



Public Instruction and Educational Service
Pedagogical and Organisational Co-ordination

Communal Creche

PARENT INFORMATION BOOKLET

Going to Nursery School

School Year 2022-2023



Communal Creche – Parent Information Booklet 2022/2023

.... As soon as Cipì's brothers and sisters were able to fly, Mummy Sparrow brought her chicks to see what was around the building where they were born.

First they went to the high plum tree in the vegetable garden, where every evening before going to sleep, the sparrows would gather and talk about what had happened that day.

That flight was easy for Cipì, his brothers' and sisters' hearts were beating fast however, but everything went just fine.

Once there, Cipì then flew to the top of the pine tree and from there started to explore the world...



Mario Lodi, CIPI'



Creche

Via.....

Telephone..... Fax.....

Creche Email Address

Number of Children..... Sections.....

Pedagogical Coordinator

Email Tel.

Director of Pedagogical Coordination Silvia Anichini: Email: s.anichini@comune.prato.it
tel. 0574-1835184



Educators working in the Creche:

School Executors:

Creche Representative _____



THE IDENTITY OF THE CRECHE

The creche is set up as an educational service for infants, meeting the needs of families and the multiplicity of children that attend.

The institutional aims that are pursued enhance and develop the children's growth phases, respecting the individual personality and rhythm of each child.

The environment of the creche offers the chance to develop emotional and reassuring relationships. The time and spaces are organised in such a way to promote a climate of social interaction and the gradual gaining of the child's autonomy and identity.



Calendar for the School Year 2022-2023

The creche is open from 12th September 2022 to 21st July 2023. As per the insertion programme, newly enrolled children will attend for reduced hours in the morning for the first two weeks.

Closed for the Holiday Periods:

Christmas from 24th December 2022 to 6th January 2023(*inclusive*)

Easter from 6th April to 11th April 2023 (*inclusive*)

Classes will be suspended for the following public holidays:

October 31, 2022, December 9, 2022 and April 24, 2023



Daily timetable

- Short time (TC):
 - Entrance from 7.30 to 09.00
 - Exit from 13.00 to 14.00

- Long Time (TL):
 - Entrance from 7.30 to 09.00
 - Exit from 16.00 to 16.30

- Extended Time (TP)
 - Entrance from 7.30 to 09.00
 - Exit from 17.00 to 17.30

□ For late entrance time in the morning:

□ *On occasion for exceptional reasons:*



one must call the teachers to let them know before 09.00

☐ ***On a permanent basis:***

the application, using the appropriate module, will be subject to the authorisation of the Pedagogical Coordination.

☐ For early exit time in the afternoon:

☐ ***Occasionally:***

in the school, one must sign the register for occasional early exits

☐ ***On a permanent basis:***

the application, using the appropriate module, will be subject to the authorisation of the Pedagogical Coordination.



How the Creche is organised.

- ❑ Each nursery is organized in groups-sections taking into account the age group some children. The sections can be homogeneous, or heterogeneous by age.
- ❑ In case of attendance of disabled children, the section can be supported by the presence of a support educator.
- ❑ The working hours of the educators are organized in six-hour shifts, interchangeable every week and including a time of co-presence working.
- ❑ Each nursery school identifies forms of operational flexibility to favor strategies and educational interventions for small / medium groups in relation to age and scan of the day.



First steps in the creche: insertion programme

All new children admitted to municipal infant-toddler centers begin attendance at a deferred and gradual rate. For each child this gradualness is expressed as follows:

- ✓ in the first week, children enter for a few hours (first three days) and from the fourth day they can stay for lunch;
- ✓ in the second week of insertion the children stay for lunch;
- ✓ in the third week they remain at full time, gradually experimenting with the time of sleep; ✓

the fourth week concludes and consolidates the insertion process The parent accompanies the child to the inside of the structure and stays with him for intervals of time differentiated:

- ✓ the first day stays in the structure with the child for about 1 hour and a half
- ; ✓ on the second day he stays for about 1 hour, greets and goes away for 10-15 minutes (the parent remains in the vicinity in order to modulate the absence based on the needs of the child);
- ✓ on the third day he goes away for a longer time (from half an hour to an hour, in agreement with the family and according to the needs of the child)



- ✓ at the time 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 upon awakening (at least on the first day, then the interval between the moment of awakening and the afternoon exit).

A Day at the Creche

The day in the creche is based on routines surrounding lunch, nap-time, nappy changing and activities that take place depending on the time and spaces organised by the educators, with the aim of meeting the needs of intimacy and security while promoting the children's autonomy. The play group experiences gained in the creche activate relationship patterns and cognitive processes, using the body as the primary vehicle towards perception of reality and consciousness.

The educators create the identity of the creche looking after the daily "education direction". They arrange the spaces and materials in such a way to promote individual development, learning of the first social rules, prompting experiences and stimuli that each child can freely interpret. In this context, play takes on a fundamental role as a way for each child to freely express his/her abilities and limits.



Parents' participation in the life of the creche.

Individual Meetings

Each section organises individual meetings with the parents to discuss the various aspects of the child's personal growth, to build a relationship and to share educational principles and behaviour.

Group Section Meetings

The parents of all children in each section are called to meet with the educators at least three times over the course of the year in order to report the activities of each section and the educational programme.

First Parents' Assembly

Usually, during the months of October/November, the educators call the parents of all the children attending the creche in order to illustrate the collective programme drafted by the educators and to elect the School Council.



School Council

The Council is constituted of parents' representatives, teachers and auxiliary staff of the creche. It is called and chaired by the creche representative; meetings are held at least three times over the course of the year and have organisational and consultative objectives.

Orientation Committee

This is a committee at citizen level constituted of Communal Administration representatives, parents, teachers and auxiliary school staff; it's role is to promote and orient educational service activities. It is renewed every two years.



Projects aimed at the parents

Meetings for specific projects that deal with matters of great interest to parents are encouraged.

Open Door Policy

During the enrolment period, parents who are looking to enrol their child in the creche can visit communal creches and meet with the educators.

First Meetings

During the months of June and September, parents of newly-enrolled children are invited to attend meetings in the creche during which the creche organisation and activities will be presented.

Meetings in... the Comune

È u This initiative proposes meetings with experts to discuss themes relating to early infancy and the relationship between parent and child.

Parent-Child Laboratories

The creche can organise for the children and their parents laboratories based on the education programme (projects, festivities...)



Vaccinations:

Families, at the time of registration, do not have to submit any certification, the checks will be carried out *ex officio*. All enrolled children will be admitted to attendance; attendance may be suspended following a report by the U.S.L. relating to non-regularity of vaccination obligations.

Measures to contain the COVID-19 epidemic:

Access to and stay in the nursery is not allowed in the case of:

- symptoms compatible with COVID-19, such as, for example: acute respiratory symptoms such as cough and cold with difficulty in breathing, vomiting (repeated episodes accompanied by malaise), diarrhea (three or more discharges with semi-liquid or liquid stools), loss of taste, loss of smell, severe headache

and / or

- body temperature above 37.5 ° C

and / or

- diagnostic test for positive SARS-CoV-2

We recommend that families do not take children to the nursery in the presence of the conditions described above and to promptly notify the educators in case of positive COVID-19.

Parents of children who are more exposed to the risk of developing adverse



symptoms due to the SARS-CoV-2 virus communicate this condition to the Pedagogical and Organizational Coordination in written and documented form, also specifying any protective measures to be activated during their presence at school / educational service.

Following the report received, the Coordination evaluates the specific situation in conjunction with the local Prevention Department and the family pediatrician to identify the appropriate precautionary measures to be applied to ensure the attendance of the child in safety conditions.

In the event that suspicious symptoms attributable to COVID-19 occur at the nursery, the educational staff are required to inform the parents and to host the child in the room dedicated to isolation in the company of an adult, until it is entrusted to a parent / legal guardian, who, once back at home, will follow the instructions of the pediatrician, duly informed of the situation.

Children who test positive for COVID-19 are tested for isolation for 10 days or 7 days if vaccinated with the booster dose or if they have completed their full vaccination course less than 120 days and recovered less than 120 days. To return to school, a negative test result is required at the end of the planned isolation, without the need for a medical certificate.

In the presence of cases of positivity among children, the educational activity continues in the presence and the following precautionary measures are adopted:

- up to 3 cases of positivity no precautionary measures are adopted;



- in the presence of at least 4 cases of positivity among children - close contact children continue to attend the nursery under self-surveillance for 10 days from the last contact with the positive subject.

This means that in the event of symptoms attributable to COVID-19, they are required to carry out a molecular or rapid antigen test, to be repeated, if the symptoms persist, 5 days after the last contact with the positive case.

In the event that the child is in close contact with a COVID-19 positive subject outside the educational setting of the nursery, the self-monitoring regime is applied for 10 days from the last contact with the positive subject. This means that in the event of symptoms attributable to COVID-19, they are required to carry out a molecular or rapid antigen test, to be repeated, if the symptoms persist, 5 days after the last contact with the positive case.

This means that children who have a positive parent / partner have no restrictions on nursery attendance, it being understood that they can only be accompanied by adults who test negative for COVID-19.

The progress of the epidemic is constantly monitored at national and regional level. In relation to this trend, the anti-contagion rules are reviewed and updated.

Parents will be informed of this circumstance by the educational staff with specific communications.



Useful Information

A medical certificate is required under the following circumstances:

- Illness for 6 or more days

Case of pediculosis (lice) :

Your children can frequent the school after the specific treatment that must be **declared** by their parent. (the false declaration are punishable under terms of law)

Absence due to family reasons:

- Verbal or written reason to be communicated prior to the period of absence
- In cases where there is a prolonged unjustified absence there is the risk of losing the child place in the school.

Special Diets:

For any child that requires a special diet for health reasons, the necessary diet application form must be completed and submitted together with a medical certificate that specifies the food items to be avoided and the period of time for which the diet will be required.

- No medical certificate is necessary for your children that need occasional light diet, for the first three days.



- For any child who, for religious and/or cultural reasons, does not eat specific food items, it is possible to request alternative meals by completing the appropriate form in the School Canteen Office.

School Outings of an Educational Nature:

- Parents must sign the necessary authorisation forms for their children to participate in school outings of an educational nature.

The taking of and reproduction of images of the child at school:

The parent's written authorisation is required for their child to be photographed and filmed and for the use of same.

Child Collection:

The children are handed over to parents at the end of the school day. For anyone who needs to delegate other persons to collect their child it is possible to do so by signing the appropriate form in the presence of the teachers and submitting a photocopy of the delegated person's (who must be over the age of 18 years) identity card.

Good Practice:

Good practices are in place, established by the Pedagogical and Organisational Co-ordination and available for consultation in the school premises, containing a series of directives that permit efficient



and consolidated resolution to non-recurrent issues.



Info: Coordinamento Pedagogico ed Organizzativo

Via Santa Caterina, 17- 59100 Prato

Tel. 0574-1835182-83-84-85 -Fax 0574- 1837346

e-mail: infanzia.pedagogico@comune.prato.it

pagine web: www.comune.prato.it/servizicomunali/infanzia e infanzia.comune.prato.it

