

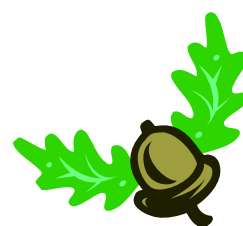


# DONGURI ROOM

Temporary Childcare Room

Forestry and Forest Products Research Institute

User's Guide ver. 25



June 2023



**Welfare Unit (Kousei-Kakari),  
Human Resources Division (Shokuin-Ka),**

**FFPRI (Shinrin-Souken)**

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## **Contents**

1. Opening days and hours -----	1
2. Application process -----	1
3. Procedure for use day -----	2
4. What to bring -----	3
5. Report of contagious diseases -----	4
6. Health conditions during childcare -----	4
7. Fees -----	5
8. Others -----	6
(Reference) Application forms -----	7

## 1. Opening days and hours

### (1) Date of opening

Open: Monday to Friday excluding national holidays, substitute holidays, year-end and New Year's holidays (from December 29 to January 3)

### (2) Childcare hours

Open: 8:30 - 17:15

## 2. Application process

### (1) Submission of registration form

Please submit the "Registration Form" (Form 1 登録書, p.7) prior to using Donguri Room. URL of the registration form folder is

Cybozu Top Page > ファイル管理 (ルートフォルダ) > ダイバーシティ推進本部 > Diversity Promotion Office > Temporary Childcare Room  
<http://cb.ffpri.affrc.go.jp/cgi-bin/cb8/ag.cgi?page=FileIndex&gid=&fCID=517975>

Paper form: Welfare Unit (Kousei Kakari), Human Resources Division,  
General Affairs Department (総務部職員課厚生係 : Office  
Building 1F)

Electronic form: [donguri@ffpri.affrc.go.jp](mailto:donguri@ffpri.affrc.go.jp)

\*Please be sure to state the facts as this information is necessary for childcare. We will give due consideration to the protection of personal information.

### (2) Childcare Room application form

#### Application by Cybozu Workflow

(Cybozu Top Page > ワークフロー (Workflow) > 申請する (Make an application) > (研究所) 保育室利用申請 ((Institute) Application to use the Childcare Room)

Applications must be submitted by midnight of the day before the day of use.

Please check the progress of the workflow by yourself, as no notification of usage approval will be sent.

#### Application by "Application for Use of Childcare Room"

Please fill out the "Application for Use of Childcare Room" (Form 2 保育室利用許可書, p.8) and submit it to the Welfare Unit (Kousei-Kakari), Human Resources Division, General Affairs Department (located at the

first floor of office building). In case of electronic form, please send the form as an attachment to an e-mail to "donguri@ffpri.affrc.go.jp".

The application form must be submitted by 12:00 the day before the day you wish to use Donguri Room.

If you apply by fax, please call the Welfare Unit after submitting your application to avoid non-delivery due to reception problems. If you have submitted your application by e-mail and have not received a reply, please call the Welfare Unit.

### (3) Examination

The Human Resources Division will examine the application and issue a "Childcare Room Use Permit" (Form 2 保育室利用許可書, p.8) to the user, except for applications using the workflow system. The Human Resources Division will contact the user regarding the permit, so please receive it promptly.

Please be aware that the use of the nursery room may not be approved due to the capacity of Donguri Room on the day of use, the age composition of the children in the care, etc.

## **3. Procedure for use day**

### (1) Reception

Reception is at the Donguri Room. The reception starts 15 minutes before the start of the approved usage time, please present the printed workflow screen after approval or the Childcare Room Usage Permit (保育室利用許可書) and leave the child in the care of a childcare worker (presentation of the permission form or other documents imported onto a smartphone, tablet, etc. is also acceptable). The entrance of Donguri Room is generally locked, so please call a childcare staff with the intercom. Show the Childcare Room Usage Permit to the staff and leave your child.

### (2) Childcare Card

- Fill out the "Childcare Card" (Form 3 保育カード, p. 9) and submit it to the childcare worker.

\*Please be sure to state the facts as this information is necessary for childcare. We will give due consideration to the protection of personal information.

\*If the parent or guardian picking up the child is different from the parent or guardian depositing the child, please indicate this in the special instructions to the childcare worker at the time of deposit, and also explain this to the childcare worker.

\*If your child needs special attention such as allergies, please be sure to mention it in the special notes.

### (3) Medication Request Form

If medication is required for a child in your care, please fill out and submit the "Medication Request Form" (Form 4, p. 10) and explain to the childcare worker how to administer the medication.

### (4) Pick-up time

Please pick up your child within 15 minutes of the end of the service time. Donguri Room is generally locked. Please use the intercom to call a staff.

\*When you pick up your child, please give the child's full name to the childcare worker and present your FFPRI name tag in order to confirm that you are the caregiver of the child.

\*If the parent picking up the child is not a staff of FFPRI, we will ask you to confirm the name of the child in your care and to present a copy of the Childcare Room Use Permit.

## **4. What to bring**

Please bring the following belongings with your name clearly marked.

If you are traveling on business, we can also lend you a copy, so please contact the Diversity Promotion Office.

(1) Lunch boxes and snacks for your child

(2) Beverages for your child

\* Hot water (purified water) is also available in Donguri Room.

(3) Change of clothes (including underwear) 2 to 3 sets

(4) Two or three face towels

(5) A bath towel and 2 sheets

\*Only a sheet is acceptable in summer and for infants.

\*In case using Donguri Room's bath towels and sheets, the parents of the child should wash them and return them after use.

(6) Diapers: A generous number of diapers and wet wipes.

\*In case run out of your diapers, we will use the ones provided in the nursery, and you will be charged for the use when you pick up your child. (50 yen/sheet)

\*Used diapers will be disposed of in Donguri Room.

\*Diaper users should also bring wet wipes (towels).

(7) Drugs. Only drugs prescribed by a physician, divided into single doses.

\*Please leave the drug with the Medication Request Form to the childcare worker.

\*Liquid items such as syrup should be provided in a clearly lined container so that the amount of each dose can be determined, and verbally explain it to the childcare worker.

(8) Shopping bags and other bags

\*At least 2 large pieces as they will be used to carry laundry home.

(9) Bottles and nipples : Quantity considered necessary

## **5. Report of contagious diseases**

If a child who has used the Childcare Room is exposed to a contagious disease, please contact the Welfare Unit immediately.

For children after illness of "statutory infectious diseases", diseases stipulated in "the School Health Law," "chronic diseases," and "traumatic diseases such as bone fractures," a "Doctor Contact Form" (Form 5, p. 11) must be submitted at the reception.

## **6. Health conditions during childcare**

If a child develops a fever (over 38 degrees Celsius) or is acting strangely during childcare, the parents will be notified and must come pick up the child immediately.

If a child is injured during childcare, the childcare staff will take care of minor injuries (abrasions, etc.), but if medical attention is needed, the parents will be notified, so please come pick up the child immediately.

## **7. Fees**

### **(1) Usage fees**

Infants (from 3 months old to before elementary school age): 200 yen / 30 min.

Children (elementary school students): 100 yen / 30 min.

### **(2) Cancellation fee**

If a parent/guardian cancels the use of the nursery for personal reasons, the parent/guardian will be required to pay a cancellation fee equivalent to the permitted hours of use.

However, in case the person providing childcare decided to cancel, including the case for the child has a sudden fever, no cancellation fee will be charged.

### **(3) Billing and payment of fees**

The Human Resources Division will issue an invoice to each user for the month of use.

※ The fee is calculated according to the application time allowed.

※ Fractional time of less than 30 minutes will be rounded up to 30 minutes.

Fees will be deducted from the following month's payroll.

However, if you resign in the middle of the month, please pay in cash to the Welfare Unit.

## 8. Others

- Childcare will be implemented according to the Temporary Childcare Support Regulations (in Japanese 一時預り保育支援規程).
- Facility: Independent wooden building on the premises of FFPRI with 3 rooms, a kitchen and a bathroom.
- Childcare capacity: Maximum 6 children.
- Childcare workers: Generally two workers including a nursery teacher or a nurse dispatched by a contractor.
- For use during class closures such as with influenza, if the child already has recovered from the disease, the child is acceptable (a Doctor's Contact Form may be required).
- The nursery has liability insurance for infants and children in its care (bodily injury compensation: up to 200 million yen per person and up to 1 billion yen per accident), property damage compensation: up to 5 million yen per accident).
- Temporary Childcare Room is open only on the day the user applies.

Contact: Welfare Unit (Kousei-Kakari) TEL: 029-829-8173  
Donguri Room: 029-829-8362  
Diversity Promotion Office: 029-829-8360  
E-mail: [donguri@ffpri.affrc.go.jp](mailto:donguri@ffpri.affrc.go.jp)



## 《取扱注意》

## 森林総合研究所一時預り保育室 登録書

様式 1 Form 1

## FFPRI Temporary Child Care Room Registration Form

職員 Personnel	フリガナ お名前 name	Furigana	所 属 所内内線 Extension	Affiliation	提出日 date of submission    year 年    month 月    day 日					
子 Child	フリガナ	Furigana	生年月日 Date of birth	Year 年 Month 月 day 日	排 便  d e f e c a t i o n	【排尿について】 pee-peeing				
	お名前 name					一人で出来る                      知らせるが一人で出来ない beeing able to pee on one's own                      let you know they needs to pee but can't do it on their own				
	家庭内の呼び名 Nickname		性 別 Gender	男 M    ・    女 F		オムツ使用 using diapers                      トレーニング中 potty training				
	出生時体重 Birth weight	g	出産状態 Condition at birth			尿の間隔 Urinary Interval	だいたい every        時間 hours			
体調 physical condition	身 長 Height	cm	体 重 Weight	kg	生 活  l i f e  s t   l i f e  s t	【排便について】 pooping				
	平 熱 normal temp.	°C				後始末まで一人で出来る                      一人で行くが後始末は出来ない no needs to be helped to clean                      needs to be helped to clean up				
	アレルギー allergy	有 yes: 食事 food (                      ) 薬 medication (                      )    その他 other (                      ) 無 none				知らせるが一人で出来ない                      知らせない                      オムツ使用 let you know they needs to                      wont' let you                      using diapers				
	ひきつけ convulsions	有 yes: どのように起きますか How it happens (                      ) 無 none				pooping interval	1 日 times a day 回                      時頃			
	【これまでの健康状態】 Health to date			便の状態 Stool condition		柔らかい soft / 普通 moderate / 硬い hard				
食事 meals	ミルク Milk	一回量        cc/dose, every        時間ごと hour			生 活  l i f e  s t   l i f e  s t	誰と遊びますか who to play with				
	離乳食 Weaning Food	一日        回 timer a day, every        時間ごと hour				好きな遊び Favorite pastime				
	好き嫌い Preferences	有 Y: 好きな物 ( Favorite food ), 嫌いな物 ( Dislike food ) 無 none				好きな人 Likes				
	【食べ方について】 way of eating 食欲旺盛 hearty appetite    食が細い small eater 時間がかかる take time to eat    箸を使う using chopsticks スプーンを使う using spoons    食べさせてもらう someone needs to feed その他 others (                      )			【お子様の性格】 Personality of the child						
睡眠 Sleep style	夜 evening	from    時    ~    to    時    total hours 時間位				【家庭の教育方針】 Family's educational policy				
	昼 day time	from    時    ~    to    時    total hours 時間位				【保育室で気をつけること】 Things to watch out for in the nursery				
	場所 sleeping place	ベッド bed                      畳 (布団) futon			家族・同居人の氏名 Name of persons living with	性別 Gender	続柄 Relatio nship	年齢 age	連絡先 Contact Phone Number	
	寝るときの癖 Habits to do when going to sleep	有 Yes: 指しゃぶり finger sucking、特定の物を持つ holding something (                      )    その他 other (                      ) 無 none								
	寝つき ease of falling asleep	良い good                      普通 moderate                      悪い bad								
	寝起き ease of waking up	良い good                      普通 moderate                      悪い bad								

様式 2(保育規程別紙様式2)

No

課長	課長補佐	担当係

## 保育室利用申請書

☐ 乳幼児

☐ 児童

管理責任者 殿

一時預り保育室の利用を申請いたします。

所 属	部・研究領域・支所名	-				任用期間終了日 (非常勤職員のみ)		-		
	科(課)・室(グループ)名	-								
氏 名 等	職 員	フリガナ	-				フリガナ	-		
		(氏名)	-				-		-	
		所内内線	-				生年月日	year 年 month 月 day 日		
		緊急連絡 先	電話	-				健康状態	-	
			氏名	-	間柄	-				
利用年月日		○年○月○日				利用時間	自	9時00分		
							至	17時00分		
利用理由		Example: My wife is suddenly ill and cannot cope with taking care of our child (1 year old) and we would like to leave him in the nursery.								

No

## 保育室利用許可書

☐ 乳幼児

☐ 児童

一時預り保育室の利用を許可します。

氏 名	職 員	フリガナ	-				フリガナ	-	
		(氏名)	-				-		
		所内内線	-				生年月日	year 年 month 月 day 日	
		緊急連絡 先	氏名	-	間柄	-			
利用年月日		○年○月○日				利用時間	自	9時00分	
							至	17時00分	

管理責任者

# 森林総合研究所保育室 保育カード

※太線枠内の項目について記載して下さい。

令和 year 年 month 月 day 日 (day of week)

フリガナ				普段の呼び名		血液型	
子の名前				生年月日	年 月 日 ( 歳 か月)		
保護者				子との関係			
迎えの時間		:		緊急連絡先			
入室前 の様子	朝の体温	°C ( : )		普段の午睡時間	: ~ :		
	食欲	Good ・ Not much ・ Poor 有り ・ ややない ・ ない		今日の健康状態	Good ・ Unwell 良好 ・ 体調不良		
	排便の状態	Normal ・ Soft ・ Hard ・ Diarrhea ふつう ・ 軟 ・ 硬 ・ 下痢		<体調不良の症状> (○で囲んでください)	風邪 ・ 微熱 ・ 咳 ・ 鼻水 ・ 下痢 その他 ( )		
その他(特記事項)				投 薬	有(別紙「投薬依頼書」に記入) 無		
今日の様子(保育従事者記入欄)				食 欲	時 間	備 考	
午前のおやつ		ミルク ・ 牛乳 CC		有 ・ 無	:		
昼 食		ミルク ・ 牛乳 CC		有 ・ 無	:		
午後のおやつ		ミルク ・ 牛乳 CC		有 ・ 無	:		
夕 食		ミルク ・ 牛乳 CC		有 ・ 無	:		
午 睡		した ( : ~ : ) していない		その他			
排便の様子		: ( )、 : ( ) : ( )、 : ( )					
検 温		°C ( : )					
		°C ( : )					
		°C ( : )					
		°C ( : )					

注) この保育カードは保育士が保育のために使用するもので、保護者の方へお返しするものではありません。

## 投 薬 依 頼 書

Medication Request Form

依頼日 Date of request		令和 Year 年 Month 月 Date 日			
氏 名 Name	(保護者) (Guardians)				
	(子) (Child)		性別 Gender	男 ・ 女 Male ・ Female	

医師の診察の結果、下記の病気のため投薬が必要とされました。つきましては、保護者の責任において保育従事者による投薬を下記により行っていただきたく依頼します。

病 名 Name of disease	
処方医療機関 Prescribing medical facility	

## 【服用薬】 Medications taken

1	薬の内容 Medication	抗生物質 ・ 解熱剤 ・ 咳止め ・ 下痢止め ・ その他 ( ) Antibiotics ・ Fever reducers ・ Cough medicines ・ Antidiarrheal ・ Other ( )			
	薬の型・色 Appearance of medicine	型 ( 粉 ・ 液 ・ 錠剤 ) ・ 色 ( ) Shape ( Powder ・ Liquid ・ Tablet ) ・ Color ( )			
	投薬時間 Dosing Time	食前 ・ 食間 ・ 食後 ・ その他 ( ) Before meals ・ Between meals ・ After meals ・ Others ( )			
		:	:	:	:
2	薬の内容 Medication	抗生物質 ・ 解熱剤 ・ 咳止め ・ 下痢止め ・ その他 ( ) Antibiotics ・ Fever reducers ・ Cough medicines ・ Antidiarrheal ・ Other ( )			
	薬の型・色 Appearance of medicine	型 ( 粉 ・ 液 ・ 錠剤 ) ・ 色 ( ) Shape ( Powder ・ Liquid ・ Tablet ) ・ Color ( )			
	投薬時間 Dosing Time	食前 ・ 食間 ・ 食後 ・ その他 ( ) Before meals ・ Between meals ・ After meals ・ Others ( )			
		:	:	:	:
備考					

## 【外用薬】 External medicine

1	薬の内容 Medication				
	投薬時間 Dosing Time	:	:	:	:
2	薬の内容 Medication				
	投薬時間 Dosing Time	:	:	:	:
備考					

## 医 師 連 絡 票 Doctor Contact Form

子の氏名 Child's name  生年月日 Date of birth	年 月 日生 ( 才 )	
子の住所 Address of child		
保護者氏名 Parent/Guardian Name		
病名・症状 Name of disease/symptom (circle the number)	1 麻疹 (はしか) Measles                      8 膿痂疹 (とびひ) Impetigo 2 流行性耳下腺炎 Mumps                      9 突発性発疹 Sudden onset rash 3 水痘 (みずぼうそう) Chickenpox                      10 伝染性紅斑 Erythema infectiosum 4 風疹 (三日ばしか) Rubella                      11 手足口病 Hand, foot and mouth disease 5 流行性角結膜炎                      12 インフルエンザ Influenza Epidemic keratoconjunctivitis                      13 ヘルパンギーナ Herpangina 6 百日咳 Whooping cough                      14 その他 Other (                      ) 7 猩紅熱 (溶連菌感染症) Scarlet fever	
安静度 Resting level (circle the number)	1 室内安静 Indoor bed rest (bed is the main place, quiet play with other children is allowed) 2 室内保育 Indoor care (normal play with other children is allowed indoors)	
症状経過及び 医師の指示事項 Symptom course and physician's orders		
与薬について Medication	病後児保育での与薬 Medication needed during care ( 有 Yes ・ 無 No ) 処方 Prescription (                      )	
年 月 日 国立研究開発法人森林総合研究所 一時預り保育室 殿 To: Temporary Childcare Office, Forestry and Forest Products Research Institute  病後児保育の利用について、上記のとおり連絡します。 I am contacting you regarding the use of childcare services for a child after illness as described above.  <div style="text-align: center;">           医療機関 Clinic            所在地 Address:            名 称 Name of the Clinic:            担当医師 Name of Doctor in charge:         </div>		