

- For Individuals -

Guide to using the Nursery Room (Zundanu-kids Room) in the Graduate School of Engineering's Aoba Memorial Hall

☆ Important Details

- A short-term childcare space is available for faculty and students to help them carry out research, education and with attending the university. It also serves as a place to work when accompanied by children.
- Only space is provided; childcare services are not provided. Those who need babysitters should please make their own arrangements.

☆ Details regarding the use of the Nursery Room

- This facility can be used as a temporary childcare space for faculty and students at Tohoku University's School of Engineering* to help them carry out research, education, and with attending the university, or as a place for meetings when accompanied by children.
 - ◇ It can be used by those with infants from 6 months old up to children in the 6th grade of elementary school.
 - ◇ Only space is provided; childcare services are not provided. Those who need babysitters should please make their own arrangements.
 - ◇ Children are not allowed to be in the room by themselves. They must be accompanied by a guardian, a babysitter, or another caregiver.
 - ◇ If you are only breastfeeding, pumping, or changing diapers, please use the adjacent Women's Resting Room. Please contact the General Affairs Section if you wish to use this facility.
 - ◇ If you would like to use both the nursery room and the resting room for breastfeeding, pumping, etc., please circle 'Yes' in the resting room usage column on the application form. (The General Affairs Section can lend you the keys to both rooms.)
- Use of this service requires prior application. Please follow the application procedures below to apply and receive permission to use the facilities. (Please apply up to one year prior to, and at least three days prior to, the planned date of use. For emergency use of the service, please contact us.)
 - ◇ Opening hours are generally 8:30-20:00 (weekdays, Saturdays, Sundays, and holidays). However, the facility is not available during the New Year's holidays or the summer holidays.
 - ◇ In principle, one application is valid for one day's use. Please contact us if you plan to use the facility over a period of several days.
 - ◇ Depending on the situation with respect to applications and other circumstances, it may not be possible to use the facility even when it is operating.
 - ◇ If you need to change or cancel the period during which you wish to use a room, please contact us as soon as possible.
- Use of the childcare and resting rooms is at your own risk, and management will not be held responsible for any accidents. Please observe the attached guidelines when using the childcare or resting rooms.

- Several children may use the rooms at the same time. Children with a fever, who have been vomiting, or who have contracted an infectious disease that may be transmitted to other children, are not permitted to use the rooms.

☆ Fees

- There are no fees to be paid by faculty, staff members or students at Tohoku University

* Graduate School of Engineering (including its annexes), Graduate School of Information Sciences, Graduate School of Environmental Studies, Graduate School of Biomedical Engineering, International Research Institute of Disaster Science, New Industry Creation Hatchery Center, Environment Conservation Center, and the Center for Innovative Integrated Electronic Systems

☆ How to Apply for and Use the Room

At least three days prior to use†	<ul style="list-style-type: none"> ● Please fill out the necessary information on the application form for the use of the nursery room and send it by email or post to the address at the end of this document. ● We will contact you to let you know whether or not you can use the nursery room, and if you have been approved, we will send you a permission form and a pledge to be filled out for its use.
On the day prior to use†	Please check the content of the pledge, sign and stamp it, and then submit it by email or post to the appropriate address below.
On the day of use	<ul style="list-style-type: none"> ● Take the permission form to the key collection point listed below to receive the key. ● Please return the key promptly after you have finished using the room.

† This does not include Saturdays, Sundays, public holidays, or university holidays.

☆ Picking up and returning the Nursery Room key

- On weekdays (8:30-17:00), please pick up and return the key at the office (General Affairs Section, General Affairs Division) on the 3rd floor of Center Hall. On Saturdays, Sundays, holidays, and also outside office hours (17:00-20:00), please pick up and return the key at the security room on the 1st floor of Center Hall.

☆ Emergency Contact Details

Please use the extension phone installed in the nursery room.

Weekdays (8:30-17:00): General Affairs Section, General Affairs Division, 3rd floor, Center Hall

Extension 4619, 5805; External line 022-795-5805

Association of Leading Women Researchers in Engineering (ALiCE).

Extension 5678; External line 022-795-5678

Other times: Security Room, 1st floor, Center Hall

Extension 4631; External line 022-795-5840

For inquiries and applications, please contact:

Association of Leading Women Researchers in Engineering (ALicE), Tohoku University

Address: 6-6, Aramaki Aza Aoba, Aoba-ku, Sendai, Miyagi 980-8579

TEL: 022-795-5678; FAX: 022-795-5811

E-mail: eng_alice@grp.tohoku.ac.jp