

## Procedures for an examination at Nagoya University Pediatrics Department in connection with Sick-child Daycare

To Guardians:

(1) Please phone ahead of time to ensure availability of Sick-child Daycare. If you wish to have your child examined at the Nagoya University Pediatrics Department, please advise accordingly. As a general rule, Asunaro Nursery School requires the child to be examined by your own physician unless there are special circumstances. Please understand that, even if the Sick-child Daycare facility is not at full capacity, your child may not be accepted in the event that there are other children in care due a certain type of contagious infection or because [he or she is an outpatient][of the status of outpatients] of Nagoya University Pediatrics Department.

(2) Bring your child to Asunaro Nursery School only if there is an opening in the Sick-child Daycare and you have been notified by Asunaro Nursery School that the University Pediatrics Department can examine your child. Do not go directly to Nagoya University Hospital Outpatient[s] Reception. Please note that, if you have your child examined at Nagoya University Hospital, you will incur parking charges unless you have submitted prior notification that you will be commuting to Tsurumai Campus by car. (Please check with Asunaro Nursery School regarding a parking space.)

(3) Upon arrival at Asunaro Nursery School as per (2) above, please follow the nurse's instructions and complete the following procedures to enable your child to be examined at Nagoya University Pediatrics Department.

[If this is your child's first examination at Nagoya University Hospital]

① Please fill in the required information in the "Examination and Treatment Request" from Asunaro Nursery School, attach your insurance certificate and child's medical certificate, etc., and submit these items at the First-Time Examinations desk on the 1st floor of the Outpatient[s] Building.

\*Desk hours: From 8:30AM

\*If you do not have a letter of introduction from another medical institution, you will need to pay a 4,200 yen non-insurance combination medical fee, which is the same fee as for a regular patient.

②Once your name, address, telephone number, insurance information, etc. have been entered into the system, the hospital will provide you with an examination ticket and a basic outpatient card. Please submit these to the Pediatrics Department Outpatient[s] Desk (2nd floor).

\*If your child is going to wait at Asunaro Nursery School, please have the Outpatient[s] Desk at the Pediatrics Department contact Asunaro Nursery School (extension 2665) when the child's turn comes up.

③ If, after examination, your child is determined to be eligible for Sick-child Daycare, have the doctor complete the "Contact Form."

④ After the examination is completed, submit the basic outpatient card to the cashier's desk and pay the examination fee. If you have come by car, please obtain a stamp at Reception on the 1st floor of the Outpatient[s] Building. 1

[If you have a Nagoya University examination ticket]

① Submit your examination ticket, insurance certificate, child's medical certificate, etc. to the First-Time Examinations desk on the 1st floor of the Outpatient[s] Building to have your child examined at the Pediatrics Department.

\*Desk hours: From 8:30AM

\*If you do not have a letter of introduction from another medical institution, you will need to pay a 4,200 yen non-insurance combination medical fee, which is the same as the fee for a regular patient.

② Submit your examination ticket to the Pediatrics Department Outpatient[s] Desk (2nd floor). to have your child examined at the Pediatrics Department.

\*If your child is going to wait at Asunaro Nursery School, please have the outpatient[s] receptionist at the Pediatrics Department contact Asunaro Nursery School (extension 2665) when the child's turn comes up.

③ If, after examination, your child is determined to be eligible for Sick-child Daycare, have the doctor complete the "Contact Form".

④ After the examination is completed, submit the basic outpatient card to the cashier's desk and pay the examination fee. If you have come by car, please obtain a stamp at Reception on the 1st floor of the Outpatients Building.



# Asunaro Nursery School – Sick-child

## Daycare Guidelines

### 《Usage guidelines》

If a child cannot attend nursery school due to illness and the child cannot be cared for at home, nurses and daycare staff can take care of the child in place of a parent or guardian who is working.

#### 1. Eligibility

- (1) Users of Asunaro Nursery School
- (2) Users of Cosmos Nursery School
- (3) Other persons who satisfy the user criteria specified in Section 6 of Asunaro Nursery School Regulations

#### 【Asunaro Nursery School Regulations】

Section 6: People who may use the nursery school shall satisfy one of the following criteria:

1. University faculty members or staff members who are raising newborns or children in the age group between 57 days after birth and first term in elementary school
2. Others who are found to be appropriate by a trustee in charge

#### 2. Capacity

2

#### 3. Dates and time of Nursery School

Monday to Friday (excluding holidays)  
8AM to 6PM

#### 4. Fees

- (1) Regular childcare users who require daycare for sick children: An additional fee of 75 yen/15 minutes will apply.
- (2) Temporary childcare users who require care for sick children: A fee of 150 yen /15 minutes will apply. (The basic charge for temporary childcare users will not apply.) Lunch 420 yen, Dinner 420 yen, Snack 210 yen
- (3) When registering a child only for Sick-child Daycare: A fee of 150 yen/ 15 minutes will apply. Lunch 420 yen, Dinner 420 yen, Snack 210 yen

※Regular childcare users or temporary childcare users of Higashiyama Campus Cosmos Nursery School who use Sick-child Daycare shall be regarded as equivalent in status to regular childcare users or temporary childcare users of Asunaro Nursery School.



#### 5. Usage procedure

##### (1) Initial selection

Submit a prescribed registration form at least 15 days prior to the intended start date.

##### (2) Reserving child care

Submit a prescribed request form at least the day before the desired date. However, if the desired date is the same day, and usage is feasible, the request form can be submitted on that day.

##### (3) Examination by a user's physician

Have the child examined by his/her physician. If the examination results indicate that the child can enter daycare, have the physician complete the contact form and submit the form.

##### (4) Acceptance into daycare

If the maximum number of children has been exceeded, or even if it has not but other children have a communicable disease, it may not be possible to accept the child.

##### (5) Emergency procedures

If the child's condition takes a turn for the worse:

- The guardian is notified of the symptoms by phone.
- If necessary, the condition of the child will be discussed with the Pediatrics Department at the hospital
- Depending on the condition of the child, we will have the guardian come and collect him/her
- If an immediate response is necessary, we will take the child to the Pediatrics Department or to Emergency.

#### 6. Acceptance Criteria

See "Nagoya University Asunaro Nursery School — Sick Child Acceptance Criteria"



## 7. Required documents

(1) Sick-child Daycare Registration Form

➡ Please submit this at the advance registration

(2) Sick-child Daycare Usage Request Form

➡ Please submit this sick-child daycare

➡ If you would like medication to be administered, please submit a “Medication request form.”

(3) Physician Contact Form

➡ Please submit this after being examined by your physician.

➡ When downloading it from the home page and printing it out, be sure that it is a double-sided printout and that the back of the sheet shows the “Nagoya University Asunaro Nursery School - Sick Child Acceptance Criteria.” If you cannot do a double-sided printout, print out the “Nagoya University Asunaro Nursery School - Sick Child Acceptance Criteria,” attach it to the Physician Contact Form, and show it to your physician form.”

## 8. Required items

- Maternal and child health handbook
- Diapers
- Milk
- Change of clothes
- Laundry bag
- Blanket for naps
- Medication (with the Medication Request Form)