A Guide for Nishi Ward Child Nutureing Support Center "Smile Port"

revise in April, 2016



1.Registration

The registration is limited to Yokohama citizen.

- ①First, you need a registration and fill in the registration form at the front counter. Then we'll give you a "membership card."
- ② We'll guide you how to spend time at Smile Port and show you around.
- 3 Please tell the front how many members of your family are there.

2.After you registered

- ① When you come to Smile Port, please show us your membership card.
- ② We give you a holder and please put your membership card in the holder and wear it.
- ③ Please write your kid's name on the tape at front counter and put it on your kid's back.
- When you leave, show your card and give the holder back to the front counter.

3. How to come?

①No parking lots for cars and bicycles.

Please come here by Public transport.

- ②Please hold a buggy and place it at the fixed place.
- ③When you take a buggy, please use the elevator.

Don't use the escalator with a buggy.

4.Use of mobile phone and taking pictures

When you need to talk on the phone or take pictures, please let us know.

5.For Diasters

Please obey instructions of the staff, for example, at the time of the disasters such as earthquakes.

6.Food/Drinks

- ①Lunch Time: 12:00pm to 13:00pm. You are expected to prepare the table for your lunch and to clean up.
- ②As for the milk, the nursing, the baby food, available in a small room.
- 3The hot water for the powder milk is prepared.
- ⑤Please refrain from the carry-on of the snack to consider food allergy.
- ©Please take the garbage such as empty boxes of the lunch, or PET bottle home with each person.
- When you nurse your baby, please use a nursing corner or the nursing room.

7. Diaper Exchange

- ①Diapers are to be changed only on the change table provided in the washroom.
- 2 Please take the dirty diaper home with you.

8. For security

- ①In"Smile Port", children must be supervised at all times by their parents/caregivers. Please confirm security of the child by each person.
- ②Because there is a risk to slip in the room, the children are recommended to take off socks.
- ③ When the "Port" is too crowded, the admission to the place may be restricted for security.

(You can confirm the situation in our URL.)

Please be careful to the doors at the entrance of the building.

9.Others

- ①Please manage the valuables by yourself.
- 2) You cannot smoke in "Smile Port".
- ③Please do not bring picture books and toys.
- When you damage toys, picture books and equipment please inform the staff immediately.