



**Pubblica Istruzione e Patrimonio**  
*Coordinamento Pedagogico ed Organizzativo*

Municipal Kindergarden  
INFORMATION FOR PARENTS  
Going to nursery school

School year 2025-2026

Excerpt from the Regulations for Educational Services for Children and the  
Kindergarden Service Charter 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'**



**Kindergarden**.....

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

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Teaching staff at the school


Support staff


School complex representative \_\_\_\_\_

## INSTITUTIONAL REFERENCES



The nursery school is part of the national education and training system, which outlines a coherent and unified educational path in terms of its pedagogical inspiration.

This educational service, in open collaboration with parents, represents a fundamental moment in the development of identity, autonomy and skills for all children.

Due to its unique characteristics in terms of environment, relationships and learning, it is a decisive experience for the personal and social growth of children, thanks to their interaction with peers, professionally responsible adults, and the symbols and languages of their culture.

## **SCHOOL YEAR CALENDAR 2025-2026**

The Kindergarden is open from Tuesday 9 September 2025 to Tuesday 30 June 2026.



As part of the settling-in programme, newly enrolled children will attend for the first two weeks on a reduced morning timetable.

The Kindergarden will be closed for the following holiday periods:

- Christmas holidays from 24 December 2025 to 5 January 2026 (inclusive)
- Easter holidays from 2 April 2026 to 7 April 2026 (inclusive)

In addition, school 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, teaching activities will also be suspended on Monday 1 June 2026.

## DAILY TIMETABLE

Long hours: from 8:00 a.m. to 4:30 p.m.

☐ Arrival from 8:00 a.m. to 9:00 a.m.



- Departure: from 4.15pm to 4.30pm

Short hours: from 8am to 2pm

- Arrival: from 8am to 9am

- Departure: from 1pm to 2pm

Before school from 7:50 a.m. upon request justified by documented work requirements.

After school from 4:30 p.m. to 5:30 p.m. upon request justified by documented work requirements. The service is activated when a minimum number of requests is reached. An annual fee applies.

For children who use school transport, arrival and departure times follow the service organisation's schedule.



For late arrival compared to the morning arrival time:

Occasional:

you must telephone the teaching staff by 9:00 a.m.

Permanent:

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

For early departure from the afternoon departure time:

Occasional:

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

Permanent:

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





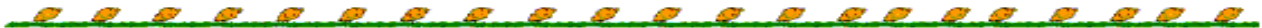
## HOW THE KINDERGARDEN IS ORGANISED

Classes may be homogeneous or heterogeneous in terms of age.

Each class normally consists of 25 children and 2 teachers; in the case of children with disabilities, the class is supported by an additional teacher.

Each year, when new pupils enrol, the composition of the classes may be reorganised: some children may be placed in a different class from the one they previously attended.

The reorganisation of the sections does not compromise the continuity of the educational programme, as this is guaranteed by a plan agreed upon by the teaching staff, based on systematic observation and analysis of the children's developmental needs. This approach allows for cross-curricular and



intentionally structured educational experiences to be offered, aimed at supporting the overall development of skills, regardless of the group or section to which the children belong.

## **ADAPTING TO KINDERGARDEN**

To facilitate the entry of newly admitted children, municipal nursery schools have a specific programme that can be summarised as follows:

-for three-year-olds: entry divided into two groups

During the first week, children attend for a few hours (for the first 3 days) and from the fourth day onwards they can stay for lunch

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



During the third week, they stay for the full day, experiencing afternoon rest (provided for children aged 3 and 4)

-for 4- and 5-year-olds (avoiding, if possible, the settling-in of a single child in an already established group)

gradual entry, with the possibility of shortening the standard times based on an assessment of the child's autonomy and social and relational skills.

## **A DAY AT KINDERGARDEN**



Routines are an important element in ensuring a safe, predictable and stimulating environment for children. Through repeated and well-structured activities, routines help children orient themselves in time and space, promoting the development of autonomy, emotional security and the ability to relate to others. Therefore, the school day is characterised by:

rituals that mark the passage of time and allow children to prepare themselves for experiences in the best possible way;

alternation and variety of activities, avoiding repetition and monotony that can lead to aggression, distraction or escape on the part of children: particular attention is therefore paid to moments of transition, moments of greater autonomy for children, and play outside the school;

sharing activities and their progress with the children;

relaxed times, offered to children through the teaching strategies adopted, allowing for depth, reflection, variation in points of view, codes and ways of approaching a theme, topic or problem.



# PARENTAL INVOLVEMENT IN SCHOOL LIFE





Formal and informal activities are planned to encourage families to participate in school life, promoting knowledge, communication and relationships:







## Individual meetings



Teaching staff organise individual meetings with parents to discuss topics relating to various aspects of the children's personal development, to build alliances and share educational principles and behaviours.







First parents' meeting



By November, teaching staff invite the parents of all children attending the school to explain the organisation and programme drawn up by the teaching staff.





Group or small group meetings





The parents of the children are convened by the teaching staff during the year to share educational goals, learning objectives and educational plans.







School council



This is made up of parent representatives and teaching staff from the school. It is convened and chaired by the school delegate and has organisational and advisory tasks.





Canteen committee



At the beginning of the school year, each school appoints a parent representative for the canteen committee. The representatives meet, discuss and appoint a spokesperson and a substitute for the executive of the City Canteen Commission, which brings together all schools in Prato of all levels. The spokesperson meets with representatives from individual schools at least twice a year. The aim is to participate, together with the municipality, in monitoring food quality.







Meetings...at the Town Hall



Opportunities for exchange at school or in other venues: seminars and meetings with experts to address issues related to childhood, generally concerning the education of children.





## Parent-child workshops



Schools organise workshops for children and parents during holidays and as part of their educational programme.

## **INCLUSION PROCESSES**

The Municipal Pedagogical Coordination, through the Cipì-Inclusion 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 Special Educational Needs (SEN), 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 Cipì-Inclusion service, the teaching team 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.

## **USEFUL INFORMATION**

### Vaccinations

Vaccination is compulsory for attendance at nursery school, 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 sent home from school 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 from school, it is recommended that the child be seen by their paediatrician and kept at home for at least the following day.

As a medical certificate is not required for return to school, families are asked to share responsibility for ensuring the health and well-being of the entire school community.

Absences:

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

School trips for educational purposes:

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

Video recordings and photographs of children at school:

A release form signed by parents is required for video recordings and photographs of children at school and for their use for educational





documentation purposes, including publication on the web pages of the institutional website of the Municipality of Prato.

#### Dropping off children:

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

#### **Special diets:**

Diets for health reasons: you must complete application form A accompanied by a medical certificate issued by your paediatrician or recent allergy test results.

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

In both cases, the forms must be sent by email to [refezione@comune.prato.it](mailto:refezione@comune.prato.it) or delivered by hand to the school canteen office at Via Santa Caterina n.17.



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 teachers in the morning.







**Info: Coordinamento Pedagogico ed Organizzativo**

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