



SCHOOL REGULATION

SCHOOL YEAR 2024/2025

**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
Revised & Approved by	Don Maurizio Villa	Parson	13.09.2019
Revised & Approved by	Don Maurizio Villa	Parson	12.12.2019
Revised & Approved by	Don Maurizio Villa	Parson	31.08.2020
Revised & Approved by	Don Maurizio Villa	Parson	28.12.2020
Revised & Approved by	Don Maurizio Villa	Parson	28.04.2021
Revised & Approved by	Don Maurizio Villa	Parson	28.12.2020
Revised & Approved by	Don Maurizio Villa	Parson	28.12.2020
Revised & Approved by	Don Maurizio Villa	Parson	27.06.2022
Revised & Approved by	Don Maurizio Villa	Parson	25.10.2022
Revised & Approved by	Don Maurizio Villa	Parson	10.11.2023
Revisionato & Approvato da	Don Maurizio Villa	Parson	05.06.2024

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1.1. Document's Revision and Approval

Version Nr	Revised by	Change Description	Date
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
6	Eugenio Mariotto	Adjustment to the 2018/2019 school year	08.01.2018
7	Eugenio Mariotto	Adjustment to the 2020/2021 school year	20.11.2018
8	Eugenio Mariotto	Updated with Spring Section	11.03.2019
9	Eugenio Mariotto	Baby Kits have been modified	13.09.2019
10	Eugenio Mariotto	Adjustment for the 2020/2021 school year	12.12.2019
11	Eugenio Mariotto	Modified quota deduction criterion for meals not enjoyed and straight in case of absence for the whole month or for withdrawal Eliminated straight deduction for siblings; applied discount 50% x pre and after school of the Brothers (if present at the same time); calculated lines for bands C and D increased straight for bands A -B added clarifications at various points.	31.08.2020
12	Eugenio Mariotto	Adjustment for the 2021/2022 school year	28/12/2020
13	Eugenio Mariotto	Modified IBAN code	28/04/2021
14	Eugenio Mariotto	Make Changes to kits	22/06/2021
15	Eugenio Mariotto	Updated cost table with ISEE 2021	12/08/2021
16	Eugenio Mariotto	Adjustment for the 2023/2024 school year	24/11/2021
17	Eugenio Mariotto	Updated Baby Kit and the cost of the monthly fee	27/06/2022
18	Eugenio Mariotto	Updated Baby Kit and the cost of the monthly fee	25/10/2022
19	Eugenio Mariotto	Updated cost table with ISEE 2023	07/06/2023
20	Eugenio Mariotto	Adjustment for the 2023/2024 school year	10/11/2023
21	Eugenio Mariotto	Aggiornati Kit e rette	05/06/2024

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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

The school year starts in September and ends in June.

According to the regulations of the Ministry of Public Education, children who are three years old by 31 December can be enrolled in the Nursery School. Children who are three years old by 30 April of the reference school year can 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 is able to accommodate 93 children with a teacher/child ratio 1/23 in the sections of childhood and 1/10 in the Spring section

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, who have siblings already attending school even if they are not resident in the municipality of Ispra.
2. Children who turn 4 or 5 years old by 31 December, residing in the municipality of Ispra.
3. Children who turn three by December 31, residing in the municipality of Ispra.
4. Children who turn three by December 31,, not resident in the municipality of Ispra.
5. Children who turn 4 or 5 years old by 31 December, not resident in the municipality of Ispra.
6. Children who are three years old by 30 April of the school year, residing in Ispra.
7. Children three years old by 30 April of the school year, 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.
3. Children not resident 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 school year may be submitted from 7 January and the deadline is 31 January. The application for acceptance must be submitted to the secretariat or to the coordinator with all documents annexed to it duly signed.

Children who sign up for the first time will need to attach the vaccination certificate

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.

5.2. List of documents annexed to the application

- School Regulations
- Allergen Information
- Vaccination Control Scheme (only to members for the first time)
- Brochure "Free from Lice" (only to subscribers for the first time)
- Extract from the PTOF (Three-Year Plan of The Educational Offer)
- Proposal to support the school
- Girotondo project

5.3. Documents to be returned with the application

- The absence of even one of these duly completed and signed documents leads to the non-acceptance of the application.
- School Regulations (only the acceptance sheet)
- Allergen information
- Proposal for support for schools
- Girotondo Project (page 5 only)
- Vaccination certificate (new members and already enrolled if varied)

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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.

6. REGISTRATION FEE AND FEES

6.1. Registration fee

1. **The registration fee of € 100.00 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 57 I 05387 50340 0000 4236 0379
reason : ISCRIZIONE Name and first name of child

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 the 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 (Sept. - Jun), except in extraordinary cases that will be evaluated by the School.

The registration fee includes:

- Meals
- The Girogirotondo project that includes the projects:
 - I like it if you move (Psychomotricity)
 - Listen Carefully (Teacher x desk and classroom observations)
- The English project (30 lessons of about 50 ' and a kit for the child)
- Workshops in the classroom and with parents

The registration fee does not include:

- School trips
- The snack (those who stop at the post school will have to bring it)
- The school uniform
- The materials of the child's kit (see 14.1)
- Any educational educational projects proposed during the year with the intervention of experts, specialists, animators. (e.g. carnival party)

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The school, in case of absence due to illness recognizes a reduction in the tuition of €4.00 for each meal not consumed; this reduction will be applied to the June line.

In order to be eligible for the reduction, you must:

- communicate sick leave exclusively by email to the address asilo.ispra@gmail.com no later than 09:15 on the first day of absence.
- Deliver to the teacher, On the first day of return to school, the medical certificate or the self-certification form of the disease, completed in all its part and signed.

The reduction of the fee is not applied to the spring section and the ISEE A and B classes; for all other ISEE classes, the reduction may not under any circumstances result in a fee lower than the fee of ISEE class B.

In case of non-attendance of the pupil for the whole month, the monthly fee must be paid to the extent of 185.00€ for the childcare sections and 290€ for the spring section as the municipality does not recognize the contribution whatever the ISEE Class.

The early withdrawal of the pupil during the school year will result in an increase in the tuition to € 185.00 per month, 290,00 € per spring section (full fee after meals, as the municipal contribution for those entitled lapses) until the end of the year in progress, except in special situations of objective difficulty that will have to be communicated to the school in order to be able to evaluate the derogation from this condition.

There are no discounts for siblings except pre and/or post-school for which the fee will be reduced by 50% for the second brother if both present.

The pre and post-school service can also be provided by non-teaching staff of the school.

The municipality of Ispra, provides a contribution of 105€ for each resident and attending child asking the School to redistribute it in the 5 ISEE classes setting the quotas for the first two and for the last; the shares of the central classes will be calculated after distributing the contribution on the others and will be all the greater the smaller the pupils in the first two bands and the higher those of the last

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ISEE Class	ISEE Value	Municipality contribution	Family's cost of childhood section childrens	Family's cost of Spring Section childrens
A	From 0 to 4.000	175	90	195
B	from 4.001 to 8.000	155	110	215
C	from 8.001 to 20.000	135 (a.s.2024/2025)	130 (a.s.2024/2025)	235 (a.s.2024/2025)
D	from 20.001 to 30.000	125 (a.s.2024/2025)	140 (a.s.2024/2025)	245 (a.s.2024/2025)
E	above 30.000 or not declared	50	215	320
Non Residents	Not applied	-	265	370
Costi per servizi aggiuntivi				
Pre Scuola	20 euros/month - if occasional 5€ per day (for brothers, if both present, applied 50% discount)			
Post Scuola	50 euros/month - if occasional 10€ per day (for brothers, if both present, applied 50% discount)			
Summer Campus (no covid)	€320,00 if full month, €80.00 per week or fraction (fee includes meals, but not pre and/or post-school)			
Note	The value of the remaining municipal contribution after distribution on the "A", "B" and "E" ISEE Classes will be redistributed on the "C" and "D" classes, favoring the "C" class. The calculation is made in August; registrations after August 31st will be able to enjoy a maximum municipal contribution of 105,00€.			

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Families residing in Ispra must submit the certified ISEE model with a validity deadline not earlier than December 31 of the year of the beginning of the school year to which it refers.

Failure to present the ISEE model will result in the allocation of the "E" ISEE Class

The ISEE model must be sent to the school by the end of April and will be taken as a reference for the calculation of the tuition of the entire reference school year; any ISEE changes during the school year will not be considered for the purpose of recalculation of the tuition..

The school will calculate the fees of the "C" and "D" bands by 31 July and will send the cost table to all parents. **Children residing in the municipality of Ispra enrolled after June 30 will have to pay the tuition of the ISEE "E" band.**

The payment of the fee can be made by bank "bank transfer" with credit on the 5th of each month from September to June included; those who have difficulty respecting day 5 can opt for a different day (specifying it in the application) provided that the same 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 57 I 05387 50340 0000 4236 0379
Reason : RETTA Name and first name of child

The importance of indicating the child's surname and name in the reason for the transfer is underlined.

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 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; 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 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 scuola	For those who apply
08:45-15:45	Orario Standard	
08:45-13:30	Orario Antimeridiano	Lunch Included
15:45-18:00	Post scuola	For those who apply

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

In order to guarantee the proper functioning of school activities, after 9:00 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.

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Anyone can access the pre- and post-school service, but priority is given to children whose parents both work. (The cost is charged to the family until the end of the school year) Any extraordinary and justified need to withdraw your child's

registration from the pre-school service must be communicated in advance to the Secretary

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

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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)

12. MENSA

The school has a menu that complies with the dietary tables prepared by the ASL.
Meals are prepared by the Company Rojac S.r.l. in Taino.

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

14. COVID 19 EMERGENCY

The School has adopted and will adopt all the measures provided for by the legislation to combat SARS-CoV-2.

The provisions, rules and obligations concerning parents and children are communicated by the School to parents in specific documents distributed on time according to the issue of new rules and/or decrees of the authorities.

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15. 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.

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15.1. The baby kit

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

- **All (Spring Section excluded)**
 - A cloth bag (to leave at school) with at least one complete change (briefs, socks, undershirt, shirt and even non-school overalls)
 - Four passport photos
 - Two packs of at least 10 packets of paper towels
 - Three packs of wet wipes
 - A pair of non-slip socks
 - A pair of Crocs or similar to use inside
 - A "dad's" shirt to paint
 - A water bottle to take to school every day
 - A backpack (empty) to take to school every day

- **2 or 3 years old children**
 - A pack of «Pastelloni Giotto Be-bè»
 - Two glue sticks
 - The sleeping bag for the nap (to be purchased in the secretariat the first days of school at a cost of € 2.00) in which to insert a pillow, a suit of sheets (bed size) and a cover
 - A pack of Didò da 220g

- **Who is attending the second year**
 - A pack of "Pastelli a cera Plastidecor" BIC Kids 24 pcs
 - Two glue sticks
 - A pack of Didò da 220g



- **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
 - A pack of Didò da 220g
 - A 1cm x 1cm checked notebook

- **Who is attending spring section**
 - Four packs of diapers with a panty
 - Four packs of wet wipes
 - A pack of at least 10 packets of paper towels
 - Pacifier for those who use it.
 - Washable wax crayons (“Pastelloni Giotto Bè-Bè”) 12 pcs
 - A pack of Didò da 220g
 - Two glue sticks
 - Four passport photos
 - Crocs-type slippers to keep only in class
 - Rubber ankle boots (for backyard activities)
 - The sleeping bag for the nap (to be purchased in the secretariat the first days of school at a cost of € 2.00) in which to insert a pillow, a suit of sheets (bed size) and a cover
 - A cloth bag (to be left at school) with at least three complete changes (briefs, socks, tank top, T-shirt and overalls also not from the school)
 - Non-slip socks
 - Sheets, pillow, blanket and peluches (if needed)
 - A "dad's" shirt to paint
 - A water bottle to take to school every day
 - A backpack (empty) to take to school every day



16. REFERENCE

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

Archiviato in:

Google Drive\Scuola Materna Parrocchiale Brivio Sagramoso\Gestione\Documenti e Fogli Istruzioni :

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

Archiviato in:

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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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17. 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.20 - 10.11.2023 "

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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