snows heavily. Please bring extra sets of clothing in case the child becomes wet. (Please check Y/N for the box "playing outside" in the Nursery Service Application Form according to your preference.)

▪ Pick up

- In principle, the person who picks up the child should be the same person who dropped off the child. Bring the Pick-Up Card that you were given when you drop off the child in order to pick up him/her.
- In the case that the person who picks up the child is different from the person who drop off the child, the person who dropped off the child should report the name, address, and affiliation of the person who will pick up the child. If such information is not reported, the person may not be allowed to pick up the child.
- If we are not able to contact the parent 30 min after the time indicated for pick-up, we will call the emergency number.

▪ Meals

- No meals will be cooked at the nursery room.
- In principle, your child will eat only the food that you have supplied. We are not liable for any outcome caused by the food (*e.g.*, food poisoning, feeling unwell).

▪ Others

- Please pick up your child on time.



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- If there are any food or exercise restrictions because of allergies or asthma, please report them when the child is dropped off.
- Children with fever or injury are not permitted to use the nursery room.
- We are not liable for difficulties among children and any inevitable injuries.
- Children with a contagious disease designated by the School Health and Safety Act are not permitted to use the nursery room.

Nursery Service Application Form

Date of entry: _____

Child	Name:	<input type="checkbox"/> Boy <input type="checkbox"/> Girl	Age: _____year_____month Date of birth: _____
Applicant	Name:	Relationship:	Emergency contact number (cell phone number):
	Address:		
	TEL		FAX
Requested time for nursery service	Date and time		Venue (applicant)
	From	: to : on -....., March , 2016	
	From	: to : on....., March , 2016	
	From	: to : on....., March , 2016	
	From	: to : on, March , 2016	
	From	: to : on, March , 2016	
Pre-existing conditions (e.g., allergy)			
Powder milk, breast milk, baby food	<Powder milk> cc per feeding (every hours) <Breast milk> (every hours) <Baby food> at around o'clock		
Toilet, type of toilet	Diapers/ Under Potty training/ Wearing underwear/ Uses toilet alone: <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> With assistance/ Preferred type of toilet: <input type="checkbox"/> Japanese style, <input type="checkbox"/> Western style, <input type="checkbox"/> Either		
Normal body temperature	- °C		
Nap	<input type="checkbox"/> Yes, <input type="checkbox"/> No	from about o'clock for about hours	
Favorite activities and goods			May play outside during service <input type="checkbox"/> Yes <input type="checkbox"/> No
Daily childcare	<input type="checkbox"/> At home, <input type="checkbox"/> Group nursing, <input type="checkbox"/> Others ()		
Special instruction	(Special notes on personality and behavior, things to be aware of)		

[Handling of personal information]

*The information contained herein is collected as basic information to be used by the nursing service. We will not use the information for any other purpose. We will delete or change the information as requested.

Baby Sitter Club, Smile Mammy

Nursery Service Agreement

The Baby Sitter Club, Smile Mammy, takes care of your child with the best of intentions at the request of the applicant.

In principle, Smile Mammy cannot accept children with severe diseases. Please report the health of your child in detail so that we can ensure that the nursery service is enjoyable and safe.

Smile Mammy has insurance should an accident occur. The coverage is limited to that stipulated by the insurance company. We are not liable for any accidents caused by omissions in your report or inevitable injuries and accidents.

I hereby apply for the nursery service of the Baby Sitter Club, Smile Mammy, from March __, 2016 to March __, 2016.

March __, 2016

To the Baby Sitter Club, Smile Mammy

Address: _____

Name of Parent:

Seal/Signature

Baby Sitter Club, Smile Mummy