# Procedures for Use

◆ **Procedures prior to enrollment (If you continuously use temporary childcare service, you need to apply for the service each month.)**

For the Regular Childcare Service, we will start accepting applications beginning in mid-February each year for the next fiscal year. We will notify you of the application process by posting an announcement on the website of Gender Equality Promotion Office.

If you wish to submit application after the application period, please contact the Gender Equality Promotion Office of the Employee Welfare and Benefits

## Flow of procedures for enrollment

(i) Make application at the Gender Equality Promotion Office according to the following procedure:

|  | Regular Childcare Service | Temporary Childcare Service |
|---|---|---|
| How to apply | Fill out the Application Form for Using a Cosmos Nursery Room and upload the Necessary documents to apply. | |

◆ **Gradual entry**

Cosmos Nursery Room does not provide a gradual entry.

However, if it is considered by our nursery staff to be necessary, we may take your child for a few days prior to his/her enrollment to see if he/she is fine with our nursery.

In such case, as this service will be handled as Temporary Childcare Service, so make sure to file an application for the Temporary Childcare Service separately.

Childcare fee will be calculated at the same rate as the Temporary Childcare Service: 800 yen/hour x the number of hours of used for gradual entry.

◆ **Use during parental leave**

**Note: If either parent is on parental leave, you may not use the Childcare Facility even if it is within an approved period of time.**

◆ **-seeking activities**

The period for using the Regular Childcare Service during your job-seeking activities will be the end of the month in which the 90th day after the use of the Childcare Facility falls. If the Certificate of Employment is not submitted after this period, you may not use the Childcare Facility.

If your spouse is seeking a job, the use of the Regular Childcare Service is limited to once per fiscal year.