





**Public Education and Library System**  
*Pedagogical and Organisational Coordination*

Municipal Nursery School

# INFORMING PARENTS

Going to nursery school

Year 2023-2024

*Abstract from the Regulation of Childhood Education Services and the Charter of the Nursery School Service of the Municipality of Prato*



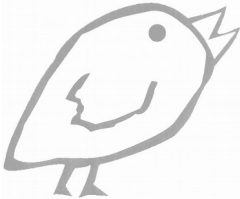
Municipal Nursery School – Informing Parents 2023/2024

...As soon as Cipì's brothers had learnt to fly, mother sparrow accompanied her children to see what was around the building on which they were born.

First, they went to the high plum tree in the garden where every night before bedtime the sparrows on the roof told each other the day's events.

The flight was easy for Cipì, but the brothers' hearts were pounding: but everything went well.

As soon as it was there, Cipì flew to the top of the pine forest and from there began to explore the world.



**Mario Lodi, CIPÌ'**



**Nursery school**.....

**Address**.....

**Phone number**.....

**Nursery School e-mail** .....

**Kids number**.....

**Classes**.....

**Pedagogical Coordinator** .....

**email**.....

**Phone number** .....

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**Teaching staff in service at the complex**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Auxiliary staff working at the complex**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Complex delegate** \_\_\_\_\_

## **NURSERY IDENTITY**

The nursery is set up as an educational service for children that responds to family needs and the plurality of children attending it.

The institutional aims it pursues enhance and strengthen the growth phases of children, respecting the personalities and rhythms of each one.

The nursery's living environment offers opportunities for emotional relationships and reassurance. The times and spaces are organised in such a way as to foster a climate of social interaction, the gradual acquisition of autonomy and the children's identity.

# 2023-2024 EDUCATIONAL YEAR CALENDAR

The Nursery School is open from **the 11th September 2023 to the 19th July 2024**

As per the acclimatisation project, the newly enrolled children will attend the first two weeks on a reduced morning schedule. The settling-in arrangements will be agreed with the education staff at the first meeting and in the individual interview.

The Nursery school closes for holiday period:

**Christmas** 23rd December 2023 to 07th January 2024 (including dates)

**Easter** 28th March to 2nd April 2024 (including dates)

In addition, the school activities **will be suspended** on the following days:

1 novembre 2023, 8 dicembre 2023, 25-26 aprile 2024 e 1 maggio 2024

1st November 2023, 08th December 2023, 25th-26th April 2024 and 1st May 2024

## **Daily timetable**

### **❑ Short time (TC):**

- ☐ entrance
- ☐ exit

from 7,30 am to 14,00 pm  
from 7,30 am to 09,00 am  
from 13,00 am to 14,00 pm

### **❑ Long time (TL):**

- ☐ entrance
- ☐ exit

from 7,30 am to 16,30 pm  
from 7,30 am to 09,00 am  
from 16,00 pm to 16,30 pm

### **❑ Extended time (TP):**

Except for the Corridoni, Fontanelle and Pan di Ramerino nursery schools

- ☐ entrance
- ☐ exit

from 7,30 am to 17,30 pm  
from 7,30 am to 09,00 am  
from 17,00 pm to 17,30 pm

Extended time will start on **Monday 23rd October 2023**



☐ For delayed entry after morning entry time:

**On a occasional basis:**

with exceptional reason: it is required to phone the educational staff by 9.00 a.m.

**On permanent basis:**

the request, submitted on the appropriate form, will be presented to the Pedagogical Coordination for authorisation

☐ For early leaving before the afternoon exit time

**On occasional basis:**

the occasional early leaving register present on the premises must be signed

**On permanent basis:**

the request, submitted on the appropriate form, will be presented to the Pedagogical Coordination for authorisation

# HOW THE NURSERY SCHOOL IS STRUCTURED

- ❑ Each school organises the class groups according to the age of the children. Sections can be age homogeneous or age heterogeneous.
- ❑ In the case of attendance by children with disabilities, the section can be supported by the presence of a support educator.
- ❑ The working time of educational staff is organised in six-hour shifts, interchangeable each week and including co-presence time.
- ❑ Each nursery school identifies forms of operational flexibility to favour small/medium group educational strategies and interventions in relation to age and the daily schedule.

# **FIRST STEPS IN THE NURSERY SCHOOL: ACCLIMATISATION PROJECT**

All newly admitted children in the municipal nursery school start their attendance in a differentiated and gradual manner. For each child, this gradual approach is expressed as follows:

- ✓ in the first week, children will enter for a few hours (first three days) and starting on the fourth day they can stay for lunch;
- ✓ in the second week of acclimatisation, the children will stay for lunch;
- ✓ in the third week they will remain on a full time schedule, gradually experiencing sleep time;
- ✓ The fourth week will conclude and consolidate the acclimatisation process

The parent walks the child to the facility and stays with him/her for different breaks:

- ✓ the first day he/she stays in the facility with the child for about 1.5 hours;
- ✓ on the second day he/she stays for about 1 hour, says goodbye and leaves for 10-15 minutes (the parent stays nearby to modulate the absence according to the child's needs);
- ✓ on the third day they go away for longer (half an hour to an hour, agreed with the family and depending on the child's needs)
- ✓ at the time of the first meal the parent usually waits outside the dining room;
- ✓ at the time of the first sleep the parent is asked to be present when awakening (at least the first day, then the interval between the time of awakening and the afternoon out is gradually extended).

# THE DAY AT THE NURSERY SCHOOL

The day at the nursery school is divided into routines such as lunch, sleep, nappy-changing/personal hygiene and activities that take place according to times and spaces organised by the nursery staff, in order to meet the children's need for intimacy and security, orientation and autonomy.

Childhood experiences in the nursery activate relational forms and cognitive processes, enhancing the body as a primary vehicle for perception of reality and knowledge.

The educational staff give identity to the nursery by taking care of the 'educational direction' of the day. They arrange spaces and materials in order to encourage individual development and the learning of social behaviour, as well as suggesting experiences and motivation that each child can freely interpret. In this context, play becomes fundamental, understood as a privileged device for learning and discovery in which the child experiments from a motor, cognitive, affective and relational point of view.

# **PARENTAL PARTICIPATION IN NURSERY LIFE**

Participation forms and bodies are foreseen to facilitate communication between families and services:

## **Individual meetings**

During the year, individual discussions are held with parents to learn more about the child's life at the nursery, discuss learning objectives and share personalised and effective educational strategies.

## **Collective or small-group meetings**

Parents are invited during the year by the education staff in order to share educational goals, learning objectives, educational planning. These meetings are also a chance to document the experience paths prepared by the educational staff through photos/videos/slides.

### **First assembly with parents**

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

### **School Complex Council**

It consists of representatives of parents and the nursery school's educational staff. It is convened and chaired by the complex delegate and has organisational and advisory tasks.

### **Guidance Committee**

It is a city-level committee made up of representatives of the municipal administration, parents, teachers, and school auxiliary staff; it has the function of promoting and guiding the activities of educational services. It is re-elected every 2 years.

### **Projects for parents**

Meetings are promoted for specific projects addressing the topics of main interest to parents.

### **Nurseries Open Day**

During the application period, parents wishing to enrol their child in the nursery can visit the municipal nurseries and meet the educational staff.

### **First Meetings**

In June and September, parents of newly admitted children are invited to attend meetings at the nursery during which the organisation and activities of the nursery are presented.

### **Together**

Sharing moments at the nursery or other venues, meetings with experts to address issues related to early childhood that generally concern the parent-child relationship.



**Parent-children workshops**

The nurseries can organise workshops for children and parents as part of their educational planning (projects, parties, etc.).

## NURSERIES FOR FREE

The NIDI GRATIS bonus is the difference between the expected fee, access credit and the INPS bonus.

### What families must do:

- ☐ Attendance of the child for **at least 5 days** for each month in which he/she benefits from NIDI GRATIS is required. **Only absences due to illness can be justified, subject to the parent submitting a declaration in lieu**, indicating the period of absence and attaching a copy of an identity document. **If the declaration is not submitted, the family must pay the monthly fee in full.** The monthly fee must also be paid in full in the case of absences for family/personal reasons that do not allow the child to attend for at least 5 days a month.

Fill in on the regional application the Dichiarazione Sostitutiva with which the parent attests that he/she has benefited from the discount on fees/rates:

**By 15/02/2024** for the monthly payments from September 2023 to January 2024

**By 15/09/2024** for the monthly payments from February to July 2024

- ☐ Fill in the Nidi Gratis satisfaction questionnaire by 15/04/2024 on the regional application where the application was submitted
- ☐ Promptly notify changes in the requirements or conditions for which the discount was calculated and granted
- ☐ Keep receipts of payments made

## **USEFUL INFORMATION**

### **Vaccinations:**

For attendance at the nursery school, families do not have to present any certification at the time of enrolment, the checks will be carried out by the office.

In case the checks reveal non-compliance with the vaccination obligation, attendance may be suspended.

### **Suspension of service is provided for in one of the following cases:**

- Fever exceeding 37.5°
- Over three diarrhoea episodes
- Vomiting
- Rash or rash spots on the skin

In such circumstances, it is advisable to take the child to the referring paediatrician, although a medical certificate is not required for return.

**Absences due to family reasons:**

Verbal or written explanation to be communicated before the period of absence

Loss of position in the event of prolonged unjustified absence

**Special diets:**

- ☐ Parents of a child who needs a special diet for health reasons must fill in a diet request form accompanied by a medical certificate detailing the foods to be excluded and the period of time for which the special diet is needed.

A light or bland diet may be requested for sudden health reasons, communicated directly to the school staff that morning, for a period of no more than 3 days, otherwise a medical certificate must be presented.

For children who, for religious reasons, do not eat particular foods, there is the possibility of requesting alternatives to the planned meal by filling out the appropriate form from the catering service.

**Exits from Nursery school for educational purposes:**

Parents must sign a special authorisation for their children's educational outings.

**Filming and reproducing images of children at school:**

A signed consent from parents is required for video and photographic recordings of the children and for their use for educational documentation purposes, including publication on the nursery's web pages on the Municipality of Prato's institutional website.

**Delivery of children:**

Children are handed over to their parents on their way out of school. If necessary, they may delegate other people, provided that they are over 18 years old, by signing the form in the presence of the educational staff and leaving a copy of the delegate's ID card.

**Good practices:**

Good practices are provided, prepared by the Pedagogical and Organisational Coordination and available for consultation at the school, containing a series of indications that respond to the need for quick access to consolidated resolutions to certain problems that arise as non-recurring events.



## **Info: Pedagogical and Organisational Coordination**

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City of Prato website  
school and opportunities 0-3 years old"



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