

小規模保育事業所A型運営計画書

以下の各項目についての考え方や具体的な方策等を記載欄に記入すること。
字数の制限が無い項目については、記載欄が足りない場合には任意の様式に記載すること。
インターネット等からの無断転載は厳禁とし、整備計画を認めない。

1. 保育理念及び保育の方針（200～400 字以内）

2 小規模保育の特性を活かした保育内容及び保育課程

保育課程及び年齢や発達に応じた年間、月ごとの指導計画及び年間行事を任意の様式に記入すること。

3. 保育従事者等職員を確保する具体的な方法

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4. 職員育成の方針や雇用継続に向けた取組み

(1) 職員の研修計画について

園・法人内 職員研修	☐ 実施する(年____回) ☐ 実施しない(理由:_____)
外部職員研修	☐ 実施する(年____回) ☐ 実施しない(理由:_____)
研修内容	☐ 研修内容について具体的な計画がある。 ※園・法人独自の計画書やマニュアルを添付すること。具体的に記載されているものを提出すること。 ☐ 研修内容に関する具体的な計画を整備予定。 ※実施する予定の研修内容を記載すること。 例：●●を目的に▲▲を対象とする研修を年■回実施予定。

(2) 職員育成の方針や雇用継続に向けた取組み（200～400 字以内）

5. 健康管理及び衛生管理

定 期 健 康 診 断	職員対象：年____回 児童対象：年____回
児童の発育検査	☐ 実施する（ ☐ 身体計測 ☐ その他_____） ☐ 実施しない
SIDS の 予 防	ブレスチェック表 ☐ 作成する（_____分間隔） ☐ 作成しない
	その他取組み ()

※職員は、採用時及び1年に1回、定期健康診断が必要。

※児童は、保育開始時の健康診断、少なくとも1年に2回の定期及び臨時の健康診断が必要。

(1) 子どもの日々の健康管理及び疾病等の対応に関する考え方

以下の①～⑥について、考え方や対応方法について記載すること。

- ① 日々の健康管理 ② けが・疾病等への対応 ③ 感染症の発生予防
④ 慢性疾患児への対応 ⑤ 与薬への留意点 ⑥ その他の事項

(2) 虐待の予防について

虐待の予防・早期発見のための対策や虐待が疑われる場合の対応に関する考え方

※マニュアルを整備する場合は添付すること。

6. 安全対策

防 災 計 画	☐ 有 ☐ 作成予定 ☐ 無
防 災 訓 練	年____回（消火訓練____回、避難訓練____回）
損害賠償保険の 加入	種 類：_____ 賠償額等：_____円

※避難及び消火訓練は、毎月1回以上の実施が必要。

(1) 防災に関する考え方

※マニュアルを整備する場合は添付すること。

(2) 防犯に関する考え方

(3) 事故防止及び発生時の対応に関する取組み

(4) 個人情報の取り扱いに関する取組み

7. 特別な配慮を要する子どもの支援に関する考え方

(1) 障がい児保育

施設だより	☐ 発行する（年 回発行予定） ☐ 発行しない
連絡帳	☐ 作成する ☐ 作成しない
苦情受付窓口	☐ 設置する（具体的に： ）

(1) 保護者との連絡及び連携に関する考え方（緊急時の対応を含む）

Case No.	Case Name	Case Type	Case Status	Case Date	Case Time	Case Location	Case Description	Case Notes	Case Attachments
1	John Doe	Case 1	Open	2023-01-01	10:00	New York	John Doe is a 35-year-old male who was arrested on 2023-01-01 for possession of a controlled substance.	John Doe was arrested at his home in New York City. He was found with a small amount of marijuana in his pocket.	John Doe's arrest was reported by the New York City Police Department.
2	Jane Smith	Case 2	Open	2023-01-02	11:00	Los Angeles	Jane Smith is a 28-year-old female who was arrested on 2023-01-02 for driving under the influence.	Jane Smith was arrested at a bar in Los Angeles. She was found with a blood alcohol concentration of 0.08.	Jane Smith's arrest was reported by the Los Angeles Police Department.
3	Michael Brown	Case 3	Open	2023-01-03	12:00	Chicago	Michael Brown is a 42-year-old male who was arrested on 2023-01-03 for assault.	Michael Brown was arrested at a restaurant in Chicago. He was found with a knife in his hand.	Michael Brown's arrest was reported by the Chicago Police Department.
4	Sarah Johnson	Case 4	Open	2023-01-04	13:00	San Francisco	Sarah Johnson is a 31-year-old female who was arrested on 2023-01-04 for theft.	Sarah Johnson was arrested at a store in San Francisco. She was found with a small amount of cash in her pocket.	Sarah Johnson's arrest was reported by the San Francisco Police Department.
5	David Wilson	Case 5	Open	2023-01-05	14:00	Seattle	David Wilson is a 38-year-old male who was arrested on 2023-01-05 for possession of a controlled substance.	David Wilson was arrested at his home in Seattle. He was found with a small amount of cocaine in his pocket.	David Wilson's arrest was reported by the Seattle Police Department.
6	Emily Davis	Case 6	Open	2023-01-06	15:00	Portland	Emily Davis is a 29-year-old female who was arrested on 2023-01-06 for driving under the influence.	Emily Davis was arrested at a bar in Portland. She was found with a blood alcohol concentration of 0.09.	Emily Davis's arrest was reported by the Portland Police Department.
7	Robert Miller	Case 7	Open	2023-01-07	16:00	San Diego	Robert Miller is a 40-year-old male who was arrested on 2023-01-07 for assault.	Robert Miller was arrested at a restaurant in San Diego. He was found with a knife in his hand.	Robert Miller's arrest was reported by the San Diego Police Department.
8	Lisa Anderson	Case 8	Open	2023-01-08	17:00	Phoenix	Lisa Anderson is a 33-year-old female who was arrested on 2023-01-08 for theft.	Lisa Anderson was arrested at a store in Phoenix. She was found with a small amount of cash in her pocket.	Lisa Anderson's arrest was reported by the Phoenix Police Department.
9	Christopher Taylor	Case 9	Open	2023-01-09	18:00	San Antonio	Christopher Taylor is a 36-year-old male who was arrested on 2023-01-09 for possession of a controlled substance.	Christopher Taylor was arrested at his home in San Antonio. He was found with a small amount of marijuana in his pocket.	Christopher Taylor's arrest was reported by the San Antonio Police Department.
10	Amanda White	Case 10	Open	2023-01-10	19:00	San Jose	Amanda White is a 30-year-old female who was arrested on 2023-01-10 for driving under the influence.	Amanda White was arrested at a bar in San Jose. She was found with a blood alcohol concentration of 0.08.	Amanda White's arrest was reported by the San Jose Police Department.
11	Matthew Green	Case 11	Open	2023-01-11	20:00	San Jose	Matthew Green is a 34-year-old male who was arrested on 2023-01-11 for assault.	Matthew Green was arrested at a restaurant in San Jose. He was found with a knife in his hand.	Matthew Green's arrest was reported by the San Jose Police Department.
12	Olivia Brown	Case 12	Open	2023-01-12	21:00	San Jose	Olivia Brown is a 27-year-old female who was arrested on 2023-01-12 for theft.	Olivia Brown was arrested at a store in San Jose. She was found with a small amount of cash in her pocket.	Olivia Brown's arrest was reported by the San Jose Police Department.
13	Benjamin Clark	Case 13	Open	2023-01-13	22:00	San Jose	Benjamin Clark is a 39-year-old male who was arrested on 2023-01-13 for possession of a controlled substance.	Benjamin Clark was arrested at his home in San Jose. He was found with a small amount of cocaine in his pocket.	Benjamin Clark's arrest was reported by the San Jose Police Department.
14	Sophia Lewis	Case 14	Open	2023-01-14	23:00	San Jose	Sophia Lewis is a 32-year-old female who was arrested on 2023-01-14 for driving under the influence.	Sophia Lewis was arrested at a bar in San Jose. She was found with a blood alcohol concentration of 0.09.	Sophia Lewis's arrest was reported by the San Jose Police Department.
15	Lucas Hall	Case 15	Open	2023-01-15	00:00	San Jose	Lucas Hall is a 37-year-old male who was arrested on 2023-01-15 for assault.	Lucas Hall was arrested at a restaurant in San Jose. He was found with a knife in his hand.	Lucas Hall's arrest was reported by the San Jose Police Department.
16	Isabella King	Case 16	Open	2023-01-16	01:00	San Jose	Isabella King is a 26-year-old female who was arrested on 2023-01-16 for theft.	Isabella King was arrested at a store in San Jose. She was found with a small amount of cash in her pocket.	Isabella King's arrest was reported by the San Jose Police Department.
17	Ethan Scott	Case 17	Open	2023-01-17	02:00	San Jose	Ethan Scott is a 35-year-old male who was arrested on 2023-01-17 for possession of a controlled substance.	Ethan Scott was arrested at his home in San Jose. He was found with a small amount of marijuana in his pocket.	Ethan Scott's arrest was reported by the San Jose Police Department.
18	Avery Adams	Case 18	Open	2023-01-18	03:00	San Jose	Avery Adams is a 30-year-old female who was arrested on 2023-01-18 for driving under the influence.	Avery Adams was arrested at a bar in San Jose. She was found with a blood alcohol concentration of 0.08.	Avery Adams's arrest was reported by the San Jose Police Department.
19	Grayson Baker	Case 19	Open	2023-01-19	04:00	San Jose	Grayson Baker is a 38-year-old male who was arrested on 2023-01-19 for assault.	Grayson Baker was arrested at a restaurant in San Jose. He was found with a knife in his hand.	Grayson Baker's arrest was reported by the San Jose Police Department.
20	Madison Nelson	Case 20	Open	2023-01-20	05:00	San Jose	Madison Nelson is a 29-year-old female who was arrested on 2023-01-20 for theft.	Madison Nelson was arrested at a store in San Jose. She was found with a small amount of cash in her pocket.	Madison Nelson's arrest was reported by the San Jose Police Department.
21	Christopher Hill	Case 21	Open	2023-01-21	06:00	San Jose	Christopher Hill is a 36-year-old male who was arrested on 2023-01-21 for possession of a controlled substance.	Christopher Hill was arrested at his home in San Jose. He was found with a small amount of cocaine in his pocket.	Christopher Hill's arrest was reported by the San Jose Police Department.
22	Isabella King	Case 22	Open	2023-01-22	07:00	San Jose	Isabella King is a 26-year-old female who was arrested on 2023-01-22 for driving under the influence.	Isabella King was arrested at a bar in San Jose. She was found with a blood alcohol concentration of 0.09.	Isabella King's arrest was reported by the San Jose Police Department.
23	Ethan Scott	Case 23	Open	2023-01-23	08:00	San Jose	Ethan Scott is a 35-year-old male who was arrested on 2023-01-23 for assault.	Ethan Scott was arrested at a restaurant in San Jose. He was found with a knife in his hand.	Ethan Scott's arrest was reported by the San Jose Police Department.
24	Avery Adams	Case 24	Open	2023-01-24	09:00	San Jose	Avery Adams is a 30-year-old female who was arrested on 2023-01-24 for theft.	Avery Adams was arrested at a store in San Jose. She was found with a small amount of cash in her pocket.	Avery Adams's arrest was reported by the San Jose Police Department.
25	Grayson Baker	Case 25	Open	2023-01-25	10:00	San Jose	Grayson Baker is a 38-year-old male who was arrested on 2023-01-25 for possession of a controlled substance.	Grayson Baker was arrested at his home in San Jose. He was found with a small amount of marijuana in his pocket.	Grayson Baker's arrest was reported by the San Jose Police Department.
26	Madison Nelson	Case 26	Open	2023-01-26	11:00	San Jose	Madison Nelson is a 29-year-old female who was arrested on 2023-01-26 for driving under the influence.	Madison Nelson was arrested at a bar in San Jose. She was found with a blood alcohol concentration of 0.08.	Madison Nelson's arrest was reported by the San Jose Police Department.
27	Christopher Hill	Case 27	Open	2023-01-27	12:00	San Jose	Christopher Hill is a 36-year-old male who was arrested on 2023-01-27 for assault.	Christopher Hill was arrested at a restaurant in San Jose. He was found with a knife in his hand.	Christopher Hill's arrest was reported by the San Jose Police Department.
28	Isabella King	Case 28	Open	2023-01-28	13:00	San Jose	Isabella King is a 26-year-old female who was arrested on 2023-01-28 for theft.		

(2) 苦情処理体制に関する考え方

(3) 上乗せ徴収や実費徴収をする場合の内容や金額

9. 給食の提供について

給食の提供方法	☐ 施設内で調理員等が調理 ☐ 施設内で委託業者が調理 ☐ 施設外で調理して搬入 搬入施設名： _____ 搬入施設所在地： _____ 搬入施設の種類 ☐ 連携施設 ☐ 関連法人等が運営する社会福祉施設等
設 備 等	調理室の面積（ _____ m ² ） 検収室（検収スペース）の有無 ☐ 有 ☐ 無 調乳室の有無 ☐ 有 ☐ 無
献 立 の 作 成	☐ 札幌市保育所給食基準献立を使用 ☐ 事業実施者（ ☐ 栄養士 ☐ 左記以外（ _____ ））
アレルギー食対応	☐ 対応する ☐ 対応しない
検 便 の 実 施	保育従事者対象：年 _____ 回 調理員対象：年 _____ 回

※調理に携わる職員は、採用時及び毎月1回以上の検便が必要。

※札幌市保育所給食基準献立を使用しない場合は、以下の書類を添付すること。

- ・給与栄養目標量（1～5歳児）
- ・幼児食の献立表及び給与栄養量（1か月分）
- ・離乳食の献立表（1か月分）

(1) 給食・調理・食育に関する方針

年齢や発達に応じた給食・調理・食育に関する方針（食育計画）を任意の様式に記入すること。

(2) アレルギー児童に対する具体的な対応

具体的に想定されるケースとその対応について記入すること。

(3) 食品衛生管理（食中毒予防に関する考え方を含む）

10. その他

(1) 地域との信頼関係の構築に関する考え方

（情報提供方法は、該当するもの全てにチェックすること。）

地域住民への説明会の開催	☐ 実施する ※実施する場合は、任意の様式で計画書を提出すること。 ☐ 実施しない （実施しない理由 ）
情報提供方法	☐ ちらし ☐ ホームページ ☐ その他（ ）
施設等の見学	☐ 実施する ☐ 実施しない ☐ その他（ ）
地域との交流及び連携について	☐ 実施する ☐ 実施しない ※実施する場合は、地域住民との交流や連携を行う事業について任意の様式で計画書を提出すること。

(2) 地域との交流及び連携についての方針・考え方

(3) 保護者の送迎に対する近隣への配慮等

敷地に接する道路の状況	道路幅（ m）
駐車場の確保	保護者用駐車場 敷地内（ 台分） 敷地外（ 台分）（場所 ） 職員用駐車場 敷地内（ 台分） 敷地外（ 台分）（場所 ）
駐車場の除雪	☐ 機械除雪 ☐ 人力による除雪 ☐ ロードヒーティング ☐ その他（ ）
保護者の路上駐車防止策	
その他の配慮等	

(4) 事業内容の自己評価と改善の取組

- ☐ 第3者評価を実施して結果を公表する。
- ☐ 第3者評価を実施するが結果は公表しない。
- ☐ 自己評価を実施して結果を公表する。
- ☐ 自己評価を実施するが結果は公表しない。
- ☐ その他（ ）

※自己評価と改善の取り組みについて任意の様式で計画書を提出すること。

11. 小規模保育事業所A型の運営に当たっての創意工夫や、提案したい事業、子育て施策に対する考え、特にアピールしたい事項がある場合に記入すること。(200～400字以内)

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