



## **INTERNAL RULES FOR THE KINDERGARTEN**

The Santa Teresa Del Bambin Gesù kindergarten was recognized "Equal Kindergarten" as per Ministerial Decree 21.02.01 Law 62 of 10.03.2000.

The school is inspired on Catholic Religion as per Art.803 of Canonic Law therefore children's education are founded on Christian values; school is based on free adherence by parent to the educational project and is open to everybody who share it.

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

### **ENROLLMENT**

1. Enrollments to kindergarten must be presented to the school secretary through a special form which must be filled out between a precise date, which is defined every year by the Management board.
2. The registration form must be turned in together with the registration fee payment which is set by the Management board.
3. The next year's enrollment is not automatic; you will need to enroll your child at the end of each year for the next one as per the below instructions:  
Only children who are 3 years old or turning 3 years by 31 December can be enrolled into kindergarten. Children who become 3 years old by 30 April can be enrolled to kindergarten (priority will be given to children who turn 3 years old by 31 December).

Admission of children to the anticipated frequency is conditioned by:

- a) Place availability and exhaustion of any further waiting list;
- b) Area availability and suitable equipment as per agility and functionality required by children under 3 years old;
- c) Educational and instructive evaluation issued by the teaching team specify reception times and procedures.

### **OPENING HOURS**

1. The kindergarten is open from 8.00 to 16.00.
2. Parents please drop off your children between 8.00 to 8.45 am, after this time period it is not possible to enter unless previous communication have been made.
3. Parents may drop off their children at 7.30 by coordinating with the school and by paying an additional fee which is defined every year by the Management board, as per before-after entrance rule.
4. Children may be picked-up from 15.45 to 16.00. For children who will need to be picked-up later, parents will have coordinate and pay an additional fee for after school exit.
5. Parents may pick-up their children without prior notification from 12.30 to 13.00. Outside these hours is necessary to coordinate with the teachers in advance.
6. Postponed exit (h.16.00-18.00) is included in the extended hours service provided by the school and must be required at the beginning of the school year at the secretary through specific models provided by the school.



7. For each delay compared to the pre-set times, the school will charge the amount of € 10.
8. For holidays and National holidays, the kindergarten follows the school calendar supplied by the Ministry of Education. Exceptions are done for the beginning date which is decided yearly by the Management board.

### 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 within no later than the 10th of each month.
2. Fee are fixed each year by the Management board. In case of no communication, the fee of the previous year will be considered as the current valid fee.
3. Monthly fee must be paid through bank 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 paid by bank transfer.

### SUMMER CAMPS

1. Every year the school organizes summer camps in July as per rules and methods allowed by the school organization.
2. Enrollments generally happen during April, after previous notification to families of their organization.
3. At the registration time a fee, which is decided yearly by the Management board, must be paid.
4. Children who will not take part in all or part of the summer camps, will NOT be reimbursed.
5. Cafeterias during summer camps do not follow the school's menu.
6. Teachers who chaperone summer camps may not always be teachers from the school; their names are listed on the organization notice.
7. In case of not enough children enrolled to participate in summer camp, camp may be suspended.
8. Sono previste riduzione della retta base del 10 % per la frequenza di due fratelli e del 15% se sono 3 fratelli frequentanti; in questo caso la famiglia deve farne specifica richiesta scritta ogni anno alla scuola.



## **REBATE**

1. Rebates are possible only in cases of absences due to illness which lasts for the entire month, in these cases the fee is 90 €.
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 personnel and the Management board can also evaluate the possibility to reduce the fee in case of similar situations which are particularly disadvantaged individuals and are 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.

## **WITHDRAWAL OF A CHILD**

1. In case of a child's withdrawal, a written communication, which specifies the reasons, must be presented to the school.
2. Withdrawal must be done before December.
3. The Management board reserves the right to waive the fee payment for withdrawals which are documented by clear illness reasons. In these cases, the school needs to receive medical documentation certifying the illness.

## **PERSONAL BABYWEAR**

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 or backpack.
- A complete change of clothing (marked with child's name and surname) to be kept in backpack or in a duffel bag.
- For the afternoon rest, it is necessary to provide a sheet or towel and a pillow.
- A standard picture (what size? 8x11, 5x6? and 4 passport photos.

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

## **MEETINGS WITH PARENTS**

During the school period, the following meetings are scheduled with parents:

1. General Assembly at the beginning of the year (September).
2. Election of representatives to the Chamber of Representatives and to the Management Board (in October).
3. One or two educational meetings and discussions with the teachers, these are organized during the year.
4. School parents with outside experts about issues concerning children.
5. Private meetings with teachers which are fixed during the year.
6. Before the school starts the school will organize a meeting with all the parents of the new children for presenting the organization of the school.

**SCUOLA DELL'INFANZIA e NIDO INTEGRATO SANTA TERESA DEL BAMBIN GESU'**  
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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.

DURING 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 RULES.

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

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IL LEGALE RAPPRESENTANTE