

Guideline for the POSTECH Daycare Center

Established Mar 1, 2017

Chapter 1 General Provisions

Article 1 (Purpose) The purpose of this regulation is to stipulate the matters necessary for the operation of the POSTECH Daycare Center (hereinafter referred to as the “Daycare Center”) established in accordance with the ‘Infant Care Act’ in order to effectively support the economic and social activities of the staffs and graduate students at Pohang University of Science and Technology.

Article 2 (Applications) The matters not stipulated in this regulation shall apply *mutatis mutandis* to the Infant Care Act and related statutes (hereinafter referred to as “Infant Care Act”).

Article 3 (Managers and Management) Daycare Center shall be entrusted to and managed by an entity, organization, or individual (hereinafter referred to as “consigned manager”) and Pohang University of Science and Technology (hereinafter referred to as “University”) shall be in charge of its administration and supervision.

Chapter 2 Staff of the Daycare Center

Article 4 (Composition of the Staff) In principle, the staff of the Daycare Center shall consist of the principal, daycare teachers, cafeteria staff, and the cleaning staff. If necessary, the Daycare Center may also employ other staff such as the following:

1. Daycare teachers needed for extended hours of service
2. Substitutes for vacations, etc.
3. External personnel needed for extracurricular activities such as English, music, or physical education
4. Personnel needed for hygiene and cleanliness of the Daycare Center

Article 5 (Appointment and Management of Staffs) ① The principal shall appoint and manage the staff of the Daycare Center in accordance with the Infant Care Act. ② The principal shall appoint and manage the substitute teachers, extracurricular activities teacher, volunteers and daily workers of the Daycare Center within the budget.

Article 6 (Duty of the Staffs) ① The principal is the representative of the Daycare Center, is in charge of the Daycare Center and shall guide and supervise the daycare teachers and all other staff, while also providing daycare services.

② The daycare teachers shall provide appropriate safety, health, nutrition, and educational services in line with the developmental stages of the children.

Article 7 (Number of Staff and Qualifications) ① The number and qualifications of the staff at the Daycare Center shall be determined by the Infant Care Act, and the number of staff members may be adjusted according to the capacity and the current number of children, and the service hours of the Daycare Center.

- ② The principal may appoint a head teacher or teacher in charge as an agent to perform duties at times when the principal is unable to perform his or her duties due to extenuating circumstances, and he or she may utilize the parents, students, and the community members as volunteers for the proper administration of the Daycare Center.
- ③ In order to support the extracurricular programs, the necessary personnel may be employed as daily workers for a certain period within the budget.

Chapter 3 Administrative Committee of the Daycare Center

Article 8 (Name and Address of the Administrative Committee) ① ‘Administrative Committee of the POSTECH Daycare Center’ (hereinafter referred to as “Committee”) shall be established pursuant to Article 25 of the Infant Care Act, Article 21-2 of the Enforcement Decree of the Infant Care Act, and Article 26 of the Enforcement Rule of the Infant Care Act.

② The Committee will be located in the Daycare Center at 30, Jigok-ro 127beon-gil, Nam-gu, Pohang, Gyeongsangbuk-do, Republic of Korea.

Article 9 (Administrative Purpose of the Committee) The Committee shall aim to collaborate with staff, parents, and related personnel in order to provide proper daycare services to the children at the Daycare Center, and shall deliberate through a democratic and transparent process.

Article 10 (Function) The Committee shall deliberate on the following matters:

1. Establishment and amendment of the regulations of the Daycare Center
2. Report of the Daycare Center’s budget and the settlement of accounts
3. Health, nutrition, safety, and abuse prevention of infants
4. Operation of the Daycare Center such as the daycare hours and curriculum
5. Improvement of the work environment for daycare staff members
6. Improvement of daycare environment for the children
7. Collaboration between Daycare Center and the local community
8. Cases where the Daycare Center receives necessary payments other than the childcare fee, and the matters concerning the amount of such payment within the scope of Article 38 of the Infant Care Act
9. Other suggestions about the operation of the Daycare Center such as the monitoring results from the Parent Monitoring Team

Article 11 (Composition)

① The Committee shall be composed of the following members:

1. Two teaching staff members (one teacher and the principal)
2. Four or more parent representatives (1 representative from each age group of children)
3. One individual who is in charge of University affairs
4. One individual who is in charge of acting as the consigned manager

② The Committee shall be composed of 5 to 10 members with the parent representatives accounting for more than one-half of its total members.

Article 12 (Election of the Head of the Committee)

① The head of the Committee shall be elected from among the individuals who are not employed as staff members at the Daycare Center pursuant to Article 26-1 of the Enforcement Rule of the Infant Care Act.

② The teaching staff members of the Committee shall be elected from the teacher's conference, and the parent members of the Committee shall be elected from the parent's conference.

③ The role of the administrative assistant shall be taken by the teaching staff member (of the Committee) and is responsible for handling office work such as conference records.

Article 13 (Tenure of the members of the Committee) ① The tenure of the Committee member shall be one year, but in case of a parent Committee member, the tenure may be renewed once.

② The principal of the Daycare Center becomes an official member of the Committee during his or her tenure.

③ In the event of a vacancy of a Committee member, an election shall be held, and the elected committee member shall serve for the remaining term of his or her predecessor.

Article 14 (Loss of Committee Membership) If the Committee member falls under any of the following below, he or she shall lose the Committee membership.

1. The principal or the teaching staff members: if they retire from their position
2. The parent members: if their children graduate or leave the Daycare Center
3. University or the consigned manager: if their duties change due to transfer.

Article 15 (Committee Meeting) ① Committee Meetings shall be classified into regular meetings and special meetings.

② Regular meetings shall be held at least once quarterly (four times a year), and may be replaced with a written meeting if there are no special agendas or the consent of the members are obtained.

③ Special meetings shall be convened by the head of the Committee with the consent of one-third of the Committee members.

④ In case of convening a special meeting, an individual notice with the meeting agenda attached shall be given out to each members of the Committee seven days before the meeting.

⑤ If a member is unable to attend the meeting due to extenuating circumstances, he or she may appoint an agent, and the agent shall be qualified to act as the temporary member of the Committee.

Article 16 (Submission of Agenda) ① Members of the Committee can submit an agenda with the consent of two or more members.

② Parent members of the Committee can submit an agenda with the consent of more than one-quarter of the current members.

Article 17 (Quorum for Proceedings and Resolutions) The Committee shall be convened with the attendance of the majority of the Committee members including the head of the Committee, and resolved with the affirmative vote of the majority of the members in attendance. However, matters concerning the non-confidence of the member(s) and the establishment and amendment of the Guideline for the POSTECH Daycare Center shall be resolved with the attendance of the majority of the current members and the affirmative vote of the two-thirds of the members in attendance.

Chapter 4 Care of Children of the Daycare Center

Article 18 (Capacity) The capacity for the Daycare Center shall be 49 persons.

Article 19 (Admission Requirements and Priority) ① The entrants to the Daycare Center must be children between the ages of one to four who are the offspring of the members or the graduate students of University. The priority of admission is as follows:

1. A child of a single-parent or disabled parent, and whose parent is a member of POSTECH
2. A child whose both parents are members of POSTECH
3. A child whose parents both work
4. A child with only one parent working, and that parent is a member of POSTECH
5. A child of a family with more than 3 children
6. A child who is not applicable to #1-5, but selected from a random drawing

② In principle, enrollment shall be guaranteed for those admitted, and the children of graduate students shall constitute less than 15% of total enrollment. However, if necessary, the enrollment rate for graduate students' children may be adjusted taking into consideration the demand for childcare.

③ The details and supporting documents concerning the priority of admission shall be in accordance with the admissions regulation in Appendix 1.

Article 20 (Limit on the Number of Children at Daycare Center) The number of children at the Daycare Center may be limited in accordance with relevant statutes, taking into consideration the area that must be legally secured per child, and the number of daycare teachers.

Article 21 (Placement in Class) ① The Daycare Center shall organize and operate three classes for each age group which are classified into: the class of 1 year-olds, the class of 2 year-olds, and the class of 3 and 4 year-olds.

② The capacity for each age groups is: 10 persons for the class of 1 year-olds, 13 persons for the class of 2 year-olds, 13 persons for the class of 3 and 4 year olds, and 13 persons for the class of 4 year-olds.

③ The age standard of the child to be sorted into each class shall follow the instructions set forth by the 'Guide to Childcare' by the Ministry of Health and Welfare.

④ Notwithstanding Clauses ① and ②, if there is a need to adjust the class organization or the class/age-group capacity, after considering the daycare demands for each age group, the principal may adjust the class organization or the class/age-group capacity after discussing with the consigned manager or the University. In such case, the Daycare Center may create a mixed-aged class (e.g. mixed class of 1 year olds and less than 1 year olds).

Article 22 (Admission Procedure for Children) ① The regular admission applications shall be received and processed by the end of October every year, and the admission shall take place at the first week of March every year.

② If the members or graduate students of the University want their children to attend the Daycare Center, they must apply through the Daycare Center's website.

③ The applicants shall be selected in accordance with Clauses ⑬ and ⑭, and the principal shall inform the parents about the selection results and the necessary procedures for admission.

④ If the admission record is found to be incorrect on the day of the entrance, the order of entrance may be changed or the admission could be rescinded.

⑤ If there is a vacancy, the applicant shall be selected from a waitlist that was made considering the admission priority. However, if there is no waitlist, the Daycare Center shall grant admission to the appropriate age group by the end of the month in which the vacancy occurs.

Article 23 (Guaranteed Enrollment) Children admitted to the Daycare Center are guaranteed enrollment for duration.

Article 24 (Withdrawal and Leave of Absence) ① If the parents want their child withdrawn from the Daycare Center, they should apply for a withdrawal at least 15 days preceding the date of withdrawal.

② If the parent(s) retires from work during the semester, the child is disqualified from enrollment and shall be dismissed in principle; such child may enroll in the Daycare Center until day before the end of the month of his or her parent's retirement. In this case, the date of dismissal shall be the day before the last day of the month or the day the child last visited the Daycare Center.

③ If the parent(s) want(s) readmission of their child into the Daycare Center, the child shall be assigned the lowest priority in the waitlist, and readmission shall be granted no more than once within the same year of withdrawal.

④ If the child becomes unable to attend the Daycare Center due to reasons such as his or her illness or his or her parent's illness or the use of maternity leave, the child may take a break from the Daycare Center; and in this case, the break cannot exceed one month. However, if the need for break arises from his or her parent having to perform duties assigned by the University (e.g. overseas business trips) or due to relocation, the child may take a break for the period designated by the University.

Article 25 (Daycare Hours and Breaks) ① The regular daycare hours shall be weekdays (Mon-Fri) from 09:00 to 18:00.

② The integrated day care shall be from 7:30-9:00, 18:00-19:30. The principal of the Daycare Center must obtain a preapproval from University if he or she wants to extend or shorten the hours.

③ The Daycare Center shall be closed on Saturdays, holidays, and Labor Day. However, if the daycare service is needed on the days that are supposed to be closed, the decision shall be made after the principal consulting with the University or consigned manager.

④ The principal may close the Daycare Center for 3 or less days during the summer and winter if doing so is necessary to clean and/or sterilize the Daycare Center; and in this case, the principal must make the decision after consulting with University in advance.

Article 26 (Operation of Daycare Programs) The principal shall establish and operate a short, regular, or long term daycare program regarding education, nutrition, health, safety, parent education, and community exchanges in accordance with the age, developmental stage, interests, and needs of the children pursuant to the Infant Care Act.

Article 27 (Health and Safety Management) ① When a child is being admitted to the Daycare Center, the parents must submit the medical exam results to the principal, and must inform the Daycare Center if the child has any health or medical issues.

② The principal shall instruct that the medical check-ups be conducted on the children at least once a year to ensure proper health care, and shall keep the results in the Daycare Center.

③ The principal must immediately inform the parents if he or she believes there is any health issue going on with the child. In cases where the child has a disease that is possibly contagious, the principal can request his or her parents to stop sending him or her to the Daycare Center.

④ The principal must purchase comprehensive insurance (casualty insurance for the daycare children, workers' compensation insurance for the staff, etc.) in preparation for the safety accidents of the Daycare Center.

⑤ The principal shall conduct fire and safety education to the staff and children of the Daycare Center more than twice a year.

Article 28 (Nutrition Management) Daycare Center shall provide its food and snacks in accordance with the dietary plan made by the dietician or the consigned manager so that the children can consume a balanced and nourishing diet.

Article 29 (Preservation of Childcare Records) The principal shall keep the book of records as instructed by the Infant Care Act and the relevant statutes, such as the daycare children's daycare records, attendance records, daily records, and observation records, all of which are necessary for proper care of children.

Chapter 5 Financial Management

Article 30 (Daycare Fee) ① The childcare fee shall be set equal to the maximum childcare fee of the government support facilities of that year.

② The childcare fee shall be received through the 'Child Happiness Card' by the end of the month once each child's number of days of attendance exceeds 11 days.

③ The necessary expenses other than the childcare fees can be collected within the maximum limit for necessary expenditure as set by the local government.

④ When the child enters or leaves the Daycare Center, the childcare fee shall be received by calculating the number of days the service was provided to the child and pursuant to 'Guide to Childcare Business' made by Ministry of Health and Welfare. Any other necessary expenses shall be received by calculating the number of weeks and by considering the week of (child's) dismissal as the final week of service provided to the child.

⑤ If the child cannot attend the Daycare Center due to his or her illness or injury, or due to his or her parent being hospitalized or delivering a baby, the principal shall consider the days of absence (during the period of medical treatment or) from the starting date of absence (or the day of giving birth) until the date of discharge from the hospital (in case of parents' only the day of discharge from the hospital counts) as having had full attendance for the maximum of one month; and the principal shall inform parents about this, and obtain: doctor's note; medical certificate or a confirmation of hospitalization; and/or birth certificate (in case the child isn't yet registered for birth), or a copy of resident registration (if the child has birth registration completed) from the parents and submit them to the city, county, or ward office.

⑥ If the number of days of attendance for the child is less than 11 days due to his or her personal reasons, daycare fee excluding the government fund shall be paid by the parents. However, if the number of days of attendance is less than 11 days due to his or her parents' University work (e.g. overseas business trip) or personnel relocation, the decision regarding who should pay the daycare fee (excluding the government fund) and by how much proportionally shall be made after discussions with the University.

Article 31 (Support for Maintenance Expenses) ① Daycare Center's budget shall be composed of the daycare fee (including necessary expenses) paid by parents, government fund, and university fund.

② University shall distribute the university fund aforementioned in Clause ① to the Daycare Center's deposit account within 10 days of the beginning of the month of each quarterly semesters by dividing the required annual budget into four, and in accordance with the budget for each fiscal year. However, if the university fund for the Daycare Center has not been decided due to incomplete allocation of budget, the University shall give the Daycare Center the same amount of grant as the previous quarterly semester.

Article 32 (Budget & Accounting) ① The fiscal year for the Daycare Center shall be from March 1st to the last day of February of the following year.

② Each year, the principal shall submit next year's budget proposal to the company by the last day of November.

③ Daycare Center's budget proposal shall be confirmed with the approval of the University.

④ Daycare Center shall make quarterly settlements by the last day of each quarterly semesters, and a yearly settlement by the last day of the fiscal year. Daycare Center should also submit the balance sheet to the University within 15 days of the respective deadlines.

⑤ The detailed criteria regarding the Daycare Center's budget and accounting shall be based on the 'Financial Accounting Rules for Social Welfare Corporation and Social Welfare Facilities' of the Ministry of Health and Welfare.

Article 33 (Revised Supplementary Budget) If there are any necessary changes in the confirmed budget proposal, the principal shall compose a revised supplementary budget and submit it to the University with the attachment of documents specifying the reasons for doing so, and shall receive an approval.

Chapter 6 Administration and Supervision

Article 34 (Administration and Supervision) ① University can annually carry out regular inspections as well as (if necessary) frequent inspections of the Daycare Center regarding its management; and the principal and the consigned manager of Daycare Center must fully cooperate.

② The principal and the consigned manager of Daycare Center shall submit in writing the corrective result(s) to the University within 15 days from the day of the University's correction request following the inspection results derived in accordance with the regulation of Clause ①.

Addendum

These amended regulations shall take effect on March 1st, 2017.

Admission Criteria for the POSTECH Daycare Center

1. Admission Requirement: The children of the members (teaching/administrative/research staff) or graduate students of POSTECH ※including children of the executives of the POSTECH Foundation.

2. Admission Priority

1. A child of a single-parent or disabled parent, and whose parent is a member of POSTECH
2. A child whose both parents are members of POSTECH
3. A child whose both parents work
4. A child with only one parent working, and that parent is a member of POSTECH
5. A child of a family with more than 3 children
6. A child who is not applicable to #1-5, and selected from a random drawing.

3. Detailed Criteria for Admission Priority (Documents Required for Proof)

① Definition of a dual-income family and required documents for proof

- Defined as: a child whose both father and mother are employed
 - 'employed' is defined as working for more than 8 hours a day (including lunch time), and 20 days a month
 - also includes children of a single parent family, whose mom or dad is employed
- Proof of Employment: submission of the following documents (for both parents) are required in order to be considered employed
 - Certificate of Employment/Enrollment, Contract of Appointment, Part 1 of Employment Contract (essential), Employment Insurance Qualification Statement (from the Employment Support Center), Verification of Job Health Insurance Acquisition and Loss (from the National Health Insurance Service Branch), Part 1 of National Pension Subscription Certificate (from the National Pension) *or* Certificate of Income Tax Payment regarding Class A Earned Income • Income Withholding Receipt (from the institution of employment) *or* Verification of Wage • Employment *or* Part 1 of Certificate of Income Amount
 - For self-employed: Business Registration (essential) and Certificate of Income Amount (from the Tax Office), and Part 1 of Certificate of Standard Amount of the Imposition of Value-Added Tax (from the Tax Office)
 - ※For newly self-employed (those with business registration of less than a year): Certificate of Report on Income (e.g. Receipt Certificate from the Tax Office) *or* the account of business sales and Part 1 of documented proof of sales (e.g. credit card sales slip, cash receipt, etc.)
 - *If there is no documented proof of sales or if it is different from the account of business sales, it will not be considered valid.
 - *If a married couple is together in a business, it must be verified via documents
 - ※ For agricultural workers: Farmer's Certificate *or* Registration Certificate of Agricultural Business Entity (National Agricultural Products' Quality Manager's Signature) and Part 1 of documented proof of sales (e.g. Agricultural Products Sales Contract, Sales Certificate, etc.)
- The principal of the Daycare Center has the right to thoroughly verify documented proof(s) of employment and request additional documented proof(s) (e.g. employee's card) if necessary.

※ Parents shall submit 'Certifying Documents for Infants of Multicultural Families' to the Daycare Center in accordance with Clause 1 Article 2 of Multicultural Families Support Act.

- Resident Registration (married immigrants and naturalized Korean citizens shall list) *or* Family Relation Certificate and a copy of certificate of foreign registration card.

※ Among married immigrants, those who are defined as 'Foreign National Koreans' under Clause 2 Article 2 of the 'Act on the Immigration and Legal Status of Overseas Koreans' shall submit a proof regarding entry into and departure from Korea (proof of residence for 15 years or more in a foreign country).

※ If one does not possess an Alien Registration Card, he or she shall submit a certificate of foreign registration (from the Immigration Office).

② Definition of 'multi-children family' and required documents for proof

- Submit: Family Relation Certificate