



## INTERNAL RULES FOR THE INTEGRATED KINDERGARTEN

The Santa Teresa del Bambin Gesù integrated kindergarten was recognized as per Regional Law n. 32/90 and was granted to the opening on the 9th September 1997.

The school is founded on the free compliance by parents to the educational and tutorial project and also to the Christian values; it is open to everybody who share these values. The school's enrollment is not subjected to any prescription of nationality or religion.

Particular favorable attention is given to children affected by any kind of disability (L. 104)

### ENROLLMENT

1. The enrollment to the kindergarten comes after the filling in of the admission application which needs to be submitted by the end of February: thanks to this admission application the family gets a score which permits the child entry to the annual ranking which is exhibited around the end of March.
2. The enrollment confirmation to the kindergarten is achieved by filling in a special form which will need to be given to the school secretary and will need to be supported by the payment of a registration fee set by the Management board every year, which is valid for the current educative year.
3. You will have also to pay a security deposit, equal to a basis fee, which will be compensated by the fee that the family would have to pay during the last month attended by the child to the kindergarten, which generally corresponds to July of the second Year. The early withdrawal due to any reason implies the lost of the security deposit.
4. Together with the special form, you will need to submit your tax documentation to the school in a closed envelope, which is used for determining the Tou/family income and consequently calculating the tuition fee.
5. The enrollment to the following year is not automatic, you will need to pay the registration fee every year by the specified dead-line which is decided by the Management board for the following year.
6. The part-time service is limited to 7 children, a further request is subjected to availability, in case of withdrawal the place can be taken by a new child if a part-time request has been previously supplied, priority will be given to earlier requests. The school can also decide to accept a larger number of children according to received requests.
7. Waiting list: a possible waiting list will be used for informing the applicant family about the availability in case of withdrawal and selection will be done according to the score, the child age and the date of the admission application.

### INCLUSION

1. The child's inclusion to the kindergarten is set in agreement with the teachers, by respecting the family and child's needs, and in accordance to the school availability.
2. Before the inclusion, parents will be interviewed by the teachers for understanding the habits, the needs and the possible issues of the child so that the best inclusion can be defined.
3. The child's inclusion lasts usually three weeks and during this period parents are required to follow the child in the process.



## OPENING HOURS

1. The kindergarten is open from 7.30 till 16.00; (for part-time service the exit is fixed from 12.30 to 13.00; it is not allowed to go out before the closing hours, unless it has previously been coordinated with the teachers and only for serious reasons.
2. Postponed exit (16.00-18.00) is included in the extended hours service provided by the school and must be requested at the beginning of the school year to the secretary through specific models provided by the school.
3. For each delay compared to the pre-set times, the school will charge the amount of € 10.
4. The kindergarten is open from September till July. Summer holidays happen in August and some National holidays during the year. During the Christmas period, the kindergarten follows the scholastic calendar; any special request will be evaluated by the Management board year by year in accordance with school organization and requester.

## SCHOOL ABSENCE

1. In case of absence due to illness for more than 7 days, you will need to submit a medical certificate (doctor's note) for readmission.
2. Every absence, in particular in cases of an extended period, must be communicated to teachers by phone.
3. In case of absence due to contagious disease, the school needs to be advised so that the school can inform the relative ULSS (Sanitary office).

## CAFETERIA

1. The cafeteria is provided by the school, which has internal and qualified personnel for operations.
2. The school decides on the children's menu together with the cooperation and the authority of the ULSS (Sanitary offices) and is published on the notice-board "warnings for parents".
3. For those children who have particular food intolerances or allergies, parents must inform the school by writing and presenting a medical certificate which specifies which foods to avoid.

## FEE PAYMENT

1. The fee must be paid not later than the 10th of each month.
2. Minimum and maximum brackets are fixed each year by the Management board. In case of no communication, values of previous year will be considered as valid ones.
3. Monthly fee must be paid through postal current account provided by the school, or through wire transfer, it is important that you specify the name of the child and the month you are paying for.
4. The payment of the postponed exit service, must be done through postal current account or by wire transfer.



## WITHDRAWAL OF A CHILD

1. In case of a child's withdrawal, a written communication must be presented to the school 30 days in advance.
2. By withdrawal, the parent loses any priority to attending the school or to the list's insertion. A further re-entry can happen only by presenting a new request form and only in case of availability from the school.
3. The early withdrawal, for any reason, causes the loss of the compensation right of the caution fee.

## DISCOUNT

1. Rebates are possible only in case of absences due to illness. In case of sick leave for at least 15 days, school will provide a rebate of 15% on the monthly fee. In case of sick leave for more one month or more, the rebate will be of 25% .
2. Rebates of 10% are also provided in case of two siblings attending both the kindergarten and the nursery school and of 15% in case of three sibling. In these cases, the rebate is not automatic; a written request must be presented each year to the secretary.
3. Legal representative people and Management board can also evaluate the possibility to reduce the fee in case of familiar situations which are particularly disadvantaged and documented (unemployment and layoffs).
4. Any other reason is approved to ask for the reductions payment, even for holiday.
5. In case of non-payment of the monthly fee, the school will send a written request to the family.

## PERSONAL BABY WEAR

Each child must have their own outfit to keep in school as follows:

- Non-slip shoes or socks to be used only within the school placed in a cloth bag
- Two small towels
- A tracksuit
- three bibs
- Two tank tops or bodysuits (onesies)
- Two pairs of underwear
- A pair of socks
- Two pairs of sheets
- 4 passport photos
- A cloth bag to put dirty clothes.

All clothing must be marked with name and surname. The school is not liable for the loss of clothing that are not marked.



## MEETINGS WITH PARENTS

Before the school starts, meetings will be organized with all the parents of new children to present the organization of the school.

In addition to the initial interview the following meetings are scheduled throughout the year:

1. General Assembly at the beginning of the year (September)
2. Election of representatives of the Chamber of Representatives and to the Management Board (until October)
3. Educational meetings and discussions with the teachers, these are organized during the year
4. School parents with outside experts about issues concerning children.
5. Door listening

At the entrance to the school there is a board where notices are posted, and there is also a "book for everyday communication " between school and family.

THIS REGULATION WAS APPROVED BY THE MANAGEMENT BOARD IN ORDER TO PROTECT THE SCHOOL AND THE FAMILY. PLEASE READ IT CAREFULLY.

AT THE REGISTRATION, YOU ARE REQUIRED TO SIGN AND ACCEPT IT. IN ORDER TO ACHIEVE A FAIR AND EFFICIENT MANAGEMENT OF THE SCHOOL, IN THE SPIRIT OF MUTUAL COOPERATION, PLEASE OBSERVE THE FOLLOWING RULES AND AVOID REQUESTS FOR EXCEPTIONS WHICH COULD BE LATER REFUSED.

IT IS INTENDED THAT ANY REQUEST NOT COVERED BY THIS REGULATION WILL BE ASSESSED BY THE MANAGEMENT BOARD, WHICH WILL GIVE AN ANSWER ON THE REPORT.

Lumignano , 15<sup>th</sup> October 2019

IL CONSIGLIO DI GESTIONE

Il Presidente

Bassi Alessandro

IL LEGALE RAPPRESENTANTE

Facchin Don Paolo