



**SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI**  
Via Bonomea n. 265 – 34136 Trieste (Italy)  
Tel. +3904037871 – fax +390403787249

**REGULATIONS REGARDING THE MANAGEMENT OF SISSA’S KINDERGARTEN**  
**“La SISSA dei Piccoli”**

*(issued by Director’s Decree no.228 /2017 dated 26.04.2017 in force from 27.04.2017)*

**Art. 1 – Preamble**

SISSA has a kindergarten on its premises, the management of which is entrusted to an organization working in the sector with the function of assisting the parents and fostering the psychological and physical development of the children in their care.

The SISSA’s kindergarten is open to those persons who hold a work/research/collaboration position (administrative and technical personnel, professors, researchers, research assignment and fellowship holders, students, collaborators) with the aim of reconciling professional life and research/study commitments, with those of the family and to offer children a place where they are cared for and where they can socialize and develop their cognitive, emotional and social potentiality.

The kindergarten is located in the B1 building of the SISSA campus, in Via Bonomea no. 265 – Trieste, and can host 21 children from the ages between 13 and 36 months. The capacity of the kindergarten can be increased by 15% (overbooking), for a total of 24 children, in accordance with art.11 of D.P.Reg. Friuli Venezia Giulia 4 October 2011, no. 230/Pres.

The educational year starts on the 1<sup>st</sup> of September and ends on the 31<sup>st</sup> of August of each year.

**Art. 2 - Requirements for enrolment in the kindergarten**

To be enrolled in the kindergarten, at the beginning of the educational year, children must be over 13 months and under 36 months of age on 1 September (start of the educational year).

An essential requisite for access to the SISSA Kindergarten is the fulfillment of vaccination requirements provided by law for access to Municipal Kindergartens of Trieste.

**Art. 3 – SISSA internal users**

Admission to the kindergarten is reserved primarily for the children of persons who hold a position (work/research/collaboration) at SISSA (administrative and technical personnel, professors, researchers, research assignment and fellowship holders, students, collaborators), defined as “SISSA internal users”.

SISSA internal users can be granted access to the kindergarten with the following methods:

*a) Annual announcement for SISSA internal users*

Each year, in February, SISSA issues an announcement for applications for enrolment of internal users for the next educational year. Applications should be presented for children who will turn 13 months of age by 31/12 of the educational year for which they are applying.

The following may apply:

- persons who hold a position of work/research/collaboration at SISSA for the duration of at least one year from the date of the application;



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- winners of public competitions for work/research/collaboration positions for the duration of at least one year at SISSA, starting before 31 December (included) of the educational year for which they are applying.

With regard to the children of SISSA internal users who already attend the kindergarten, applications may also be presented by persons who hold a position of work/research/collaboration at SISSA existing at the date of the 1<sup>st</sup> September of the educational year for which they are applying.

With regard to the persons who hold a position (work/research/collaboration) at SISSA subject to renewal, in case the renewal of the contract has already been approved by SISSA's bodies in charge when the application is filed, in the determination of the annual duration of the contract the time of renewal will also be considered.

Also persons who have signed no contract at SISSA may apply, if they have got the grant for a contract in order to carry out researches at SISSA for the duration of at least one year from the date of the application, upon SISSA's official commitment to host the researcher at its offices so that he/she can carry out research activity in collaboration with the Scientific Areas of the School, with no costs to be charged to the Administration. These persons will not benefit from the possible contribution referred to in Article 18 in case their contract already provides specific contributions for the kindergarten.

Children will be admitted to take place the Kindergarten as follows:

- children who are already 13 months of age on 1<sup>st</sup> September shall be admitted in September of the relevant educational year;
- children who turn 13 months of age by 31<sup>st</sup> December shall be admitted when they reach 13 months of age;
- children of winners of public competitions for work/research/collaboration positions for the duration of at least one year at SISSA starting before 31<sup>st</sup> December (included) shall be admitted in the month in which the contract with SISSA begins, or, should the child not already be 13 months of age at this date, when the child reaches 12 months of age.

The actual start date of attendance must be agreed with the kindergarten's management and communicated to SISSA.

**b) late applications that are submitted after the deadline indicated in the announcement as referred to in the previous point a), but before the start of the educational year (1<sup>st</sup> September)**

Late applications can be submitted for admission to the SISSA kindergarten after the deadline indicated in the announcement as referred to in the previous point a).

Applications can be submitted for children who are already 13 months of age by 31<sup>st</sup> December of the educational year for which the application is being submitted.

Applications can be submitted by SISSA internal users as referred to in point a).

Children will be admitted to the kindergarten as indicated in the previous point a).

Admission of children to the kindergarten shall be subject to the availability of places.



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*c) Applications submitted during the educational year*

Applications for children who are already 11 months old can be submitted during the educational year, provided that attendance to the kindergarten will not start before the child is 13 months old.

Applications can be submitted for:

- children of those who hold a position of work/research/collaboration at SISSA for the duration of at least six months from the date of the application;
- children of winners of public competitions for work/research/collaboration positions for the duration of at least six months at SISSA starting within two months from the date of the application.

With regard to the persons who hold a position (work/research/collaboration) at SISSA subject to renewal, in case the renewal of the contract has already been approved by SISSA's bodies in charge when the application is filed, in the determination of the duration of the contract the time of renewal will also be considered.

Also persons who have signed no contract at SISSA may apply, if they have got the grant for a contract in order to carry out researches at SISSA for the duration of at least six months from the date of the application, upon SISSA's official commitment to host the researcher at its offices so that he/she can carry out research activity in collaboration with the Scientific Areas of the School, with no costs to be charged to the Administration. These persons will not benefit from the possible contribution referred to in Article 18 in case their contract already provides specific contributions for the kindergarten.

Children will be admitted to the kindergarten as follows:

- when the child reaches 13 months of age;
- for children of winners of public competitions for work/research/collaboration positions for the duration of at least six months at SISSA starting within two months from the date of the application, the child shall be admitted to attend the kindergarten in the month in which the contract with SISSA starts or, should the child not already be 13 months old at this date, when the child reaches 13 months of age .

The actual starting date of attendance to the kindergarten must be agreed with the kindergarten's management and communicated to SISSA.

Admission to attend the kindergarten shall be subject to the availability of places.

Should the work/research/collaboration position with SISSA, or the contract signed by the applicant with another institution in order to carry out research activities at SISSA upon SISSA's official commitment to host the researcher at its offices, terminate during the period of attendance at the kindergarten, the place will be guaranteed up to the child's move to nursery school, while SISSA's contribution to the fee as indicated in art.18, if foreseen, will end with the termination of the position at SISSA. SISSA reserves the right however to evaluate the reasons which led to the termination of the contract with SISSA (e.g. death of the employee), and therefore to maintain SISSA's contribution to the monthly fee.



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In accordance with art. 11 of D.P.Reg. Friuli Venezia Giulia dated 4 October 2011, no. 230/Pres, n.2 places are guaranteed, equal to 10 percent of the capacity of the kindergarten, to children who are children of external users, and external users who are resident in the Municipality of Trieste shall be given priority.

**Art.4 – Annual announcement for enrolment of internal users – application procedure – classification list – reserved places**

Each year, in February, SISSA issues an announcement for applications for enrolment of internal users.

Applications for admission to attend the kindergarten and the confirmations of enrolment for SISSA internal users who already attend the kindergarten, must be received in writing on the form provided and will be examined by the competent SISSA office.

In order to determine the number of places reserved for children of SISSA internal users, the following shall be taken into account:

- confirmations received for children who already attend the kindergarten – who have precedence over the new applicants;
- applications for enrolment submitted for children of SISSA internal users who turn 13 months old by 1<sup>st</sup> September of the relevant educational year, have priority over the applications submitted for children who turn 13 months old by 31<sup>st</sup> December of that educational year;
- if places still remain available, the applications submitted for enrolment to the kindergarten for children who turn 13 months old by 31<sup>st</sup> December of that educational year.

If places still remain available of the 22 places reserved for SISSA internal users, the School reserves the right to keep 50% of these places, with a minimum of 3 places, should there be any applications for admission submitted by SISSA internal users during the educational year.

If the number of applications exceeds the number of places available, priority will be given to those children who will turn 13 months old by the 1<sup>st</sup> of September of that educational year and a classification list will be drawn up using the following criteria:

**Conditions taken into consideration for the classification list**

Conditions to be declared on the application form (self declaration) provided by SISSA		POINTS
<b>Family situation</b>		
1	Disability of child (with certificate issued by health authorities in accordance with L.104/92).	20 points
2	Family units including members with certified disabilities pursuant to Italian Law 104/92 or with an invalidity over 70% certified by the competent National Health Service.(*)	2 points per person
3	Family unit with a single parent (points are awarded only if the child is recognized by only one parent or if the parent is widowed or the child is an orphan).	8 points
4	The parent who is applying does not live with the other parent (**)	6 points
5	Both parents have work/collaboration contracts at the date of application.	6 points



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6	One of the parents works continuously or prevalently over 150 km from the SISSA premises in Via Bonomea no. 265 – Trieste.	2 points
7	Another child attends SISSA's kindergarten at the same time.	4 points
<b>Other children</b>		
8	Family unit composed of other children from 0 to 3 years (***)	3 points for each child
9	Family unit composed of other children from 4 to 6 years(***)	1 point for each child
10	Family unit composed of other children from 7 to 14 years(***)	0.5 points for each child

(\*) *Persons other than the child for whom enrolment in the kindergarten is requested;*

(\*\*) *Different cases from the previous point 3.*

(\*\*\*) *The age intended is that at the time of application*

If applicants receive the same number of points, priority will be given to the older child.

The School reserves the right to verify the truthfulness of the declarations presented, in accordance with the laws disciplining self declarations.

For users within the SISSA campus, as referred to in Article 7, and for external users, as referred to in Article 8, the classification list will be drafted by the Management of the kindergarten according to its own criteria.

**Art. 5 - Validity of the classification list**

Requests for enrolment which cannot be satisfied will remain valid until a new classification list is drawn up for the following year, and the children will be admitted even after the educational year has commenced if further places become available.

Applications received after the deadline indicated in the announcements as referred to in art.4, will be inserted, following their order of arrival, at the bottom of the classification list in force and the children may be admitted to the kindergarten if places become available.

**Art. 6 - Enrolment of internal users**

Following the publication of the annual announcement as referred to in art.4, SISSA will communicate to the applicants the acceptance of their applications by registered mail, or by hand, or when necessary, will proceed with the formulation of the classification list of those eligible for admission.

The enrolment will be carried out as follows:

a) *confirmation of enrolment of children who already attend the kindergarten*

The children of internal users who already attend the kindergarten are entitled to enrolment in subsequent years with precedence over new applications. To benefit from this, the parent must confirm enrolment within the terms indicated in the announcement as referred to in article 4, and have paid the deposit and all the monthly fees due up to the date of the confirmation.

If the child does not participate in this initial entrance period within 30 days following the beginning of the educational year for which the enrollment is confirmed, the deposit will be kept by the Management of the kindergarten as a form of indemnity.



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### b) *children enrolled for the first time*

Following the communication of admission, or after the formulation of the classification list, those admitted must confirm their enrolment by 31 May of that year by presenting the Management of the kindergarten with the receipt of payment of a deposit of € 300.00, into the bank account of the company, with the following reason for payment: “SISSA Kindergarten - name of the child - deposit”. A copy of the receipt must also be sent to the General Affairs Office of SISSA.

The deposit is intended to guarantee participation in the initial entrance period, and the attendance of the child at the Kindergarten. If the child does not participate in this initial entrance period within 30 days following the deadline indicated for the start of this period, the deposit will be kept by the Management of the kindergarten as a form of indemnity.

### If the deposit is not paid for the new enrolments the reserved place will be lost.

In accordance with art.11 of the present Regulations, if the withdrawal of the child from the kindergarten is not communicated in advance, the deposit will be kept by the Management as a form of indemnity for the withdrawal, though the obligation to pay the current month still remains valid.

The deposit will be reimbursed at the end of the attendance at the Kindergarten, on payment of the last fee, and following verification of payment in full of all other fees.

For late applications submitted after the deadline indicated in the announcement as referred to in article 4 and for those admitted during the educational year, SISSA will communicate the date by which the deposit should be paid in the letter of acceptance, and as indicated in the previous paragraph b).

### **Article 7 – Users of the SISSA campus**

If the total number of children of SISSA internal users enrolled for the educational year in question does not fill the total number of places available, without prejudice to the places reserved as provided for by art.4 of this Regulation, the Management shall give priority for admission to the children who are in possession of the requirements as referred to in art. 2 and who are the children of:

- a) employees/collaborators of SISSA spin-off or start up companies;
- b) employees/collaborators of companies located and working regularly on the SISSA campus;
- c) the personnel of other organisations authorised to work at SISSA, as provided in an agreement signed with SISSA;
- d) students enrolled in the master organized or co-organized by SISSA.

For such users, the place is guaranteed until the child’s move to Nursery School, provided that the confirmation of enrolment for the subsequent educational year is submitted to the Management of the kindergarten before the month of January of the educational year in progress.

Should the work/research/collaboration position with these companies terminate whilst the child is attending the kindergarten, the place shall be guaranteed up until the child’s move to Nursery School, subject to adherence to the above procedures for confirmation of enrolment in the subsequent educational year.





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It is understood that there will be absolutely no difference in treatment or educational programme between “internal” and “external” children.

If places still remain available during the educational year, in agreement with the School, the children of School visitors in possession of the requirements as referred to in Article 2 may also be admitted to attend the kindergarten.

The amount of the monthly fee to be applied to users in the SISSA campus may be lower than that offered by the Management of the kindergarten during a tender for a contract, which shall vary according to the type of attendance required and with the addition of the cost of the meals. However, it is understood that the fee cannot be lower than the lowest fee payable by families of SISSA internal users, which shall be determined by the School annually.

The fee shall be paid by users of the SISSA campus directly to the Management.  
The meals shall be supplied by catering service which runs SISSA’s cafeteria and the relative cost must be reimbursed monthly by the Management to the catering company.

In order to ensure transparency and correctness of information, the names of the children and the fee applied to them must be communicated to the School by the Management.

SISSA reserves the right to enter into agreements with other organisations for the purpose of admitting to the kindergarten the children of the employees/collaborators of such organisations who are in possession of the requirements as referred to in Article 2.

**Art.8 – Enrolment of external users**

Two places, equal to 10% of the enrolment capacity of the kindergarten, are guaranteed to children of external users and priority shall be given to external users who are resident in the Municipality of Trieste.

Pursuant to art.11, paragraph 6 bis of the Regional Presidential Decree of Friuli Venezia Giulia dated 4<sup>th</sup> October 2011, no.230/Pres, such minimum percentage may be waived in case the applications of admission by external users are less than such minimum percentage.

If the total number of children of SISSA internal users and users of the SISSA campus enrolled in the kindergarten, does not fill the total number of places available, without prejudice to the places reserved provided for by Article 4, the Management may admit other external users to the kindergarten, up to the maximum limit of external users admitted, equal to 45% of the enrolment capacity of the kindergarten, established by Article 11 of the Regional Presidential Decree of Friuli Venezia Giulia dated 4<sup>th</sup> October 2011, no.230/Pres.

There will be absolutely no difference in treatment or educational program.  
The Management of the kindergarten will be free to publicize the kindergarten in the manner it deems most appropriate to attract external families.

The monthly fee payable by the external user shall be that offered by the Management during the tender for the contract and shall vary according to the type of attendance required and with the addition of the cost of the meals.  
The monthly fee will be paid by external users directly to the Management.



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The meals will be supplied by the same company that runs SISSA's cafeteria and the cost will be reimbursed by the Management to the company running the cafeteria.

In order to safeguard openness and correctness of information, the names of external users that the Management enrolls in the kindergarten and the monthly fee requested of them must be communicated to SISSA by the Management.

The place for such users is only guaranteed for the educational year in which they start attending the kindergarten.

**Art.9 – Initial introduction period**

The initial introduction period for the children must take place gradually and in collaboration with the families, in accordance with the criteria of acclimation defined by the Management of the kindergarten.

This is a fundamental moment for the wellbeing of the children, in order to start serenely the emotional communication with their new environment (both physical and psychological). Each parent will receive information by electronic mail or by telephone about the timetable of the introduction period. It will be carried out offering the parents the opportunity of reconciling this delicate moment with their work commitments.

The introduction period usually lasts for two weeks, but this could be changed on the basis of the specific situation of the family (e.g. if the child has already attended the kindergarten).

In order to guarantee the children a "secure basis", the introduction must be carried out mainly by the same member of the family.

If the child should be absent for a long period, a new introductory period will be agreed upon, on the basis of the organization of the kindergarten staff and the work commitments of the family, with as much flexibility as possible.

**Art. 10 – Attendance**

Attendance in the kindergarten must be of a continuous nature.

Absences must be communicated immediately to the kindergarten staff indicating the reason.

The children enrolled can attend the kindergarten up until 3 years of age.

The children who turn 3 after 31 December can continue to attend the kindergarten up until the end of the educational year.

The children who turn 13 months of age by 1° September of the current educational year may join the kindergarten as from the day they turn 13 months old.

A profile of the development of the children will be made available to the nursery school when they leave the kindergarten on reaching the age of 3.

**Art. 11 – Modality for withdrawal from the kindergarten**

If the families intend to withdraw their children from the kindergarten, they should send a written communication at least 30 days before the last day of attendance or at the end of the educational year if, even though the child would have the right to continue, they do not intend to exercise this right.

Unjustified absences of over 30 days could result in the Management requesting that the child be withdrawn from the kindergarten. This may happen however only after contacts with the family have ascertained the reasons for the absence.





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If the monthly fee is not paid after 60 days from the due date the enrolment will be terminated. As regards the deposit, the provisions stated in art. 6 of these Regulations will apply.

**Art. 12 – Organization and opening hours**

The kindergarten will remain open 12 months a year. The educational year starts on 1 September and terminates on 31 August of each year.

The kindergarten will be open from Monday to Friday, from the first weekday of the month of September until the last weekday of the month of August of each year.

The kindergarten will remain closed on weekends and public holidays (civil or religious festivities recognized by the State). Closures of one or two days around public holidays will be communicated to the families by 30 September of every educational year.

Other possible closures which may be necessary for the maintenance of the building or heating/electrical systems will be communicated to the families as soon as possible by the Management.

The kindergarten will be open from 7.45 to 17.30 from Monday to Friday.

The children will be received from 7.45 to 9.30.

The children can be collected as follows:

- part-time attendance from 13.15 to 14.15
- full-time attendance from 15.30-17.30

The parents are request to observe these times.

The children should come to kindergarten having already had breakfast.

When the parents accompany the children in the morning they are requested to change their shoes, take off their coats etc. and to put the bag containing the personal effects (including a complete change of clothes) of the child in the appropriate cupboard in the changing room.

The parents are required to check the contents of the bag every afternoon. If the child's clothes have been changed, a clean set must be provided the following morning.

At the end of the day the child will be consigned to the parent or to an adult with a written authorization. It will in no way be possible to accept requests made by telephone or through a third party.

In order aid flexibility, and having given advance notice to the staff, a parent may collect their child before the normal times for collection but, for the wellbeing of the child, respecting the fixed daily schedule (either before or after):

- 09.30 – 10.00 morning snack;
- 11.30 – 12.30 lunch;
- 15.00 – 15.30 snack.

The period of attendance of the child at the kindergarten is anyway flexible and will be agreed upon with the family in relation to their needs, in particular those of the child and those of the group of children of which they are a part.

During the educational year, the type of kindergarten attendance can be changed, at maximum twice, from full-time to part-time and vice versa, upon written request to the Management and communication to SISSA. Such request has to be submitted by the 5th of the month preceding the month in which the variation to the time of attendance starts.



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**Art. 13 – Optional additional services**

At the request of at least 7 families the opening times of the kindergarten could be extended, from Monday to Friday, up until 18.30. In any case, the use of the building outside the operating periods and times of the kindergarten as cited in art. 12, must be authorized in writing in advance by SISSA following a motivated request by the Management.

**Art. 14 – Alimentation**

The number and quantity of meals that the children will be given each day will be in accordance with dietetic tables approved by the competent health authorities for each age group. The Management will make the menu available for consultation by the parents by a means of its choice (note in diary/register, blackboard, notice board, etc.)

Any special diets, due to specific health problems, should be prescribed exclusively by the pediatrician of the family.

Special diets due to religious reasons can be communicated by the families to the Management.

**Art. 15 – Health regulations**

The parents must not take the child to kindergarten if he/she shows symptoms of having an illness, fever, vomiting, diarrhea, purulent conjunctivitis, stomatitis.

The parents must provide the staff of the kindergarten with a telephone number which will enable them at any time during the day to advise the parents that it is necessary to take the child home.

The parents will be asked to collect the child from the kindergarten if he/she shows signs of illness and in particular:

- fever (over 37.5°);
- persistent diarrhea;
- purulent conjunctivitis;
- persistent vomiting;
- pediculosis;
- exanthema.

The staff cannot give medicines of any type, except life-saving drugs indicated by a medical certificate.

**Art. 16 – Infectious diseases**

In the case of infectious and/or widespread diseases, reference is made to the regional laws in force, as well as to the dispositions of the Trieste Health Authorities (ASS 1 Triestina) who from time to time provide indications of how to handle the situation in general and also on specific individual cases.

**Art. 17 – Management of the kindergarten**

The management of the kindergarten is assigned to an external company chosen from among those operating in the sector.

The Management must:

- guarantee an educational service and assistance, as well as psychological and pedagogical supervision;



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- administer the fees on the basis of the presence/absence of the children, in conformity with arts. 7, 8 and 18 of these Regulations;
- periodically promote activities to inform the families;
- provide the families, at the time of enrolment, with accurate information concerning the opening times, activities, necessary equipment and clothes, health certificates required by law and any other aspects which are useful for the successful introduction of the child into the kindergarten;
- present the parents with the educational plan that will be followed during the course of the year;
- take into consideration the suggestions and observations expressed by the Kindergarten Committee as foreseen in the following art. 22 of the present Regulations;
- present the Kindergarten Committee, by 31 July of each year, with an annual report on the activity carried out.

The Management is responsible for the cleaning of the rooms, furniture and furnishings/equipment.

**Art.18 – Fees to be paid by the families of SISSA internal users and contribution given by the School**

Following the publication of the annual announcement as referred to in Article 4, SISSA, based on a possible contribution decided by the School for the educational year to which the announcement refers, shall determine the monthly fee payable by the families of SISSA internal users. This will be indicated in the communication of acceptance of the applications and confirmation of enrolments.

For late applications or applications submitted during the educational year, SISSA shall indicate any contribution granted in the communication of acceptance of applications, if consistent with the provision in the budget at the time of acceptance and consequently, the monthly fee payable by the families.

In the event of a change in the type of kindergarten attendance, from part-time to full-time, an integrating of the contribution can be requested to SISSA which may be granted, if consistent with the provision in the budget.

In the event of a change in the type of kindergarten attendance, from full-time to part-time, the contribution shall be automatically reduced by 25%.

This contribution, which will be equivalent to the difference between the amount due to the Management for SISSA internal users and the fee to be paid by the families, will be paid directly to the Management by SISSA.

The monthly fee for part-time attendance will be 75% of the monthly fees for full-time attendance. The fees should be paid by the families directly to the Management, within the 10<sup>th</sup> day of each month following the attendance, in accordance with the indications given by the Management, who will issue a receipt confirming the payment.

The fee does not include the cost of meals which must be paid by the families when they pay the fees, on the basis of the number of days that the child has attended kindergarten.

The monthly fee will be reduced in the following cases:

- a) for the initial introduction period to the kindergarten the fees will be paid in proportion to the days of attendance, starting from the first day of the introduction period;
- b) reduced by 30% for children withdrawn before the 15<sup>th</sup> day of the month;
- c) reduced by 30% for each child who is continuously absent for at least 10 weekdays (absence communicated within 2 days of the start of the absence). If the absence covers the end of one



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month and the beginning of another the reduction will be made at the end of the period of absence;

- d) payment of 40% of the monthly fee in the case of justified absences for a period of one month and up to two months.

If the fee is reduced for the above-mentioned reasons then the relative contributions by SISSA will be reduced proportionally.

For any additional, optional service requested by the families (extended opening hours, from Monday to Friday up until 18.30) as foreseen by art.13 of these Regulations, besides the monthly fee, the families who have made the request will pay directly to the Management an additional sum equal to 10% of the monthly fee offered by the Management at the time of the tender.

If two children attend the kindergarten, the full monthly rate will be paid for the first child, while for the second the fee will be reduced by 50%.

The following are considered as days of attendance:

- the initial introduction period;
- a reduced presence in the kindergarten with respect to the type of attendance chosen (full or part time).

### **Art. 19 – Pedagogical and organizational programming**

The kindergarten adopts an educational project in which the educational choices, organization, educational programmes, experimentation and specific projects are clearly illustrated. The project is drawn up each year by the staff of the kindergarten, who guarantee its realization, its verification and its documentation.

The programming foresees:

- the use of personnel;
- the organization and administration of the rooms;
- organization of the time and pace of the activities;
- the choice of play-didactic materials;
- the special activities which will take place during the year.

At the beginning of each year an assembly will be called in the kindergarten with the parents of all the children enrolled, in the presence of all the personnel working in the kindergarten, as well as a representative of SISSA with the aim of illustrating the pedagogical programme and to give information on all the functional and organizational aspects of the kindergarten.

### **Art. 20 – Personnel employed in the kindergarten**

The personnel employed in the kindergarten possess the professional qualifications foreseen by the law in force and respect the numerical ratio between educators and children in relation to the number of children enrolled, and in accordance with the standards for personnel foreseen by the regional laws in force.

The activity of the educators is carried out in a collegiate manner.

The following professional figures are foreseen in the kindergarten:

- the coordinator, who is responsible for the service;
- educators;
- support staff.

The coordinator, who is in possession of the necessary professional qualifications, will carry out the functions of planning and supervision of the service, as well as the administrative/technical/operative coordination, and represents the Management.



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The care and education of the children of the kindergarten is undertaken by the educators.

The support staff have the following tasks:

- giving the meals to the children and looking after the tableware;
- attending to the sanitary and hygienic aspects of the kindergarten;
- taking care of the equipment of the kindergarten;
- collaborating with the educators during meals and in other moments during the day.

The working relations of the personnel employed in the kindergarten are the complete responsibility of the Management of the service and regulated by the laws in force and by collective work contracts.

### **Art. 21 – Participation of the families**

The kindergarten respects and values the educational role carried out by the families and guarantees them the maximum information about the running of the service. The information will be guaranteed by means of internal communication within the kindergarten (daily contacts with the personnel, notice boards, announcements, etc.), by e-mail and by telephone (if it is a matter of urgency).

The participation of the families is assured through:

- *individual meetings with the personnel of the kindergarten*
- *the Kindergarten Committee;*
- *the Parents' Assembly.*

### **Art. 22 – The Kindergarten Committee**

In order to vigilate the activity and functioning of the kindergarten a Kindergarten Committee is constituted, composed of:

- 2 members nominated by SISSA, one of whom will act as President;
- 3 members nominated by the Parents' Assembly as referred to in art. 23.

The coordinator and a member of the educational staff participate at the meetings. The Committee controls that the Regulations are observed, approves the annual educational project and expresses and opinion on the annual report of the activity carried out and on the programme elaborated with respect to the educational project.

The Kindergarten Committee examines any complaints about the service, requesting the relevant documentation and adopts provisions considered to be the most suitable for their resolution.

The Committee is convoked by the President at least twice a year, except for particular needs.

The minutes of the meetings are transmitted to the Secretary General of SISSA.

The Committee, which must be established within two months from the start of the kindergarten's activities, remains in office for two years and at least until the new Committee is formed in order to carry out the normal administration. New members nominated to replace other members during the course of the two years will terminate their mandate at the same time as those nominated at the beginning of the two-year period. If three members terminate, for whatever reason, the Committee will have to be renewed. If the members of the Committee are absent for three consecutive meetings they will lose their mandates following a written communication by the President of the Committee to these members and to the School.

### **Art. 23 – Parents' Assembly**

The Parents' Assembly is convoked by the President of the Kindergarten Committee or on request of at least 1/3 of the parents of the children enrolled in the kindergarten. The coordinator and educators of the kindergarten take part by right in the Parents' Assembly when matters concerning education, methodology and organization of the kindergarten are discussed.

The Parents' Assembly discusses and expresses its opinion on all aspects of the kindergarten.

The Parents' Assembly elects the three representatives on the Kindergarten Committee.



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**Art. 24 – Insurance**

All the children enrolled in the kindergarten are insured against accidents, temporary or permanent invalidity or death for the period of their attendance.

The Management of the kindergarten insures coverage against risks of public liability concerning any damage suffered by minors, including those caused by the infrastructure where the activity is carried out and during trips or walks carried out as part of the kindergarten's activity.

**Art.25 – Information for users**

The kindergarten has a notice board on which the following documents will be posted: the operating authorization, management regulations, educational project, the calendar and timetable of the kindergarten, the dates of the reunions between personnel and families, community hygiene and health regulations, the names and qualifications of the personnel working in the kindergarten, the menu agreed on and approved by the local health authorities, the evacuation plan, the name of the person responsible for safety and the information sheet – Attachment H) – regarding the presence on the SISSA campus of a long-distance power line and the relevant security profiles regarding the effect of this presence correlated to the functioning of the kindergarten.

**Art. 26 – Final provisions**

The present Regulations will be reviewed annually and, where necessary, integrations and modifications will be made, also during the course of the educational year.

For any matter not covered by the present Regulations, the laws and regulations in force will apply.

**Art. 27 – Treatment of personal data**

Personal information supplied by users, even if sensitive, will be treated in accordance with D.Lgs 196/2003<sup>1</sup> and subsequent modifications and integrations.

Therefore they will be handled in a lawful and correct manner in order to fully safeguard a person's rights and privacy. In particular, the information collected will be gathered and treated exclusively for carrying out the necessary procedures and administrative, accounting and fiscal operations for the verification and control which are necessary for the management of a kindergarten and strictly connected to this end.

In acceptance,

Date \_\_\_\_\_ Signature of parent presenting the application \_\_\_\_\_

In accordance with art. 1341 c.c. I expressly approve art.6, that foresees a deposit with penalty clause validity and art.25 of the Regulations.

In acceptance,

Date \_\_\_\_\_ Signature of parent presenting the application \_\_\_\_\_

<sup>1</sup> D.Lgs. 30.06.2003 n. 196 "Code for the protection of personal data"