

Regarding the APU Alumni Association Babysitting Subsidy System

The APU Alumni Association will be establishing a babysitting system so alumni with children can also be given opportunities for “self-accomplishment” and can attend/organize events more easily.

There are three methods that this system can be used:

1. Creating an on-site childcare service at event venues
2. Leaving your child at a childcare facility
3. Calling a babysitter to your home

【Details】

1. Creating an On-site Childcare Facility

A childcare facility will be created within the same or nearest building of the event venue.

Maximum Subsidy Amount: 30,000 yen

Company Example: Ness Corporation

<http://www.ness-corporo.co.jp/babysitter/event.html>

2. Leaving your Child at a Childcare Facility

Alumni will be able to use childcare facilities near their home or the event venue.

Maximum Subsidy Amount: 10,000 yen

3. Dispatching a Babysitter

A babysitter will be sent to an alumni's home while they are away.

Maximum Subsidy Amount: 10,000 yen

*Alumni will need to pay for any amount that exceeds the subsidy limit on their own.

■ Conditions for Receiving the Subsidy

Those who meet all three of the conditions below will be eligible to receive the subsidy.

- ① If the father/mother is a full member of the APU Alumni Association.
- ② If the alumni member will participate in an official APU Alumni Association event.
(An official event is an event that is hosted by the chapter/group/project)
- ③ Age limit of children: Elementary school age and under (Junior high school students and older will not be eligible)

■ How to Apply

- Please refer to the “Details of the Flow until Reimbursement”, and apply to the email address below.

Secretariat of the APU Alumni Association: apualumn@apu.ac.jp

- Applications must be submitted to the Secretariat at least two weeks before the event.

■ Details of the Flow until Reimbursement

STEP	Person Responsible	Content	Document
1	Father/Mother	The alumni with child informs the event organizer that they would like to use a babysitting service.	
2	Event Organizer	The event organizer decides whether an on-site childcare service should be provided.	
3	Father/Mother	If an on-site childcare facility will not be provided, they must decide whether to take their child to an existing childcare facility or have a babysitter dispatched to their home.	
4-1	Event Organizer	If an on-site childcare facility will be created, the event organizer submits an application to the Secretariat.	【Application Form】 Babysitting Subsidy System
4-2	Father/Mother	If the alumni with child wants to use the “Childcare Facility Use” or “Babysitter Dispatch” service, they must submit an application to the Secretariat.	【Application Form】 Babysitting Subsidy System
5	Secretariat	Receives the application and decides whether a subsidy will be provided.	
6	Secretariat	Informs the applicant whether the subsidy will be provided.	
7	Applicant	(If approved) Pays the cost for the babysitting service in advance.	
8	Applicant	Submits the receipt and Reimbursement Form to the Secretariat.	Reimbursement Form
9	Secretariat	Receives documents and if there are no problems transfers the subsidy amount to the applicant.	

■ Companies to Use for the Services

- Please choose the company on your own and at your own responsibility.
- We strongly recommend that you choose a company that is covered by insurance

(Please note that the APU Alumni Association will not be responsible for any accidents that occur).

■ Note

Your application to receive the subsidy may not be approved depending on the type or content of the event.