

Guidelines for On-Campus Childcare Space, *Parun Hiroba*

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Iwate University's on-campus childcare space, *Parun Hiroba*, is designed to support faculty members and students working and studying at Iwate University in their efforts to balance childcare with research, work, and academics. *Parun Hiroba* does not have a full-time caregiver. If you wish to use the space, please make sure your child is accompanied by a caregiver.

When the space is not reserved as a childcare space, it may be used for "other purposes" as defined below.

1. Purposes

Parun Hiroba is available for the following purposes:

- (1) Personal use for childcare
 - a. For the user's child or grandchild
 - b. For resting during pregnancy or for nursing/pumping
- (2) Group use for childcare
For providing nursery services for Iwate University sponsored projects, academic conferences, or seminars
- (3) Other purposes (should not interfere with the above "use for childcare")
 - a. Work-life balance counseling, gender equality projects, etc.
 - b. Student counseling services offered by the Office for Students with Disabilities
 - c. Other purposes approved by the Director of the Office for Gender Equality

2. User

A user of *Parun Hiroba* shall:

- (1) possess Iwate University faculty/student ID (including non-degree students and research students), or
- (2) be approved by the Director of the Office for Gender Equality

3. Days

- (1) *Parun Hiroba* is open for childcare from Monday through Friday except on public holidays, university holidays, New Year's holidays, and when the Director of the Office for Gender Equality decides to close under certain circumstances.
- (2) *Parun Hiroba* may be opened for group use on Saturdays and Sundays for their projects, conferences, seminars, etc. The Director of the Office for Gender Equality will make a decision after checking the content of the reservation request.
- (3) Other: If the user is able to maintain and manage *Parun Hiroba* properly, the user may be allowed to use it outside official days.

4. Hours

Parun Hiroba is open from 8:15 AM to 8:00 PM.

5. Conditions for using the service

The user shall stay on campus or in other places ready to be reached in case of an emergency.

6. Child's Age

Up to third graders (Please consult if the child is younger than one year.)

(*Parun Hiroba* can't admit a child who has symptoms of sickness or is recovering from a sickness. For contagious diseases, we follow the School Infectious Disease Prevention Policy and the mandatory suspension standards apply.)

7. Capacity

Up to five children can use the childcare space at the same time (more may be admitted for siblings or depending on age composition.)

8. Caregiver

Caregiver means a registered user, family member of a registered user, or a childcare provider requested by a registered user.

The childcare provider must be arranged by the registered user and is required to have liability insurance for

accidents arising from childcare service through an affiliated organization or individually.

A registered user for individual use or a group representative for group use should brief the childcare provider on using the facility.

9. Fee

Free of charge

10. Administrator

The administrator of *Parun Hiroba* is the Office for Gender Equality.

11. Procedure for Personal Use for Childcare

(1) Briefing

Prospective users must attend the monthly *Parun Hiroba* user briefing session before using the service. Please ask the Office for Gender Equality for the time and date. (If you cannot attend, consult the Office for an individual briefing.)

(2) User registration

Users must complete user registration no later than two days before the expected day of use.

For registration, go to the "*Parun Hiroba* User Registration" page on the "Office for Gender Equality" website, provide the required information and submit the following document to the Office for Gender Equality (can be sent by email or on-campus mail as well).

Documents required for registration (for resting during pregnancy or for nursing/pumping, provide (a) only.)

- (a) Faculty or student ID of the user or their equivalent (copy)
- (b) Insurance card of the child (copy)
- (c) Photo of the child

You will receive an email from the Office for Gender Equality to confirm the registration. Please check the *Parun Hiroba* user ID and password you are provided.

The user may change or cancel user information after registration is completed.

(3) Reservations

Reservations must be made by 10AM on a weekday before the day in service.

(Make a reservation by 10AM on Friday if you wish to use the service on the following Monday.)

Please go to the *Parun Hiroba* log-in page and make the reservation using the *Parun Hiroba* Calendar.

You will be asked to provide the ID and password sent with the registration confirmation email.

Once you are logged in, the calendar will open so you can select and click on the date you need the service.

When your user information is displayed with available time slots, select one, confirm the details, and click on "Reserve."

(4) Changes and cancellations

Reservations can be changed or canceled.

Go to the *Parun Hiroba* Calendar in the same way you did for the reservation to change or cancel it.

(5) Confirmation by the administrator (Office for Gender Equality)

The Office for Gender Equality will confirm the details of the reservation as an administrator.

(6) Other

a. Next Generation Supporter

Iwate University trains and certifies students who have basic knowledge and experience with children as "Iwate University Next Generation Supporters."

They will help your childcare provider watch and play with the children in *Parun Hiroba*.

If you wish to use the Next Generation Supporter service, you can make a reservation through the *Parun Hiroba* Calendar page as well.

b. Sports Safety Association's "Sports Safety Insurance"

User volunteers at *Parun Hiroba* formed a group called "*Parun Hiroba* Friends," which is insured as a group against accidents and damages at a reasonable rate.

Please contact the Office for Gender Equality for the procedure and details for the coverage.

12. Procedure for Group Use for Childcare

(1) Briefing

First-time users of *Parun Hiroba* must attend a briefing session.

(2) Reservations

Reservations must be made by a faculty member of Iwate University.

A group representative must contact the Office for Gender Equality to inquire about the availability of *Parun Hiroba* for the dates the group need to use it, and then submit the "Reservation for Group Use of *Parun Hiroba*" to the Office for Gender Equality at least two weeks prior to the planned date of use.

(3) Permission to use the facility

If the purpose of group use is for an academic conference or seminar and the host organization is not part of Iwate University, please file an application with the Finance Division for permission to use *Parun Hiroba* when applying for permission to use lecture rooms or other facilities.

(4) In case of exceeding capacity

If childcare is expected to be needed for a number of children over the capacity and a nearby classroom is used as extra childcare space, extra childcare supplies are available.

Contact the Office for Gender Equality for details.

13. Other Purposes

(1) Student counseling

Procedures for making a reservation for "student counseling" conducted by the Office for Students with Disabilities are specified separately.

(2) Other

Contact the Office for Gender Equality.

14. Entering/Leaving the Room

For security purposes, the entry to *Parun Hiroba* locks automatically, and you need to enter with a registered key card.

Please go to the Office for Gender Equality to receive the key card to enter the room (no later than Friday or a weekday before the holiday for use on Saturdays, Sundays, or public holidays).

Please return the key card to the Office for Gender Equality as soon as you vacate the room.

15. Emergency Reporting System

Parun Hiroba has an emergency reporting system installed.

16. Notes

(1) Caregivers (childcare supporters) must keep an eye on their children at *Parun Hiroba*.

The Office for Gender Equality assumes no responsibility for childcare or accidents during use.

(2) Eating and drinking is allowed in *Parun Hiroba*. Feel free to use the electric water boiler, microwave, and other cooking equipment in the room.

(3) Trash must be placed in the designated place. Please do not dispose of used diapers in any area other than the restroom trash cans (with lids) provided in the childcare space.

(4) Users are responsible for any theft, loss or damage to their belongings in the childcare space.

(5) Please keep the room tidy and clean for other users.

17. Insurance

Accidents during use will be handled with the user's personal accident insurance and liability insurance.