



Pubblica Istruzione e Patrimonio
Coordinamento Pedagogico ed Organizzativo

Municipal Nursery School
INFORMAGENITORI
Going to Nursery School

2025-2026 school year

Excerpt from the Regulations for Educational Services for Children and the Charter of the Nursery Service of the Municipality of Prato



...As soon as Cipì's brothers learned to fly, their mother took them to see what lay beyond the palace where they were born. First they went to the tall plum tree in the garden where every evening before going to sleep the sparrows on the roof told each other about the events of the day. The flight was easy for Cipì, but her brothers' hearts were pounding: however, everything went well. Once there, Cipì flew to the top of the pine forest and from there began to explore the world.



Mario Lodi, CIPÌ'



Nursery.....

Address.....**Telephone**.....

Nursery email

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Nursery's educational staff

Support staff

School complex representative _____

IDENTITY OF THE NURSERY



The nursery is an educational service for children; attending nursery plays a decisive role in the development of the boys and girls who attend it.

The institutional goals it pursues enhance and strengthen the growth stages of boys and girls, respecting the personality and pace of each child.

The nursery environment, activities, projects and ongoing training at all levels for the staff involved are subject to constant review with a view to ensuring the well-being of each child.

2025-2026 EDUCATIONAL YEAR CALENDAR

The nursery is open from Tuesday 9 September 2025 to Friday 17 July 2026.

To allow for a gradual settling-in period, newly enrolled children will attend for the first two weeks on a reduced morning schedule. Times and arrangements will be agreed with the teaching staff at the first meeting and during individual interviews.



The nursery will be closed for the following holiday periods:

-Christmas from 24 December 2025 to 5 January 2026 (inclusive)

-Easter holidays from 2 April 2026 to 7 April 2026 (inclusive)

In addition, nursery activities will be suspended on the following public holidays:

8 December 2025, 6 January 2026, 1 May 2026 and 2 June 2026.

In the 2025-2026 school year, municipal nursery activities will also be suspended on Monday 1 June 2026.

DAILY TIMETABLE

Short hours (TC): from 7.30 a.m. to 2.00 p.m.

☐ Arrival from 7.30 a.m. to 9.00 a.m.

☐ Departure from 1.00 p.m. to 2.00 p.m.

Long hours (LH): from 7.30 a.m. to 4.30 p.m.



- ☐ Arrival from 7.30 a.m. to 9.00 a.m.
- ☐ Exit from 4:00 p.m. to 4:30 p.m.

Extended Hours (TP) from 7:30 a.m. to 5:30 p.m.
excluding the nurseries: Corridoni,
Fontanelle and Pan di Ramerino

- ☐ Arrival from 7.30 a.m. to 9.00 a.m.
- ☐ Departure from 5.00 p.m. to 5.30 p.m.

Extended hours will begin on Monday, 27 October 2025.

For late arrival compared to the morning arrival time:

Occasional:

you must call the teaching staff by 9 a.m.

Permanent:

the request, made using the appropriate form, will be submitted for authorisation by the Pedagogical Coordination Committee.

For early departure compared to the afternoon departure time:

Occasional:

you must sign the register for occasional early departures located inside the school complex.



Permanent:

the request, made using the appropriate form, will be submitted for authorisation by the Pedagogical Coordination Committee.

HOW THE NURSERY IS ORGANISED

Each nursery organises groups of children according to age.

Groups may be homogeneous or heterogeneous in terms of age.

In the case of children with disabilities, the group is supported by a support teacher.

The working hours of the educational staff are organised in six-hour shifts, which are interchangeable and include a period of co-presence at work.

Each nursery identifies forms of operational flexibility to promote educational strategies and interventions for small/medium groups in relation to age and the structure of the day.

Continuity is guaranteed by the sharing, by all educational staff, of project methods related to a careful analysis of needs, which allows them to organise and offer children, beyond their reference groups, meaningful experiences that are functional to the harmonious development of their skills.



FIRST STEPS AT NURSERY: SETTLING IN

All new children admitted to municipal nurseries begin attending on a deferred and gradual basis. For each child, this gradual approach is expressed as follows:

in the first week, children attend for a few hours (first three days) and from the fourth day onwards they can stay for lunch;

in the second week of settling in, children stay for lunch;

in the third week, they stay for the full day, gradually getting used to nap time;

the fourth week concludes and consolidates the settling-in period.

The family attends a meeting before the child starts attending, during which they receive useful information on how to manage the settling-in period, which normally lasts three weeks.

Parents who will accompany their son or daughter during their first days at nursery are asked to be available for one week, during which they will be present at the nursery at agreed and varied intervals.

The child will thus be supported during their first days at nursery:



on the first day, by staying at the nursery with their parent for about 1 hour/1 hour and a half;
on the second and third days, by experiencing playtime without their familiar adult: the parent stays at the nursery for about 1 hour, says goodbye and leaves for a time agreed with the educational staff, then returns to pick up the child from the nursery;
on the fourth day, the child has lunch at the nursery; the parent does not join the child for lunch but remains at the nursery to be called if needed;
on the day the child has an afternoon nap, the parent is asked to be present when the child wakes up; during the third week, the interval between waking up and leaving in the afternoon is gradually extended.

A DAY AT THE NURSERY

The day at the nursery is marked by routines such as arrival and reunion, lunch, nap time, nappy changing/personal hygiene and activities that take place according to times and spaces organised by the educational staff, in order to meet the children's needs for intimacy and security, guidance and autonomy. The experiences children have at nursery activate relational forms and cognitive processes, enhancing the body as the primary vehicle for perceiving reality and knowledge.



The educational staff give the nursery its identity by taking care of the 'educational direction' of the day. They prepare spaces and materials in order to encourage individual development and the learning of social behaviours, suggesting experiences and stimuli that each child can freely interpret. In this context, play takes on a fundamental role as a privileged means of learning and discovery in which the child experiments from a motor, cognitive, emotional and relational point of view.

FAMILY PARTICIPATION IN NURSERY LIFE

Formal and informal activities are planned for families to participate in the life of the service, in order to promote knowledge, communication and relationships:



Individual meetings

Individual meetings with parents are planned throughout the year to discuss the child's life at nursery, learn about learning objectives and share personalised and effective educational strategies.

Group or small group meetings

Parents are invited by the educational staff throughout the year to share educational goals, learning objectives and educational plans. These meetings also provide an opportunity to document the experiences organised by the educational staff through photos/videos/slides.

First parents' meeting



By November of each year, the educational staff convenes the parents of all children attending the nursery to illustrate the organisation and planning of the school complex drawn up by the educational staff.

School council

This is made up of representatives of parents and the nursery's educational staff. Convened and chaired by the school delegate, the council has organisational and advisory tasks.

Meetings... at the Town Hall

Opportunities for exchange at the nursery or other venues: seminars and meetings with experts to address issues relating to early childhood that concern, in general, the education of young children.

Parent-child workshops

Nurseries organise workshops for children and parents as part of their educational programme (projects, parties, etc.).



INCLUSION PROCESSES

The Municipal Pedagogical Coordination, through the Cipi-Inclusione service, supports inclusion processes by implementing strategies and actions that support it and activating a network between educational, health and social services.

The Coordination works in the area of SEN (Special Educational Needs), which covers three main categories:

disabilities;

specific developmental disorders (learning disorders, language and non-verbal skills deficits, motor coordination, attention and hyperactivity disorders)

socio-economic, linguistic and cultural disadvantage

Through the Cipi-Inclusione service, the educational group uses validated observation tools to identify and understand the special educational needs that



a child may encounter during their growth and to design targeted educational interventions. Families are involved in this process.

FREE NURSERIES

The FREE NURSERIES discount is calculated as the difference between the municipal fee based on ISEE and the INPS bonus.

What families must do:

Ensure that the child attends for at least 5 days for each month in which they benefit from

FREE NURSERIES.

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

-a medical certificate attesting to the actual period of absence due to illness (justification that can be presented for a maximum of 2 months, even if not continuous, during the educational year)



-emergency room reports and certificates for hospitalisation, day hospitalisation or life-saving, oncological or rehabilitative therapies and for the related days of absence caused by the side effects of such therapies (maximum 4 months, even if not continuous, during the school year).

For children in possession of the certificate referred to in Law 104/1992 or disability certificate, there is no obligation to provide justification (maximum 4 months, even if not continuous, during the school year).

Free Nurseries: commitments and deadlines:

-Fill in the Substitute Declaration on the regional application form, in which the parent certifies that they have benefited from the discount on fees/rates:

-by 14/02/2026 for the months from September 2025 to January 2026;

-by 15/09/2026 for the months from February to July 2026.

-Complete the Free Nurseries satisfaction questionnaire by 14/02/2026 on the regional application where the application was submitted.

-Promptly report any changes in the requirements or conditions for which the discount was calculated and assigned.



-Keep receipts for payments made.

USEFUL INFORMATION

Vaccinations

Vaccination is mandatory for nursery attendance, and checks will be carried out automatically.

If the checks reveal that the vaccination requirement has not been met, attendance will be suspended until the vaccination requirement has been met. In this case, families will be contacted.

Children will be removed from nursery in any of the following cases:

Fever above 37.5°C

More than three episodes of diarrhoea



Vomiting

Rash or rash-like spots on the skin

In the event of removal, it is recommended that the child be seen by their paediatrician and kept at home for at least the following day.

As the certificate is not mandatory for return to the nursery, families are invited to share responsibility in order to ensure the health and well-being of the entire educational community.

Absences:

Absences must always be justified either verbally or in writing, whether they are planned or unexpected.

Nurseries have a system for checking unjustified absences, introduced by the Tuscany Region to safeguard the safety of children; therefore, in the event of an unreported absence, the family will be contacted.

Leaving the nursery for educational purposes:

Parents must sign a specific authorisation form for their children to leave the nursery for educational purposes.



Video recordings and photographs of children at the nursery:

A release form signed by parents is required for video recordings and photographs of children at the nursery and for their use for educational documentation purposes, including publication on the web pages of the institutional website of the Municipality of Prato.

Drop-off and pick-up of children:

Children are returned to their parents at the end of the day. Parents may delegate other persons to pick up their children, provided that they are over 18 years of age, by signing a specific form in the presence of the educational staff and leaving a photocopy of the identity card of the delegated persons.

Breast milk at nursery

Given the proven benefits of breastfeeding, the World Health Organisation and UNICEF recommend that babies be exclusively breastfed from the first hour of life until the sixth month.

In the infant section of the Fiore, Borgo and Arcobaleno nurseries, exclusive breastfeeding is guaranteed by accepting and administering breast milk.



Based on a regional protocol, interested families sign a request form and receive health and hygiene instructions for collecting, refrigerating and transporting breast milk to the nursery.

Once compliance with the standards set out in the protocol has been verified, breast milk is accepted at the nursery and administered according to the number of meals planned and agreed upon in relation to the time spent at the nursery.

Nursery staff provide detailed information and forms.

Special diets:

Diets for health reasons: it is necessary to complete application form A accompanied by a medical certificate issued by the family paediatrician or recent allergy tests.



Diets for religious or ethical-cultural reasons: alternatives to the meals provided in the municipal menu can be requested by completing form B2.

In both cases, the forms must be sent by email to refezione@comune.prato.it or delivered by hand to the school canteen office at Via Santa Caterina n.17 or, if available, to the cook.

Diets requested during the school year will be activated within 7 days of the date of submission of the documentation.

For sudden health reasons, a 'plain or light' diet may be requested for a maximum of three days, by notifying the educational staff in the morning.







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