



Dear Parent(s):

Poppins Day-care Service

Our professional nursing staff will provide high-quality childcare service for your child.

■ Please prepare the followings:

1) Meals, drinks, and snacks (if needed)

We will help your child(ren) eat when needed.

Please bring your own feeding bottle and formula if needed.

2) Your ID

Driver's license, insurance card or mother's pocket book.

3) Extra clothes (including diapers)

2-3 sets of clothes (please pack them in a bag).

Extra underwear would be preferable (if under the toilet training)

4) Temperature check

Please check your child's temperature before you come in and write it in the application form.

**Since our staffs are also taking care of other children, we operate zero-risk policy. Please be noted that we cannot take care of sick children, if for example, the temperature is over 37.5 °C(99.5°F), the sickness is/expected contagious. If we have a go-ahead form from your doctor to take care of the child, please consult our staff.*

■ The Day of the Service:

- Please take your child(ren) to the toilet before coming to the daycare center.
- Please fill in the application form and hand in to the reception of the daycare center. We will give you a "pick-up card" then.
- Nursery staff will expect the same person to drop off and pick up each child.

■ Others:

- We will call the parent(s)/guardians in the case of emergency, such as sudden fever.
- Our day-care service is fully insured should there be any accident.
- Please let us know beforehand if your child(ren) has any allergies.
- Please dispose the used diapers on your side.



◇ We do not take care of sick child(ren) having a fever over 37.5°C(99.5°F). In the case of emergency situations, such as accidents, disasters, and accidental injuries that call for emergency response, Poppins will call a predetermined emergency contact number designated by parents/guardians to seek their direction. It is understood that we will determine at our discretion to take the best measure we could to protect the life and physical safety of the child if we fail to make contact with the parents/guardians.

◇ Regarding the measure cited in the previous item, it is understood that Poppins gives basic first-aid treatment to the child, and the further medical treatment will be given at a medical care provider. It is understood that Poppins has a right to grant permission to the medical care provider to conduct medical treatment in the case where we cannot make contact with parents/guardians.

◇ It is understood that Poppins has no responsibility for aftereffects, if any, appearing on the child as a result of the treatment cited in the above item 2, and all costs for the medical treatment will be borne by parents/guardians.

◇ It is understood that Poppins has no responsibility for any damage (including damages caused by an overwhelming force such as natural disaster) of the body and personal belongings of the child during the day-care service unless the damage is caused by reasons attributable to Poppins. If the damage is caused by reasons attributable to Poppins, the total amount of compensation for damage to be paid must be within the limit not to exceed the amount set by the insurance contract (compensation insurance and accident insurance) taken out by Poppins unless the damage is caused by intention and/or gross negligence.

A reference:Poppins Service (Tel) 03-3447-2292



Regarding Poppins Preventive Measures for infectious disease

2022.07

【Our response to the new coronavirus infection】

Poppins Family Care Inc. is committed to ensuring the safety of the children in our care, their parents and families. The safety of the children in our care, their parents and families, and our childcare staff is our top priority.

The following measures will be implemented to prevent the transmission of the new corona virus. We would like to ask for the cooperation and understanding of all parents and guardians.

● Life style of temporary child care room by situation

Avoid the three densities (enclosed spaces, crowded places, and talking or speaking in close proximity), and wash hands frequently and ventilate thoroughly.



Pick-up at the reception

- hand disinfection
- Confirmation of body temperature, health observation
- Confirmation of wearing mask

Ventilation and disinfection

- Open windows in two directions and ventilate once every 30 minutes.
- Regularly disinfect toys, doorknobs, and water faucets that are frequently touched by hands.

Potting time

- Don't go in groups
- Wash your hands after defecating
- Use of disposable gloves during diaper changes
- Use of disposable gloves

Meal time

- Wash your hands before meals
- Not talking loudly while eating
- Wipe the table with disinfectant before and after meals.
- side by side (When sitting face-to-face, sit at an angle.)
- Feeding assistance is done from the side.

Nap time

- Leave 1 meter of space between bedding to avoid overlapping front and back
- Position them so that their heads are in alternate positions.

During indoor activities

- Call out to them when you see them densely or closely.
- When gathering, keep arms outstretched and spaced so that they do not collide, and avoid overlapping back and forth.
- Tissues used for wiping snot and drool are disposed of in plastic bags.

During outdoor activities

- Bring hand soap, paper towels, hand sanitizer, etc., and wash your hands even when outdoors.
- Avoiding congestion

Request to parents

- Children with cold symptoms (cough, sore throat, runny nose, etc.) or a body temperature of 37.5°C or higher cannot be accepted.
- In the event of a sudden fever or other emergency during childcare, parents will be called, so please keep your mobile phone connected.
- Please use the restroom, wash your hands, and gargle before going to the nursery.
- Children over 2 years old are required to wear a mask.
- During the care of your child, we ask that you wash your hands, gargle and disinfect with alcohol. If this is not possible, please inform the nanny when you leave your child with us.
- Even if you have taken your temperature at home, the childcare staff will re-take your temperature at reception.

We will not be able to accept your child if any of the following conditions apply during the one week prior to use.

- If you have had close contact with a person who has been confirmed to have a new coronavirus infection
- If there is a family member or close acquaintance living with you who is suspected of being infected