

comune di
PRATO



Public Education and Library System
Pedagogical and Organisational Coordination

Municipal Private Kindergarten

INFORMING PARENTS

Going to kindergarten
Year 2023-2024



Municipal kindergarten - Informing Parents 2023/2024

...As soon as Cypi'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, Cypi flew to the top of the pine forest and from there began to explore the world

Mario Lodi, CIPÌ'





Municipal kindergarten - Informing Parents 2023/2024

Kindergarten _____

Address _____

Phone Number _____

School e-mail _____

Kids n. _____ **classes n.** _____

Pedagogical Coordinator _____

phone number _____

Pedagogical Coordination Manager: Silvia Anichini

email: s.anichini@comune.prato.it tel. 0574-1835184



Municipal kindergarten - Informing Parents 2023/2024

Teaching staff in service at the complex

_____	_____
_____	_____
_____	_____
_____	_____

Auxiliary staff working at the complex

_____	_____	_____
_____	_____	_____

Complex delegate _____



INSTITUTIONAL REFERENCES

The kindergarten is part of the national education and training system that outlines a coherent and unified educational pathway, in its pedagogical inspiration.

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

Due to its special characteristics as a living, relational and learning environment, it is in fact a key experience for the personal and social growth of children, thanks to encounters with peers, with professionally responsible adults, and with the signs and languages of the culture they belong to.



SCHOOL CALENDAR

The kindergarten is open from **11th September 2023 to 28th June 2024**

As per the settling-in project, newly enrolled children will attend the first two weeks on a reduced morning schedule.

Kindergarten 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, activities will be suspended on the following days:

1 novembre 2023, 08 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

- ☐ **Extended Time:**
 - ☐ Entrance from 08.00 am to 4.30 pm
 - ☐ Exit from 08.00 am to 09.00 am
from 4.15 am to 4.30 pm

- ☐ **Short time:**
 - ☐ Entrance from 08.00 am to 2.00 pm
 - ☐ Exit from 08.00 am to 09.00 am
from 1,00 pm to 2.00 pm

- ☐ **Pre-school on request** from 07.50 a.m. motivated by documented work requirements.

- ☐ **After-school** on request from 4.30 p.m. to 5.30 p.m. motivated by documented work requirements. The service is activated if there is a minimum number of requests. There is an annual fee expected.

Some families benefit from the school transportation service.



☐ **For delayed entry after morning entry time:**

- ☐ **On a occasional basis:** with exceptional reason: it is required to phone the teaching 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 KINDERGARTEN IS STRUCTURED

- ❑ Each complex organises the class groups according to the age of the children and the pedagogical choices of the teaching staff.
- ❑ Sections can be age homogeneous or age heterogeneous.
- ❑ Each class normally consists of 25 children and 2 teachers; in the case of children with disabilities, the class is supported by the presence of an additional teacher.
- ❑ The working time of teaching staff is organised in six-hour shifts, interchangeable each week and including co-presence time.
- ❑ Each school determines forms of operative flexibility to favour small/medium group educational strategies and interventions through workshops and interest centres.
- ❑ Children enrolled in the school learn about the environment through shared spaces and times.



KINDERGARTEN ACCLIMATISATION

In order to facilitate the entry of newly admitted children into municipal kindergartens, there is a specific path to facilitate acclimatisation, which is realised through a structured approach, especially in the first days of school attendance.

In summary, the acclimatisation process can be summarised as follows:

-for three-year-old children: entrance divided into two groups

- ➔ The first week the children enter for a few hours (for the first 3 days) and from the fourth day they can stay for lunch
- ➔ The second week of acclimatisation the children stay for lunch
- ➔ The third week children will stay full-time, experiencing afternoon rest (provided for 3- and 4-year-olds)

-for 4- and 5-year-old children: (preferably avoiding the acclimatisation of a single child in an already settled group): gradual entrance, with the option of reducing the standard time individually evaluating autonomy and social-relational skills.



THE DAY IN KINDERGARTEN

An organised school day provides the child not only with cognitive learning with respect to the time in which he/she lives his/her experiences, but also, and above all, with the possibility of understanding what he/she is doing and/or what he/she is called upon to do, and of being a participant and active participant in what is or will be happening. Hence, the school day is characterised by:

- rituals that mark time and enable the child to get ready for the experiences in the best possible way; rituals are particularly structured in moments of care and in moments of high emotional and affective intensity such as entering and leaving school;
- Alternance and variety of proposals, avoiding repetition and monotony that can lead to saturation of interest in the children or to situations that encourage aggression, dispersion or escape on the part of the children: particular attention is therefore paid to moments of transition, to moments of increased autonomy of the children and to play outside the school;
- sharing with the children about the activities and their progress;
- Relaxed times, offered to the children by the teaching strategies adopted, which allow the children depth, reflection, variation of viewpoints, codes and ways of approaching a theme, a topic, a problem.



PARENTAL INVOLVEMENT IN SCHOOL LIFE

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

First assembly with parents

By the month of November, the teaching staff convenes the parents of all children attending the school to explain the organisation and collective planning drawn up by the teaching staff.

Group or small-group meetings

The parents of the children are convened by the teaching staff throughout the year in order to share educational goals, learning objectives and educational planning.

Individual meetings

The teaching staff organises individual talks with parents to discuss topics concerning various aspects of the children's personal growth, to build alliances and share educational principles and behaviour.



School Complex Council

It is made up of parent representatives and the school's teaching staff. It is convened and chaired by the complex delegate, the council has organisational and advisory tasks.

Canteen Committee

- 1) Each school at the beginning of the school year appoints a parent representative for the canteen committee.
- 2) The representatives meet, discuss and appoint a spokesperson and a substitute for the executive of the City Canteen Commission, which brings together all of Prato's schools of all levels.
- 3) The spokesperson meets with the representatives of the individual schools at least twice a year.

Guiding committee

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



Projects for parents

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

Open schools

During the registration period, parents wishing to enrol their child in pre-school can visit municipal pre-schools and meet the teaching staff.

First Meetings

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

Together

It is an initiative that offers meetings with experts to address issues related to early childhood that generally concern the parent-child relationship.

Parent-child workshops

Schools can organise workshops for children and parents on special occasions and as part of the educational-teaching programme.



HELPFUL INFORMATION

Vaccinations:

For school attendance, families do not have to present any certification at the time of registration; verifications will be carried out by the school office.

Should the verifications reveal non-compliance with the vaccination obligation, attendance will 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

Exits from Kindergarten for educational purposes:

I genitori devono sottoscrivere apposita autorizzazione per le uscite a scopo didattico dei propri figli/e. 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 photo recordings of the children and for their use for educational documentation purposes.

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 teaching 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

Via Santa Caterina, 17- 59100 Prato

Tel. 0574-1835184

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



(In kindergarten: 3-6 years old)

City of Prato website



**Enter the code
to subscribe to the "Infanzia News" newsletter**

