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SCHOOL YEAR 2020/21

REGULATION

ADMISSION REQUIREMENTS ENROLLMENT PROCEDURES FEES

Updated on August 2020

Preamble

The Nido Management Committee on 08/24/2020 approved the update of these regulations for the 2020/21 Educational Year.

Given the particular current situation that requires for security measures for the prevention and containment of the spread of SARS - CoV-2 in the Services for the Infancy, the Committee has decided at this juncture to reduce the number of registrations to the nursery provided for by the Decree of Authorization, in order to ensure better management of the required procedures and epidemiological units composed of fixed groups of children and educators.

For the current year, therefore a total no greater than 36 children, including infants, weaned children, and in between, will be able to enroll in the nursery school.

The signing of both parents of the Mutual Responsibility Agreement provided for by the Covid Regulations is confirmed as an essential requirement in order to start attendance at the nursery school.

Any further appropriate additions or changes to these Regulations will be evaluated by the Management Committee during the year.

1. REQUIREMENTS FOR ADMISSION

Children aged between 3 and 36 months are admitted to the Nursery Service.

Once the requests of the residents have been exhausted, first of the Municipality of Bolzano di Bolzano Vicentino and then of the Municipality of Bressanvido, we will proceed with the admission of non-resident children, with priority given to non-resident families who guarantee, with the right paperwork, the acquisition of residence in the Municipality within the current year. Secondly, children with one or both parents engaged in work activities in the territory of the Municipality will be welcomed.

In case of further availability of places, children residing in other Municipalities may be admitted who submit the application within the established deadlines.

2. EVALUATION CRITERIA FOR THE FORMATION OF THE ADMISSION RANKING

Admission with absolute priority

The following have priority for admission:

- children who attended the Nido the previous educational year;
- children with disabilities or in situations of risk or social disadvantage, residing in the Municipality of Bolzano Vicentino, reported by the social services and specialist services of the area.

Ranking guidelines

All applications for registration, received by the deadline, contribute to forming a ranking in compliance with the above admission priorities or the criteria specified below:

A - Composition of the family unit

- | | |
|--|-----------------|
| . One parent only in the family unit
(single - widower and non-cohabitant) | Points 5 |
| . For each dependent child beyond the attending one | 1 Points |
| . If there are siblings attending the Scuola dell'Infanzia in the year in which the registration refers to | 2 Points |
| . To the children of our School employees is awarded the score increased by 2 points compared to the first in the list | 2 Points |

B - Working conditions of the family unit

- | | |
|---|----------|
| . Single working parent | 5 Points |
| . Both parents, full-time workers | 4 Points |
| . Both working parents, one full-time and the other part-time | 3 Points |
| . Both working parents but part-time | 2 Points |
| . One working parent and the other not employed | 1 Point |

C - Application submission date

Application on the waiting list of the previous rankings **1 Point**

In the event of a tie, a further ranking will be drawn up ordered by date of birth; the former will be the oldest.

Particular situations, documented, will be evaluated by the School Management Committee.

3. REGISTRATION: METHOD - DOCUMENTS - DEPOSIT

The application for registration for admission from next September must be submitted by February of the current year by filling in the appropriate form.

Applications submitted after the enrollment deadline will be placed on a waiting list for updating the current ranking, in order to provide for new and further insertions once the educational year has started, if the availability of places is verified and in relation to the organization. internal service. Considering the educational choice of the Pedagogical Project of dividing the children of the infants section into a homogeneous group, two waiting lists will be prepared in relation to the age of the children: for children aged 3 to 11 months, and from 12 to 36 months. The date of birth of the child will be considered an important criterion for access, based on the free place in the specific reference group.

Among the children who register on waiting lists from February to June, residents will have priority over non-residents. Beyond these terms, applications by registration date will be considered regardless of residence.

Upon admission, the registration fee of € 70.00 will be required

For children attending the Nido who turn 3 by the month of January, there is the possibility of transitioning to the Scuola dell'Infanzia on their 3rd year only if the following requirements are met:

- written request from parents upon registration
- availability of places at the Scuola dell'Infanzia
- other children on the waiting list for the Nido

Mandatory documentation required for registration to be delivered to the Administration Office:

- 'Nido Registration Application Form' can be downloaded from our website www.asilonidoilmelograno.it or can be found at the Administration Office.
- In the event that the child is suffering from chronic diseases: 'Form 8 'of the ULSS of Vicenza downloadable from our website www.asilonidoilmelograno.it or available at the Administration Office, to be delivered in a sealed envelope together with the 'Registration Application'.

Deposit

Attendance at the Nido is subject to the payment of a deposit equal to the amount of your tuition, which will be deducted from the last month of regular attendance at the Nido, at the end of the first or second year before the transition to the Scuola dell'Infanzia.

This deposit must be paid before the beginning of the child orientation at the Nido, preferably by bank wire.

If the child is withdrawn during the year, it is necessary to notify the School Management at least one month in advance, by letter or email, and in this circumstance the Management will retain the deposit amount in addition to the monthly payment due in the month of collection.

4. FEE - DETERMINATION

The monthly fee system is defined by the School Management Committee before the start of each educational year. This system provides for the monthly fee related to the management costs of the service.

The maximum rate for the academic year 2020/21 is € 508 for full time and € 407 for part time.

- **Only for residents**, the monthly tuition fee is determined according to the income of the household combined with the **ISEE parameters** (Indicator of the Equivalent Economic Situation) according to the following criteria:

ISEE of reference	Fees
From € 0 to € 13,000.00	€ 314.00
From € 13,001.00 to € 21,000.00	€ 24.15 ‰ of ISEE income
Maximum fee	€ 508.00

The amounts must be rounded to the nearest Euro.

Examples:

ISEE income 13,000 X 24.15 ‰ =	313.95 - fee 314.00
ISEE income 13,758.00 x 24.15 ‰ =	332.26 - fee 333.00
ISEE income over 21,000.00 =	fee 508.00

- . For non-residents, the maximum fee of € 508.00 (full t.) Or € 407.00 (partial t.) Will be applied.
- . For children in the “infants” section (from 3 to 12 months) a 10% surcharge will be applied to their tuition until they reach the 12th month (it is considered a whole month after the 15th).
- . The fees for part-time attendance will be divided as follows:
 - . residents with part-time attendance: 20% reduction on the calculated ISEE fee
 - . non-residents with a partial attendance: € 407 equivalent to the 20% reduction on the maximum fee

EXTENDED CARE

It is possible to request the additional time extension service from 7.30 or from 16.00 to 18.00 by filling in a specific form to be requested from the administration office. The monthly fee, with the addition of the fee for the extension service, may exceed the maximum rate.

The fees for this service, to be added and paid together with the monthly fee, are:

Late pick up:

		Until 5:00pm	Until 6:00pm
Full week		€ 50 monthly	€ 65 monthly
Three days per week		€ 40 monthly	€ 50 monthly
Two days per week		€ 30 monthly	€ 40 monthly

FEE REDUCTIONS

If there are children that have siblings who attend the SCUOLA DELL'INFANZIA at the same time, the **tuition for the child at the Scuola dell'infanzia**: from 160 euro to **120 euro** for the first sibling.

- In the occasion two siblings that attend the Nido at the same time there will be a reduction of 30% for one of the two. The Nido fee can't be less than **€ 250**.
- **A reduction of 40% of the monthly tuition will be possible only if the child will be absent at least 20 consecutive days** (three weeks).
- A reduction of the monthly tuition is also possible the first month of the first year:
 - a) For children starting the **second week** of the month: there will be a reduction of 20%;
 - b) For children starting the **third or fourth week** of the month: there will be a reduction of 20% + 30%
(example: fee € 508 minus 20% = € 407, minus 30% = € 285)

There will be no fee reduction for children starting the first week of the month.

TUITION PAYMENT

The monthly tuition plus fees (if applicable) must be paid **no later than the 10th of the month**.

All payments, including the tuition and any fees such as the extended care option must be paid via bank transfer using the following information:

Banca San Giorgio Quinto Valle Agno, Bolzano Vicentino branch.

IBAN code: IT 17 D 08807 60170 000000023168

When you make the bank transfer please specify the **first and last name of the child, the tuition month and the word “Nido”**.

Or by cash directly at the Banca San Giorgio Quinto Valle Agno branch of Bolzano Vicentino at an agreed cost for the banking transaction of € 1,50.