

Implementation Guidelines for the Financial Support Program for Childcare Service for Sick Children FY2019

1. Purpose

This program is for faculty and staff of Saitama University who use nursery care for sick or convalescent children when they cannot attend their regular daycare facility. To support the balance between work and private life of the members, the university supports the part of the expenses.

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.

3. Financial Support Program Period

April 1, 2019 – March 31, 2020

4. Support Description

When a member uses a childcare facility for sick and convalescent children for their sick or convalescent child, the facility expense will be subsidized. However, the maximum subsidy is 2,000 yen per day per child, and 10,000 yen per family during the support program period.

* Expenses other than the cost of using the sick and convalescent childcare facility, such as food, medical examinations, medication, transportation, registration, cancellation, are not subject to the subsidy.

5. Application Method

Those who wish to apply for the support program must fill out the "Application for the Financial Support Program for Childcare Service for Sick Children (Attachment Form 1)" and promptly submit with supporting documents (described in #8) to the Gender Equality Office.

6. Acceptance Number of Applications

Approximately 20 applications (first semester: 10 applications (Apr. – Sep.), second semester: 10 applications (Oct. – Mar.)

Applications will be examined, the subsidy amount will be determined, and the applicants are promptly notified of the result of the screening by the Gender Equality Office.

Please note that the subsidy amount is determined within the budget.

7. Application Procedures

Those who wish to apply for the financial support program must promptly submit the following documents after using the childcare service for sick children to the Gender Equality Office.

- (1) Receipt of the fee paid to the childcare service for sick and convalescent children
- (2) Copy of a document to prove that you used the childcare service (application for using the childcare service, etc.)

In principle, the subsidy amount will be directly paid into the applicant's bank account 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