

How to apply Childcare Services

Our Childcare services will be available on a monthly basis for 2 children, 1 year of age or above from 10:00am to 11:45am on Thursdays during the time of the morning Japanese Language Classes and you can use these services for free. Reservations can be made up to one month in advance and a separate application form for each month must be filed no later than three weeks before the reservation day.

In the case of the cancellation, please notify us of it at least **two days** prior to the date of the reservation.

- Eligibility: 1 year of age or above
- Capacity: 2 children
- Please bring
 - i) food/milk/beverages, (please refrain from bringing candies and chewing gums for safety.)
 - ii) blanket or large-sized towel,
 - iii) plastic bags
 - iv) diapers, (as needed)

- A completed application form for the childcare services must be received no later than 3 weeks before the reservation date for the next month.
- A separate application form is required for each child.
- No reservations will be made until we have received your completed form(s) and have determined that there is still space available. In order to do this, we must have your completed Application Form(s) no later due date outlined above.
- If the number of applicants exceeds 2, we will determine the applicants accepted by a lottery. If you lose in the lottery you will have priority use of the childcare services two months later.
- Please inform us as soon as possible in case of any cancellation by telephone, fax or email.

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