

DAY NURSERIES ENROLEMENT 2018/2019

WHO CAN BE ENROLLED

You can apply to a day nursery for children:

- born or who will be born from **1 January 2016 to 31 October 2018**
- **residing** in Modena (registered in the Civil Registry of the Municipality of Modena) with a parent or a guardian
- not yet residing in the Municipality of Modena but **waiting for a change of residence** with a parent or a guardian (you have to provide the certificate issued by the Civil Registry Office)
- complying with the provisions on **compulsory vaccines**

You can apply for admission also for children **not residing** in Modena: the applications will be ranked according to the points obtained but they will be placed after the residents' applications.

The babies who **will be born after 31 May 2018** will end up in waiting list after they reach the age of 3 months and if some places are available, they may be admitted to the day nursery from that moment forward.

During the application period you can also submit an application for a **day nursery transfer**.

WHEN TO APPLY

From **21 March to 2 May 2018**.

REQUIRED INFORMATION

When filling in the form, you **shall provide** the following information and documents:

- tax code of every family unit members (parents and children)
- names of the schools (day nursery, kindergarten, primary school) attended by brothers and sisters
- employer's details (company name and address)
- distance (in kilometres) from workplace (if the workplace is not under the Municipality of Modena, you are considered as a commuter)
- any supplementary certificate, such as disability, pregnancy, divorce/separation certificates
- names of the selected day nurseries

HOW TO APPLY

The applications order of arrival and the applications procedures do not affect the admission.

ONLINE APPLICATION

In order to apply online:

- you need to be **resident** in the Municipality of Modena
- your child must **comply with the provisions on compulsory vaccines** (or you can vaccinate the child within the time limits required by the legislation)
- you need an **e-mail address**

You can find the online form on the website of the Municipality of Modena at www.comune.modena.it/istruzione

If you don't have an internet connection, you can submit your online application by visiting (by appointment only) the following public services:

- **URP** (Public Relations Office): 17, Piazza Grande (ground floor of the Town Hall) 059/20312
- **MeMo**: 172, Viale Jacopo Barozzi - 059/2034311
memo@comune.modena.it

(on Monday, free access at MeMo without prior appointment from 9 am to 1 pm)

APPLICATION IN PAPER FORM

You can print the application form from the website of the Municipality of Modena, at www.comune.modena.it/istruzione or you can get it by visiting the **Nurseries Admission Office** (8, Via Galaverna), the **Districts Offices**, the **Public Relations Office** (URP - Piazza Grande), the **Reception desk** (8, Via Galaverna, ground floor) and the **Education Service**.

Please fill in entirely the application form and deliver it to the **Education Service Offices** (8, Via Galaverna) at the following times: Monday and Thursday 8.30 am-1 pm and 2.30 pm-6 pm, Wednesday 8.30 am-1 pm.

IF YOU NEED ASSISTANCE IN FILLING IN THE APPLICATION FORM, YOU CAN GO (WITHOUT PRIOR APPOINTMENT) TO THE:

Centro Milinda: 14, Largo Pucci - 059/315471

milinda@comune.modena.it

at the following times: Monday 5 pm-7 pm, Tuesday 10 am-12 am, Friday 1 pm-3 pm



HOW TO CHOOSE A DAY NURSERY

It is **your responsibility** to choose a day nursery for your children.

The number of places available changes according to the age bracket.

You can download the list of day nurseries having **places available and the timetable for visiting** them at the following address: **www.comune.modena.it/istruzione**

You can choose no more than 8 day nurseries, both full-time (from 8 am to 4 pm) and part-time (from 8 am to 1.15 pm). You can specify no more than 4 public day nurseries and 4 approved day nurseries. This restriction does not concern the infants section (babies born in 2018). You always have to write the day nurseries names **in order of preference** and you have to **specify your choice of full-time or part-time**. Otherwise, if the day nursery provides both full-time and part-time option, the full-time option will be considered as the chosen one.

For children **born or who will be born from 1 January to 31 October 2018**, you can choose **only the public or approved day nurseries having an infants section**.

!!!!IMPORTANT:

- the child can be admitted only to one of the day nurseries chosen.
- The choices incompatible with the date of birth and the creation of the section will be nullified. Your application may also be nullified in lack of a compatible choice.
- If, according to your points, your child is not admitted to the chosen day nurseries, he/she will end up exclusively in the waiting lists of the chosen day nurseries.
- It is not possible to enrol your child in a day nursery if you work in the same day nursery or if you have relatives up to the third degree working there (regardless of the tasks performed).

RANKING LIST AND POINTS OBTAINED

The ranking list and the waiting list are drawn up **in accordance with the points obtained**. The points are **calculated according to your statements** in the application form (composition and situation of the family unit, parents job, grandparents who can not take care of the child, etc.).

For candidates obtaining an equal score, preference will be given to the older one. In the event of a further equal score, a draw will be carried out.

!!!!IMPORTANT:

the application for admission is based on your **self-declaration**.

Your declarations and the documents which may be required by the Office in case of more detailed inspections, must be **true and accurate**. Otherwise, you will **move back** in the ranking list and, in the most relevant cases, your application will be **deleted**. Moreover, in the event of a false declaration, the competent judicial authority will receive a notice.

The self-declarations concerning family and work will affect the scoring and must be effective within the enrolments deadline.

RANKING LIST PUBLICATION

The ranking list will be published in the following places: **Districts Offices, Education and University Relations Service** and **online** at www.comune.modena.it/istruzione.

If you have specified your cell phone number in the application form, you will receive a text message informing you about the publication.

FEES

!!!!IMPORTANT:

the day nursery service requires the payment of a monthly fee, calculated according to the ISEE (Equivalent Economic Situation Indicator) of the family unit.

After being admitted, you have to submit your ISEE certification in order to calculate your fee, according to the terms and conditions required by the Office. If you do not submit your ISEE certification, the maximum fee will be applied.

WAIVER

If your child is admitted but you decide not to accept the place, you have to submit a **written statement within 15 days after the ranking list publication**.

This statement can be submitted by a parent or a delegate (a written proxy on plain paper and a copy of an identity document of the person who delegates are required):

- by visiting in person the Nurseries Admission Office or
- by sending an e-mail to the following address: nidi.infanzia@comune.modena.it (the identity document scanning of the parent sending the e-mail is required)

!!!!IMPORTANT:

- if you are admitted to a day nursery but you decide non to accept the place, your application will be deleted and you will be removed from all the waiting lists.
- If you miss the deadline for submitting the waiver (15 days after the ranking list publication) you will have to pay an extra fee as reimbursement of expenses (25,00 € if you decide not to accept before July 25, 40,00 € if you decide not to accept after July 25 and until the day before the beginning of the service).

ADDITIONAL INFORMATION

Please read the complete announcement of selection, available on the website of the Municipality of Modena at www.comune.modena.it/istruzione or at the **Nurseries Admission Office** (8, Via Galaverna), the **Districts Offices**, the **Public Relations Office** (URP - Piazza Grande), the **Reception desk** (8, Via Galaverna, ground floor) and the **Education Service**.

The Admissions Office of the Education Service is willing to provide explanations and clarifications before completing the application form.

EDUCATION SERVICE 8, Via Galaverna

Opening times:

Monday and Thursday 8.30 am-1 pm and 2.30 pm-6 pm,
Wednesday 8.30 am-1 pm.

Call following numbers:

059/2032786 - 059/2033867 Tuesday and Friday 8.30 am-1 pm.

Write an e-mail :

nidi.infanzia@comune.modena.it

