

Authority: Approved by the President

Chapter 24. Childcare Services

24.1 Policy

The OIST Graduate University (hereinafter “the University”) recognizes the critical needs of the university staff, students, and visitors with children for international and high-quality pre-school and after-school/holiday education services. To meet such needs is one of the basic functions which the University must fulfill to attract and retain the best talent, enhance the wellbeing of the University community and thereby achieve the missions of the University.

The University provides the pre-school and after-school/holiday programs designed to meet such needs as much as possible by establishing and operating the OIST Child Development Center (CDC). The services are provided at dedicated, safe facilities on campus. While the CDC is established as a part of the University, it has a semi-autonomous decision-making body, the CDC Governing Board, with representation from the relevant administrative divisions of the University, the CDC management and the OIST Child Care Association [\[link: \]](#). Please refer to the Bylaws (terms of reference) of the Governing Board [\[link: \]](#) for its responsibilities and membership. The CDC Governing Board reports to the University President who reports to the Board of Governors of the OIST School.

The services must be offered based on fair and transparent rules set forth by the Governing Board. The University’s equal opportunity and diversity policy [\[link:1.3\]](#) must be applied in developing and implementing such rules.

24.3 Rules

24.3.1 Governing Rules

24.3.1.1 In addition to what is provided for in this chapter, operational matters of the CDC are governed by the Bylaws of the Governing Board [\[link: \]](#) and other detailed stipulations developed and maintained by the Governing Board. For the matters not provided for by such rules, the general university policies and rules apply.

24.3.1.2 Establishment and amendment of the Bylaws do not become effective until a final approval has been made by the President.

24.3.1.3 The President may request the CDC Governing Board to make amendments of its Bylaws, when the President finds it necessary.

24.3.2 Budget and Accounting

24.3.2.1 The Governing Board must request annual budget for operation of the CDC and its revision to the President every fiscal year in accordance with the general budget request procedures. [\[link: 27.5\]](#) When making a budget request, a proposal of fee structure and estimated annual revenue must also be submitted to the President for its approval.

24.3.2.2 Funds to be allocated to CDC might consist of several different source of funding including the Subsidy for Operations. The Governing Board is responsible for confirming the constraints of use of each source of funding and reflecting it to the business plan and implementation.

24.3.2.3 As a budgetary unit [\[link: 27.3.2\]](#), the Governing Board is responsible for management and implementation of the allocated budget for the CDC.

24.3.2.4 Budget and accounting of the operational expenses of the CDC must be dealt with separately from other operational expenses of the University except for the expenses for which such separation is not practical (i.e. routine facility maintenance, utility and security expenses etc.).

24.3.3 User Eligibility

24.3.3.1 Staff and students. Any University employees, including temporary staff dispatched from an agency under an hourly-fee contract (excluding contractor or vendor employees), and students are eligible to enroll their children in the CDC. Priority may be given to specific groups based on the policy and rules adopted by the Governing Board.

24.3.3.2 Visitors. Visiting faculty, lecturers, students, participants in events held on campus and other kinds of guests also have access to the CDC programs for their children. Priority may be given to the University staff and students or specific visitor categories based on the policy and rules adopted by the Governing Board.

24.3.3.3 Others. In addition to those specified in preceding paragraphs, staff of contractors (vivarium, cleaning, café, etc.), volunteers, and others working on campus may be given access to the CDC programs if the Governing Board considers it necessary.

24.4 Responsibilities

24.4.1 President

The President of the University is responsible for ensuring the provision of high-quality and international pre-school and after-school/ holiday programs by securing and allocating appropriate financial and other resources for the CDC. The President must receive and forward periodical reports from the Governing Board on CDC operation to the Board of Governors of the OIST School Corporation.

The President approves annual business and budget plans of the CDC.

24.4.2 Governing Board of the CDC

The Governing Board of the CDC is responsible for overall management of the CDC operations, including the following matters:

- Maintain, and suggest amendments to the President as necessary, these Bylaws.
- Ensure that the operation of the CDC meets all national and local compliance and safety standards.
- Select the Director of the CDC to be appointed by the President.
- Make annual business plan and budget request, including fee structure and revenue estimation and its revision, to the President.
- Submit annual business and budget plans of the CDC to the President and monitor the implementation of the plans.
- Submit annual reports, due at the end of April, to the Board of Governors of the OIST School Corporation through the President.

See the Bylaws of the Governing Board [\[link\]](#) and “CDC Pre-school Handbook” [\[link: \]](#) for details.

24.4.3 Users of the CDC

Users of the CDC are responsible for supporting the CDC operations by sending their feedback to the Governing Board through their OIST Child Care Association representatives and by participating in CDC events. CDC users must bear the cost of services based on the fee structure maintained by the Governing Board and approved by the President. In situations of financial hardship, the Governing Board may elect to partially or fully waive the fees.

24.5 Procedures

24.5.1 Pre-School Program

- Submit Application Form and Health Screening Form to the CDC
- See “CDC Pre-School Handbook”[\[Link: \]](#) for detail rules, procedures, educational program and fee structure

24.5.2 After-School/Holiday Program

- Contact the CDC office for application

24.6 Forms

24.6.1 Application Form for Pre-school Program [\[link: \]](#)

24.6.2 Health Screening Form for Pre-school Program [\[link: \]](#)

24.7 Contacts

24.7.1 Policy Owner:

The President

24.7.2 Other Contacts:

The Governing Board of the OIST CDC and the OIST Graduate University CDC