



Pubblica Istruzione e Sistema Bibliotecario
Coordinamento Pedagogico ed Organizzativo

Public nursery school

INFOPARENTS

Going to nursery school
Year 2024-2025

Estratto dal Regolamento dei Servizi Educativi per l'infanzia e dalla Carta del Servizio Nido d'Infanzia del Comune di Prato



... As soon as Cipì's brothers learned to fly, their mother took them to see what was around the building above where they were born.

First, they went on the tall plum tree in the orchard where every evening, before going to sleep, sparrows that lived on the roof told each other what happened during the day

For Cipì, that was an easy flight, his brothers' hearts, however, were beating fast: but everything turned out fine.

As soon as they got there, Cipì flew on top of the pine forest, and from there he started exploring the world.



Mario Lodi, CIPÌ'



Nursery School.....

Address

Phone Number

Nursery school email address

Number of Children.....**Classrooms**

Pedagogical Coordinator

Email

Email address.....

Tel.

phone number.

Pedagogical Coordination Supervisor: Silvia Anichini

Email address: s.anichini@comune.prato.it phone number 0574-1835184



Educational staff on duty in the complex

Support staff working at the school

School delegate _____



Nursery school Identity

Nursery school is an educational service for children capable of responding to family needs and the plurality of boys and girls who attend it.

The institutional aims it pursues enhance and strengthen the growth phases of children, respecting personality traits and the the pace of each one of them

Nursery school living environment offers opportunities or emotional relationships and reassurance. Times and spaces are organized to favor an environment of social interaction, the gradual conquest of autonomy and identity of boys and girls.



Educational Year 2024-2025 Calender

Nursery school is opened from September 9 2024 to July 18 2025

According to the orientation program, newly enrolled children will attend on a reduced morning schedule for the first two weeks. The methods for settling-in will be agreed with the educational staff during the first meeting and during the individual interview.

Nursery school will be closed for the following holiday periods:
Christmas from **December 24 2024** to **January 5 2025** (Terms included)
Easter from **April 17 2025** to **April 22 2025** (Terms included)

Additionally, activities will be suspended during the following days:
November the 1st 2024, January 6 2025, April 25 2025, May 1 and 2 2025,
June 2 2025



Daily timetable

- Short period (From) 7,30 (To) 14,00
 - Entrance (From) 7,30 (To) 09,00
 - Exit (From) 13,00 (To) 14,00

- Long period (From) 7,30 (To) 16,30
 - Entrance (From) 7,30 (To) 09,00
 - Exit (From) 16,00 (To) 16,30

- (TP): Extended period (From) 7,30 (To) 17,30
Excluding nursery schools: Corridoni, Fontanelli and Pan di Ramerino
 - Entrance (From) 7,30 (To) 09,00
 - Exit (From) 17,00 (To) 17,30

Extended period will begin on **Monday 28th October 2024**



For entering later than the access time in the morning:

- ❑ **Occasional with exceptional motivation**
It is necessary to call the educational staff before 9.00
- ❑ **Permanent** The request, produced on a specific form, will be subjected to authorization by the Pedagogical Coordination

For early exit in the afternoon:

- ❑ **Occasional** It is necessary to sign the early exit register that can be found inside the school
- ❑ **Permanent** The request, produced on a specific form, will be subjected to authorization by the Pedagogical Coordination



How the Nursery school is organized

Each nursery is organized into class-groups considering the age group of the children. The classrooms can be homogeneous or heterogeneous in age

In case of attendance of children with disabilities, the class can be supported by the presence of a support educator

Educational staff working hours are organized in six-hours shift, interchangeable every week and including time for co-presence.

Each nursery school identifies operational flexibility forms to encourage educational strategies and interventions for small/medium groups in relation to age and the timing of the day



First steps in nursery school: Settling-in Program

Every new admitted child in public nursery school will begin to attend in a deferred and gradual manner. For each child this gradualness in express as follow:

- During the first week, children will attend for few hours (first three days) from the fourth day they may stay for lunch
- During the second week of settling-in the children remain for lunch
- During the third week, children will remain at full schedule, gradually experience the moment of sleep
- The fourth week concludes and consolidates the settling-in process

The parent accompanies the child inside the facility and stay with him/her for different periods of time:

- On the first day, the parent stays with the child for about 1 and a half hour
- On the second day, the parent stays for about 1 hour, says goodbye and leaves for 10-15 minutes (the parente stays near the school in order to modulate the absence based on the child's need)
- On the third day, the parent leaves for a longer time (for half an hour to an hour (by agreement with the family and based on the child needs)
- At the moment of the first meal, the parent usually waits outside the lunch room
- At the moment of the first sleep, the parent is asked to be present when the child wakes up (at least on the first day, then the interval between the moment of awaking and the afternoon exting time is gradually extended)



The day at the nursery

The day at the nursery school is marked by routines such as lunch, sleep, changing diapers/ personal hygiene and by activities that take place according to the times and spaces organized by the educational staff, in order to accommodate the children's need of intimacy, security, orientation and autonomy.

The childhood experiences lived in the nursery school activate relationship forms and cognitive processes, valorizing the body as a primary vehicle of reality and knowledge perception.

The educational staff gives the nursery school identity by taking care of "educational direction" of the day. They prepare spaces and material to encourage individual development and the learning of social behaviors, suggesting experiences and stimuli that each child can freely interpret. In this context, play, understood as a privileged means of learning and discovery where the child experiences himself/herself from a motor, cognitive, affective and relational point of view, takes on a fundamental role.



Parents' participation in nursery school life

Participation forms and bodies are involved to encourage the communication between families and facilities

Individual meetings

Individual meetings with parents are scheduled through the year to go into details of the child life in nursery school, discuss learning objectives and share personalized and effective educational strategies

Collective or small group meetings

Throughout the year parents are invited by the educational staff to share the educational aims, the learning goals and the educational plans. These meetings also represent a moment of documentation of the experience path prepared by the educational staff through photos/videos/slides.



First parents' meeting

By November of each year, educational staff calls the parents of all the children attending the nursery school to illustrate the organization and the programming of the School drawn up by the educational staff.

School Council

It is made up of representatives of the parents and educational staff. Is called up and chaired by the school delegate, the council has organizational and consultative tasks.

Steering committee

Is a city-level committee made up of representatives of the Municipal Administration, parents, teachers, auxiliary staff of the school; it has the task of promoting and directing the activities of the educational services. It is renewed every 2 years.

Projects aimed to parents

Meetings for specific projects that address topics of great interest for parents are promoted



Open nursery schools

During the registration period, parents who intend to enroll their child in the nursery school can visit public nursery school and meet the educational staff

First meetings

During the months of June and September, parents of newly admitted children are asked to participate in meetings that take place at the nursery school, during which the organization and the activities of the nursery are presented.

Meetings, in common

Moments of exchange in the nursery school or in other locations, meeting with experts to address issues relating to early childhood which generally concern the parent-child relationship

Parents-children workshops

Nursery schools can organize workshops for children and their parents as part of their educational planning (projects, parties...)



NIDI GRATIS

The NIDI GRATIS discount is given by the difference between the expected rate, the access credit and the INPS bonus

What families have to do

Guarantee the child's attendance **for at least 5 days** for each month in which the family benefits from NIDI GRATIS

Only absences due to illness are justified, upon presentation of:

- Medical certificate, certifying the actual absence period due to illness (proof that can be presented for maximum 2 months, even if not continuous, during the educational year)
- emergency room reports and certificates for hospital admission, day hospital or for carrying out life-saving, oncological or rehabilitative therapies and for the related days of absence caused by the side effects of those therapies (maximum 4 months, even if not continuous, during the educational year)

For all children in possession of the certificate referred to the Law 104/1992 or of disability, is not mandatory to provide a justification (max. 4 months, even non-continuously during the educational year)



What families have to do:

Fill out the Self-Declaration on the regional application with which the parent certifies that he has benefit from the discount on fees:

- **Before 14/02/2025** for the monthly payments from September 2024 to January 2025
- **Before 15/09/2025** for the monthly payments from February to July 2025

Complete the NIDI GRATIS satisfaction questionnaire **by 14/02/2025** on the regional application in which the application was submitted

Promptly communicates changes in the requirements or conditions for which the discount was calculated and assigned

Keep the payment receipts.



USEFUL NEWS

Vaccinations:

To attend the nursery school, families do not have to present any certification, checks will be carried out automatically.

If the checks reveal failure to comply with the vaccination requirement, attendance may be suspended

Dismissal from service is expected in one of the following case:

Fever higher than 37,5°

More than three bouts of diarrhea

Vomit

Rash or rash patches on the skin

In these cases it is advisable to take the child to the reference pediatrician and to let him/her stay at home **for at least one day after the removal**. Although the doctor's certificate is not mandatory for the return, families are invited to **share responsibilities** to guarantee protection and well-being within the entire the educational and school community



Absence for family reasons:

- Oral or written justification to be communicated before the period of absence
- In case of prolonged unjustified absence the place in the nursery school will be lost.

Special diets:

The parents of children needing a particular diet for health reasons, need to fill out a diet request form accompanied by allergy tests, or, as an alternative, a medical certificate specifying the foods to be excluded and the length of time for which the particular diet is needed

- Light or white diet can be requested for sudden health reasons, communicating it directly, the same morning, to the educational staff, for a period not exceeding 3 days, otherwise medical certificate is needed.
- For children who for religious reasons do not consume certain foods, there is the possibility of requesting alternatives to the planned meal by filling out the appropriate form to be requested from the lunch service



Leave the nursery school for educational purposes

Parents must sign a specific authorization for their children to go out for educational purposes

Filming and reproduction of images of children at school:

A release signed by parents is required for video and photographic recordings of the children and for their use for educational documentation purposing including publication on the nursery school web pages on the institutional website of the Municipality of Prato.

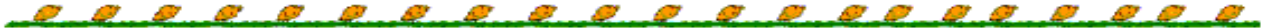
Children pickup:

Upon leaving school, children are returned to their parents, who, if necessary, can delegate other people, provided they are over 18 age, by filling out a specific form signed in the presence of the educational staff al leaving a photocopy of the identity card of the delegated people



Good practices

Good practices are expected, prepared by the Pedagogical and Organizational Coordination and available for consultation at the nursery, containing a series of indications that respond to the need to quickly access consolidated resolutions of some problems that present themselves as non-recurring events.





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