

## **Guidelines for Childcare Support during Spring and Fall MSJ Meetings**

Created by the MSJ Younger Generation and Gender Equality Committee, 09/12/2016

Approved by the MSJ Board of Directors, 10/13/2016

Revised by the MSJ Younger Generation and Gender Equality Committee, 03/12/2020

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Translated to English, 10/12/2020

### **1. Purpose**

We aim to encourage people who are raising small children to participate in Spring and Fall Meteorological Society of Japan (MSJ) Meetings (hereafter, Meetings) by providing necessary childcare support during Meetings.

### **2. Methods**

The meeting executive committee (MEC) will provide childcare support in either or both of the following methods depending on the operational circumstances:

- (i) Set up a temporary childcare facility at the meeting venue (sitter arrangement, etc.).
- (ii) Provide financial support to use existing childcare facilities outside the meeting venue. The support will also cover fees for extended hours of childcare and special care of sick children. The support is meant for temporary childcare to attend Meetings and may not be used for regular childcare.

Please note that the MEC may outsource childcare support when they are understaffed.

### **3. How to obtain information**

The MEC will provide the information on childcare support including the application method and administrative procedures on the meeting website. In the case of support method (ii), the MEC will also provide information for conveniently accessible childcare facilities. When childcare support is outsourced, the meeting website will clarify which part of support is outsourced.

### **4. Eligibility**

Meeting participants who need childcare services during Meetings (hereafter, participants) are eligible for support. There are no age restrictions for children to be supported, but we assume children are elementary school age or younger in normal circumstances.

### **5. Amount of support**

The financial support for childcare is provided from meeting operating expenses. The MEC will try to maintain the level of support while keeping the total operational expense under 200,000 yen, including outsourcing costs.

- In the case of support method (i), there will be no charge for participants if the total operational expense (payment to childcare companies, insurance, rent fees, etc.) is under the limit. If the total expense exceeds the limit, participants will be asked to cover the excess amount, not exceeding 5,000 yen per child per day.

- In the case of support method (ii), participants will be reimbursed for 70% of covered expenses listed in the next section (in increments of 10 yen), not exceeding 10,000 yen per child per day.

## **6. Covered expenses**

Covered expenses are childcare fees, and in the case of support method (ii), round-trip transportation between the meeting venue and childcare facilities (up to 700 yen per day including the expenses for supported children). Other miscellaneous expenses, such as diapers, meals, milk, snacks and admission/registration fees, are not covered by support, with the exception that they are included in childcare fees. In the event that childcare facilities chosen in the support method (ii) do not subscribe to casualty insurance and participants have to purchase insurance on their own, insurance premiums may also be included in the calculation of reimbursement.

## **7. Coverage Period**

The childcare support is provided from the first to the last day of Meetings. If participants need to attend workshops related to Meetings on the day before the first day or after the last day of Meetings, these days are also covered.

## **8. Accidents and troubles**

The MEC will obtain information about emergency and after-hours medical facilities near the meeting venue to assist participants in case of unexpected illnesses of supported children during Meetings. The following guidelines set the scope of responsibility in the event of an accident or trouble:

- In the case of support method (i), the MEC will make sure that a childcare company is a member of the All Japan Childcare Services Association and insured with the Childcare Services Comprehensive Compensation System. Compensation for accidents and troubles shall be conducted within the insurance coverage. The MEC will present participants with the insurance coverage information at the time of application (or before application upon request).
- In the case of support method (ii), the MEC will encourage participants to choose insured childcare facilities. MSJ will not be liable for any accidents or troubles that occur at childcare facilities outside the meeting venue.
- In the event that childcare support is outsourced, the MEC will make sure that childcare facilities introduced by an external contractor are insured. Compensation for accidents and troubles shall be conducted within the insurance coverage. The MEC will request the external contractor to present participants with the insurance coverage information at the time of application (or before application upon request).
- Although participants are encouraged to use insured childcare facilities, they may choose to use uninsured childcare facilities because of convenience and purchase insurance on their own. In such a case, insurance premiums may be included in the calculation of reimbursement as stated earlier.
- MSJ is not liable for any accidents that occur while participants are traveling between the meeting venue and childcare facilities.
- MSJ Secretariat will handle accidents and troubles related to childcare support in cooperation with the MEC.

## **9. How to apply**

Participants can obtain information about application method and administrative procedures on the meeting website.

Before Meetings:

- Participants should notify the MEC of the numbers of children and days to be supported, estimated expenses and information on childcare facilities (names, addresses and insurance coverage) by the deadline. The MEC will communicate the information to the MSJ Secretariat.
- In the case of support method (i), the MEC will present participants with a list of items needed for childcare, important notes and emergency instructions.
- In the case of support method (ii), participants are responsible for making reservations with childcare facilities prior to Meetings.
- Although there is a deadline for applications, the MEC will try to accommodate late applications and cancellations due to compelling circumstances (e.g., children's illnesses).

During Meetings:

- In the case of support method (i), participants are required to submit a signed consent form regarding the use of a temporary childcare facility to the MEC for each child and on each day (the form is attached at the end of this document).

After Meetings:

- Participants should submit the following documents and information in person or by postal mail: original receipts from childcare facilities, a copy of childcare records, proof of participation in Meetings for non-members of MSJ (a copy of registration receipts) and information on transportation expenses and bank accounts for direct deposit.
- The documents should be submitted as soon as possible (no later than two weeks after the end of Meetings).

## **10. Usage report**

The MEC will report the usage of childcare support to the MSJ Secretariat promptly after Meetings. The report will include the number of participants and information for individual participants, such as the numbers of supported children and days, names of childcare facilities and expenses (both actual and reimbursed amounts of childcare fees and transportation expenses). The MSJ Secretariat will forward the report to the MSJ Younger Generation and Gender Equality Committee.

## **11. Other**

The MSJ Younger Generation and Gender Equality Committee will review the guidelines as needed to comply with changing situations of childcare support.

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### **Notes on the limits of support**

Based on past usage reports, we calculate the limits of support amount stated in this document as follows:

- Fees for childcare facilities < 10,000 yen per child per day

1,500 yen/hour x 10 hours (8:30-18:30) x support rate (2/3)

- Transportation expenses < 700 yen per day  
1,000 yen x support rate (70%)

## Consent Form Regarding the Use of Temporary Childcare Facility

Dear President of the Meteorological Society of Japan:

I (name: \_\_\_\_\_, affiliation: \_\_\_\_\_, membership number: \_\_\_\_\_)  
hereby agree to leave my child (name: \_\_\_\_\_) in the temporary childcare facility at the  
meeting venue operated by the Meteorological Society of Japan (MSJ), with the understanding  
that in the event of any accident,

1. Venue facilities/universities/research institutes and those involved in the meeting management  
do not bear any responsibility,

and

2. MSJ staff engaged in the operation of temporary childcare facility are not responsible beyond  
what is actually compensated by the casualty insurance held by the childcare company.

Home address:

Name (signature or stamp):

Date:

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\* Please submit one signed form per child to the meeting executive committee on each day.