



SCHOOL REGULATION

SCHOOL YEAR 2019/2020

OF THE SCHOOL OF THE PARISH

CHILDHOOD

“BRIVIO – SAGRAMOSO”

Parrocchia San Martino
Gestione Scuola Materna Parrocchiale
BRIVIO - SAGRAMOSO
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1. DOCUMENT INFORMATION

1.1. Document Responsibility

	Name	Position
Responsible	Don Maurizio Villa	Parson
Editor	Eugenio Mariotto	Secretary of the Parish School

1.2. Document's Revision and Approval

	Name	Position	Data
Revised & Approved by	Don Maurizio Villa	Parson	10.01.2018
Revised & Approved by	Don Maurizio Villa	Parson	20.11.2018
Revised & Approved by	Don Maurizio Villa	Parson	11.03.2018

1.1. Document's Revision and Approval

Version Nr	Revised by	Descrizione modifiche	Data
1	Eugenio Mariotto	Resumed 2016/2016 regulation and re layout	13.01.2017
2	Eugenio Mariotto	Double the pages to be returned signed by the parents	26.01.2017
3	Eugenio Mariotto	Modified IBAN code of the school	24.05.2017
4	Eugenio Mariotto	Used the new format for documents; specified that the post school will be manned by non-teaching staff of the school and specified the relative fee; modified paragraph ISEE; modified straight payment method; specify fees for casual pre and post school; modified paragraph school calendar; modified paragraph school uniform; added paragraph for information on vaccination obligation	16.08.2017
5	Eugenio Mariotto	Correction of the meal reimbursement method for inclusion in point 6.2 Added item 14.1 The Baby Kit	28.08.2017
6	Eugenio Mariotto	Adjustment to the 2018/2019 school year	08.01.2018
7	Eugenio Mariotto	Adjustment to the 2019/2020 school year	20.11.2018
8	Eugenio Mariotto	Updated with Spring Section	11.03.2019

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2. INTRODUCTION

The School reserves the right to make changes to this regulation at any time by notifying the parents.

3. REGISTRATION FOR SCHOOL YEAR 2019/2020

According to the regulations of the Ministry of Public Education, children who are three years old by 31 December 2019 can be enrolled in the Nursery School. Children who are three years old by 30 April 2020 may also be enrolled (anticipators).

The admission of the anticipators to early attendance is conditional:

- the availability of places and the exhaustion of any waiting lists.
- the availability of suitable premises and equipment in terms of practicability and functionality, such as to meet the different needs of children under the age of three.
- To the pedagogical and didactic evaluation, by the teaching body, of the times and methods of reception.

The school in the 2019/2020 school year is able to accommodate 108 children with a 1/28 teacher / child ratio.

3.1. Spring Section

According to the regulations of the Ministry of Education, children who are two years old by 31 December of the enrolment school year can be enrolled in the nursery school. Children who reach the age of two after August 31 can start attending at the age of two.

At the completion of the thirty-sixth month the child retains the right to maintain the position within the Spring Section until the end of the current school year

- The opening of the spring section is subject to the availability of the premises and therefore failure to open the fourth section of the nursery school and to achieve an adequate number of registrations.
- The maximum number of children that the school is able to accept is 10 with a teacher / child ratio of 1/10.

4. PRECEDENCE CRITERIA FOR ADMISSION

1. Children who are three years old by 31 December 2019, who have siblings already attending school even if they are not resident in the municipality of Ispra.
2. Children born before 2016, residing in the municipality of Ispra.
3. Children who turn three by December 31, 2019, residing in the municipality of Ispra.
4. Children who turn three by December 31, 2019, not resident in the municipality of Ispra.
5. Children born before 2016, not resident in the municipality of Ispra.
6. Children who are three years old by 30 April 2020, residing in Ispra.
7. Children three years old by 30 April 2020, not residents of Ispra.

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4.1. Spring Section precedence criteria

1. Children who have siblings already attending school even if they are not resident in the municipality of Ispra.
2. Children residing in the municipality of Ispra.

N.B .: in each of the above criteria, in case of a higher number than the available places, the precedence is established based on the progressive registration number.

5. TERMS OF PRESENTATION OF THE APPLICATION FORM

Applications for the 2019/2020 school year can be submitted from 7 January 2019 and the deadline is set for 31 January 2019. For organizational reasons, we kindly ask you to withdraw or complete the completed and signed registration form in all its parts in the morning from 8.45 am to 9.15 am at the school office.

The applications of children already attending instead, can be delivered directly to the teacher no later than the deadline. Parental presence is not required.

5.1. Spring section terms

Applications submitted within the deadlines set for the kindergarten are intended as pre-registration. Once the deadline for the presentation of applications for the nursery school has expired, the parents who made the pre-registration will be informed about the opening or not of the spring section and the acceptance of the application; the pre-registration application will become a registration application.

The acceptance or non-acceptance of the application will be notified to the family by e-mail in the days following the end of the registrations.

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6. REGISTRATION FEE AND FEES

6.1. Registration fee

1. **The registration fee of € 70.00 must be paid by bank transfer within the following 10 days from the acceptance of the application using the following data:**

Beneficiary : Parrocchia San Martino di Ispra
Address : Piazza San Martino 102 21027 Ispra (VA)
Iban : IT 19 W 03111 50340 0000 0000 1165
reason : ISCRIZIONE Cognome e nome del bambino/a

The fee will not be returned in case of withdrawal of the registration.

2. If the registration fee is not paid in time, the registration is considered void and the school can access the waiting list.
3. In case of non-motivated non-attendance during the first three weeks of insertion of the child, enrolment is considered void and the school can access the waiting list.

6.2. Fee

Enrolment in the school implies payment of the monthly contribution and, if used, the contribution of the pre-school and after school, in the amounts agreed, for the entire school year (September 2019 Jun 2020 or for the anticipators who wish to start in January , Jan-Jun), except for extraordinary cases that will be evaluated by the School.

The school, in case of absence due to illness communicated by 9:30 am on the first day of absence, by email and / or by telephone, and for which a medical certificate or self-certification form has been produced, recognizes a reduction of the fee of € 4.00 for each meal not consumed; this reduction will be applied to the fee for June 2020.

The fee reduction is not applied to the spring section.

In the event of failure to attend the student, the monthly fee must still be paid.

The early withdrawal of the pupil during the school year will result in an increase of the fee to € 170.00 per month, € 275.00 per spring section (full fee deducted meals, as the municipal contribution for the entitled is lost) up to at the end of the current school year, except particular situations of objective difficulty that must be communicated to the school in order to be able to evaluate the exception to this condition.

In the case of attending brothers, one of the fees will be reduced by 10 euros.

The post school service is provided by the non-teaching staff of the school.

According to the agreement stipulated with the municipality of Ispra, non-resident children and those who receive a contribution or reimbursement for education from their employer, do not have the possibility to take advantage of the municipality's contribution.

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In order to benefit from the municipal contribution for the 2019/2020 school year, the regional regulations require parents to present the ISEE certificate by April 30, 2019. Failure to present the attestation will result in the registration of families between those of higher income.

The municipality reserves the right to adjust the municipal contribution to the income conditions of families, to meet situations of particular hardship.

The educational projects proposed during the year with the intervention of experts, specialists, animators and school trips could have an additional cost to the parents

The payment of the fee can only be made by "**transfer**" with charge on the 5th of each month from September to June inclusive; those who find it difficult to respect the date of 5 may opt for a different date (specified in the registration application) provided that it is always maintained every month.

The transfer must be made using the following data:

Beneficiary : Parrocchia San Martino di Ispra
Address : Piazza San Martino 102 21027 Ispra (VA)
Iban : IT 19 W 03111 50340 0000 0000 1165
Reason : RETTA Cognome e nome del bambino/a

The amount of the transfer, in case of use of the pre and / or post school, must include in addition to the fee the cost of the pre-school and / or post-school.

The monthly costs, including meals, are as follows:

Fee with the contribution of the municipality	145 euro - 250 for spring section
Fee without the contribution of the municipality	250 euro - 355 for spring section
Pre-school fee	20 euro - if occasional € 5 per day
Post-school fee	50 euro - if occasional € 10 per day
Summer campus July 2020	250 euro - except for cost adjustments

The pre and post school sporadic fee must be delivered, requesting the receipt, to pre-post school staff.

Registration for the summer campus must be made by end of April 2020; the provision of the service is subject to the achievement of a minimum number of 40 members; the contribution requested is valid for both residents and non-residents; in case of failure to reach the minimum number of participants, the School reserves the right to evaluate the suspension of the service or the proposal of a new fee to cover the costs of the service.

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7. ENTERING

The insertion of new members is carried out following a Staggered Insertion System according to which children are divided into small groups and inserted on different days.

The insertion time is as follows:

- **First week:** from 08,45 till 11,15
- **Second week:** from 08,45 till 13,00
- **third week:** full time

During the insertion period the monthly fee **will be reduced by € 4.00 for each meal not consumed.**

The reduction will be applied to the June 2020 fee.

The reduction is not applied to the spring section.

In order to avoid discomfort, it is considered of considerable importance that children who start attending nursery school **have achieved autonomy in sphincter control.** If this is not the case, or in other cases where the child's difficulties are encountered during insertion, the coordinator and the teacher will agree with the parent on different times of insertion and appropriate to the child's need, so that he reaches a adequate autonomy and serenity to face his growth path in the school.

8. ORARIO

07:30-08:45	Pre-School	For those who apply
08:45-15:45	Standard Time	
08:45-13:30	Antimeridian Time	Including lunch
15:45-18:00	Post-school	For those who apply

08:45-09:15	Entry
15:30-15:45	Exit
13:00-13:30	Antimeridiana exit

In order to guarantee the proper functioning of school activities, after 9:15 am the school no longer welcomes incoming children.

Any extraordinary and motivated needs for time changes (deferred entries or early departures for medical visits or emergencies) **must be previously agreed with the Coordinator or teacher.**

It is not allowed even in these cases to enter and leave school at the time of lunch. When leaving school, children are exclusively delivered to their parents and / or persons by the same delegates, provided that they are of age and identified by means of the delegation delivered to the school itself.

Children whose parents both work can access the pre and post school service. (The cost is charged to the family until the end of the school year) Any extraordinary and motivated needs to revoke the registration of your child from the pre-school service must be communicated in advance to the secretary.

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Any extraordinary and motivated needs to leave your child at times coinciding with the pre-school and / or post-school service must be previously agreed with the Coordinator or teacher and will cost € 5 for the pre school and € 10 for the post school.

For the achievement of some educational objectives (harmony and sharing of the game, attention and respect of others and towards the activities performed ..) **children are not allowed** to bring games or any personal object from home unless it is agreed with the teacher, as it can be useful to facilitate the insertion of the little ones.

9. SCHOOL CALENDAR

The school calendar with the indications of the holidays and the days of suspension of the teaching activity is established on the basis of the Regional School Calendar and is broad, corresponding to the Calendar of the Infant School of the Plexus of Angera of which we are a part.

The calendar will be sent to families at the beginning of the school year.

10. SCHOOL- FAMILY COMMUNICATION.

Parents who wish to know and share the educational-educational path of their child can meet with the Coordinator and the reference teacher by appointment, unless urgent or brief. For this purpose, **parents are not allowed to stay in section in the time of entry and exit as the teacher is busy welcoming children and ensuring their safety, as well as, in compliance with the order and structure, it is not allowed to stand in the corridor and in the school yard.**

The teachers also organize personal interviews with parents during the school year; dates and times are displayed on the school entrance door.

11. ABSENCE AND JUSTIFICATION

Parents are invited to notify the school of any absences of their child.

For safety reasons the school will contact the parents of absent children who have not communicated the absence.

Maximum attention should be paid to children's personal hygiene. It is also necessary to promptly report any infectious diseases, in order to allow management of the school to take the necessary precautions and limit the inconvenience to other children as much as possible. The School cannot be held responsible for omitted communications due to facts not reported and / or not known to the school itself.

The justified absences give the right to reimbursement of the meal voucher (see Fee 6.2)

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12. MENSA

The school has a menu that complies with the dietary tables prepared by the ASL.

Meals are prepared by the Company Del Torchio di Angera.

In the case of ALLERGIES, Parents must present the School with a medical certificate stating the condition.

The School will send the documentation for the request of a suitable menu to the competent ASL.

13. VACCINATIONS

Due to a legal requirement, the complete vaccination certificate of the mandatory vaccinations must be presented with the enrolment application.

In case of missing vaccinations it is necessary to present the reservation document issued by the vaccination center or the medical certificate which justifies the missed vaccination.

[Refer to the documents of the Ministry of Health \(by clicking on this link or by copying and pasting the following link\)](#)

<http://www.salute.gov.it/portale/vaccinazioni/dettaglioContenutiVaccinazioni.jsp?lingua=italiano&id=4824&area=vaccinazioni&menu=vuoto>

Il The "vaccine prevention decree-law" following Parliament's conversion into law (28 July 2017)

which is available in the "Documentation" section of our website

(<http://www.scuolamaternaispra.it>) and in the secretariat for consultation

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14. NEEDS AND SCHOOL UNIFORM

The Nursery School has adopted a common uniform for all children consisting of a winter suit and a summer suit.

The cost is charged to the family and will be communicated from time to time depending on the price obtained by the supplier.

Suit reservations are collected in March, June and October for deliveries normally by the end of the following month. The payment of the items must be made at the pick up of the uniform, in the secretariat

For hygienic reasons children must wear slippers before leaving the classroom and leave their shoes in their locker.

Always to ensure hygiene in the classrooms we ask parents not to cross, wearing shoes, especially in bad weather, the "dirty" area bounded by yellow lines.

It is obligatory for children to use this equipment and to wear the school uniform.

For organizational reasons it is also necessary for children to wear shoes without strings.



14.1. The baby kit

At the beginning of the year it is kindly requested to bring the following:

- **All**
 - A cloth bag (to leave at school) with at least one complete change (briefs, socks, undershirt, shirt and even non-school overalls)
 - Three passport photos
 - A pack of at least 10 packets of paper towels
 - Two packs of wet wipes
 - A pair of non-slip socks
 - A pair of slippers
 - A pack of 48 large-tip Giotto Turbo Maxi markers

- **2 or 3 years old children**
 - Two packs of plastidecor wax crayons (paper-free wax crayons) and a sachet with a zip to hold the crayons
 - Two glue sticks
 - The sleeping bag for the nap (delivered by the teachers the first days of school) with a pillow in it, a set of sheets (cot size) and a cover. The bag must be returned at the end of the school year.
 - A "dad's" shirt to paint

- **Who is attending the second year**
 - Two packs of plastidecor wax crayons (wax crayons without paper pack of 12) and a sachet with zip to hold the crayons
 - Two glue sticks

- **Who is attending the third year**
 - A complete case with:
 - colored pencils, fine-tipped markers, 2B pencil, eraser, pencil sharpener, two glue sticks and scissors



- **Who is attending spring section**

- Two packs of diapers
- Two packs of wet wipes
- A pack of disposable towels
- Pacifier for those who use it.
- Two disposable bib packs
- A super-washable markers box (like Giotto-Bè-Bè, libracolor or baby color nest)
- Washable wax crayons (type superpastelloni Giotto Bè-Bè)
- Crayola nest pastelloni
- 4 passport photos
- Non-slip socks
- A pack of at least 10 packets of paper towels
- Slippers
- Two glue sticks
- Sheets, pillow, blanket and peluches (if needed)

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15. REFERENCE

La versione 00 del presente documento redatta dalla segretaria è contenuta nel documento: domanda d'iscrizione 2017-2019_v.00.docx

Archiviato in:

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La versione 01 del presente documento redatto da Eugenio Mariotto in data 13.01.2017 è contenuta nel documento: Domanda d'iscrizione 2017-2019_v.01.docx

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La versione 02 del presente documento redatto da Eugenio Mariotto in data 26.01.2017 è contenuta nel documento: Domanda d'iscrizione 2017-2019_v.02.docx

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La versione 03 del presente documento redatto da Eugenio Mariotto in data 24.05.2017 è contenuta nel documento: Domanda d'iscrizione 2017-2019_v.03.docx

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16. ACCEPTANCE OF THE SCHOOL REGULATION

The undersigned:

Surname and name in block letters:

Father : _____

Mother : _____

Parents of the child : _____

Declare that they have read, understood and accepted the school regulations as expressed in the document: "Doc. DO0003 - Ver.08 - 11.03.2019 "

Date ____/____/____

Signature for acceptance of both parents or guardians (*)

Return this page, duly completed and signed, together with the registration application, to the secretariat.

(*) Due to the provisions of the civil code concerning filiation, the registration request, falling within the parental responsibility, must always be shared by the parents. If the application is signed by a single parent, it is understood that the choice of the educational institution has been shared.

End of Document

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