

Implementation Guidelines for the Financial Support Program for Family Support Center FY2019

1. Purpose

When a faculty member of Saitama University () uses the family support center program (FSC), or childcare service for sick and convalescent children at [an emergency support center \(emergency FSC\)](#) operated by local governments, this university supports the member by subsidizing part of the expense as childcare support.

2. Eligible Applicants

- Full-time faculty members of this university.
- Part-time members of this university, limited to those who are enrolled in social security.

In addition, in order to use the FSC or emergency FSC, membership registration is required.

3. Eligible Children

- (1) Children from the age of birth to the sixth grade of elementary school
- (2) Children up to 18 years old for whom a physically disabled certificate or rehabilitation certificate is issued

4. Financial Support Program Period

April 1, 2019 – March 31, 2020

5. Eligible Parenting Support Activities:

The conditions of parenting support activities are those which require support in the following activities due to employment at this university:

- (1) Before and after childcare for daycare, kindergarten, elementary school, after-school children's club.
- (2) Transportation to/from childcare facility.
- (3) Childcare when childcare facility is closed
- (4) Childcare for sick or convalescent child

6. Eligible Subsidy Payment

The subsidy payment subject to this support program is as follows:

- (1) For the FSC, 20 hours per month per family
- (2) For the emergency FSC, 20 hours per year per family

* Expenses other than the cost of using the FSC or emergency FSC, such as registration, food, transportation, cancellation, etc., are not subject to the subsidy.

7. Application Method

Faculty members who wish to apply for the support program must fill out the "Application for the Financial Support Program for Family Support Center (Attachment Form 1)" and submit to the Gender Equality Office (Office Administration: Human Resources Division, General Affairs Department) by the 25th of the month before the date you are planning to use the FSC.

However, for using an emergency FSC, faculty members must submit the application form along with the document described in #9 promptly after using the facility.

8. Acceptable Number of Applications

For using the FSC, approximately twice a month, and for an emergency FSC, approximately six times each in the first semester (Apr.-Sep.) and the second semester (Oct.-Mar.).

Applications will be examined and selected by the Gender Equality Office. Please note that the subsidy amount is determined within the budget.

Applicants are notified of the result of the examination by the end of the month before the scheduled date of using the FSC. (For an application for the emergency FSC, members are notified by the end of the next month of the service use.)

9. Application Procedures for the Financial Support Program

Those who wish to use the FSC must submit the following documents before the end of month of the date of use to the Gender Equality Office (Office Administration, Human Resources Division, General Affairs Department). For an emergency FSC, submit the documents when submitting the application.

- (1) Copy of a support-activities report for the requesting member (must include the service fee)
- (2) Copy of a document to prove your membership registration at the center

In principle, the subsidy amount will be directly deposited by the end of the following month after receiving financial support request.

10. Apply to:

Gender Equality Office Administrator, Faculty Staff Section, Human Resources Division, General Affairs Department

Tel: 048-858-9627 (Ext. 3181)

E-mail: Diversity-s@gr.saitama-u.ac.jp

Reference) - Saitama Family Support Center

(<http://saitamafamisapo.blog.shinobi.jp/>)

- Emergency Support Center Saitama (<http://byoujihoiku.blog.shinobi.jp/>)