



**SCUOLE E NIDI D'INFANZIA**  
Istituzione del  
Comune di Reggio Emilia  
**REGGIO EMILIA APPROACH**

# **Regulations on attendance and fees in municipal preschools**

## **Information for an agreement of co-responsibility**

school year 2024/2025

*IT CONTAINS IMPORTANT INFORMATION, READ CAREFULLY AND KEEP FOR THE  
DURATION OF THE ENTIRE SCHOOL YEAR.*

Further information can be obtained directly from the Enrolment/Fee office, which is open to the public by appointment only.  
Operators answer the phone on Mondays, Tuesdays, Thursdays and Fridays from 10 a.m. to 1 p.m.

Enrolment/Fee office via Guido da Castello 12, 42121 Reggio Emilia  
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# Information about the regulations on attendance at municipal preschools

The information contained herein pertains to Municipal preschools; families enrolled in Preschools with a special agreement with the Municipality, will receive directly from the Cooperative, which manages the service, the internal regulations containing information about attendance.

In this document, out of the need for simplification, text fluency and synthesis we use the term “child(ren)” to refer to both girls and boys.

## 1. PRESCHOOLS OPENING HOURS

**The operating hours of the preschool is from 8 a.m. to 4 p.m., Monday through Friday.**

**In all preschools, children's entry, after the settling-in period, must take place by 9:00 a.m.**

**In order to foster the familiarization and well-being of children, individual facilities, depending on internal and logistical organizations, may agree with families on staggered admissions and pick-ups.**

### EARLY ENTRY

In all preschools, entry time may be **earlier than 7:30 a.m.** for children whose families have made a reasoned request at the preschool and obtained the necessary permission.

### EARLY EXIT

Children attending the full-time facilities are confirmed the offer the option of early exit by 1 p.m., also for the 2024-2025 school year **whose families request it**.

In case this mode of attendance is chosen, there are tuition concessions better defined in the specific paragraph.

### EXTENDED TIME

Only in the municipal preschools that provide this service (S. ALLENDE, ANDERSEN, ANNA FRANK, E. BALDUCCI, DIANA, GIROTONDO, MICHELANGELO, P. NERUDA, ROBINSON and VILLETТА) can the operating hours be **extended from 4 p.m. until 6:30 p.m.** The option of the extended time is a service that fits into the educational context of the Municipal Infant-toddler Centres and Preschools, has specific rules of access and attendance, defined on the basis of the conditions of individual educational contexts and the economic sustainability of the current year.

It will therefore be activated only against a minimum number of 7 applications per facility, both infant-toddler centre and preschool, up to a maximum of 24 in the preschool. Enrolment in the service does not a priori guarantee place assignment, but the latter will be evaluated on the basis of requests received for individual facilities and in compliance with the minimum activation numbers mentioned above.

Application can be submitted exclusively online for the 2024/25 school year, from 26/8 to 6/9/2024 using the appropriate link at [www.scuolenidi.re.it](http://www.scuolenidi.re.it).

For this service, **reserved for families in which both parents work in the afternoon**, there is an additional fixed fee to be paid even in case of prolonged absences.

## 2. WELCOMING

Strict adherence to the schedules (both in and out of the facilities) that have been defined for the smooth operation of the service and the well-being of the children is essential.

Any delays, dictated by serious reasons, should be communicated to the preschool by phone.

Punctuality is especially necessary when picking up children, both out of respect for the child and for teachers' working hours.

Special attention shall be paid to the handing over of children at the time of leaving, which may be done only to parents or legal guardians or to trusted persons authorized by the families in writing **by filling out specific forms** (to be requested from the teachers) **indicating the identification data of the person in charge (copy of the identity document to be attached)**.

Staff at the time the child is handed over are **required to check the identity of the picker** and, if in doubt, should contact the family for verification.

## 3. ATTENDANCE AND ABSENCE OF CHILDREN

Regular attendance is a prerequisite for children and families to fully enjoy the educational experience of the preschool.

Children's absences must therefore always be reported and justified.

Should it be found that attendance irregularities have not been adequately justified, the Management of Preschools and Infant Toddler Centres - Istituzione may proceed to ex officio resignation of the child/children.

Law 119/2017 introduced compulsory vaccination regularity as a requirement for access to educational services for children aged 0/6 years and to schools of all levels. As stipulated in the Interministerial Circular Letter of November 13, 2019, the Institution has taken steps to directly apply to the Local Health Unit for certification of the vaccination status of children enrolled in directly and indirectly operated municipal infant-toddler centres and preschools for the 2024/25 school year. According to the prescriptions of the Ministerial Circular Letter of May 26, 2020, children who result from the lists provided by the Local Health Unit in a condition of non-compliance with the vaccination requirement may be admitted to attendance only *"upon presentation by the parents/guardians/caregivers of documentation attesting to the actual administration of vaccinations not resulting from the Regional Registry, carried out after June 10, 2023 or the exemption, omission or deferral of the same."* For children found to be non-compliant with vaccination requirements, whose parents do not submit suitable documentation to prove the regularity of their position, the current regulatory provisions that may go as far as the suspension of the place will be applied.

## DISEASES

In order to ensure that all children, parents, and school personnel in the community are as comfortable as possible, it is essential that a few simple but important health rules are followed, which can enable both the containment of the spread of certain infectious diseases and a better quality of life within infant-toddler centre communities.

Families are required not to have the child attend if they have: fever above 38°, repeated vomiting, repeated discharges of diarrhoea, stomatitis (especially if there is abundant uncontrolled salivation), purulent conjunctivitis, and any condition that significantly compromises the child's health status by preventing them from participating adequately in group activities and that may be a source of contagion to the community.

Should such conditions occur during attendance at the preschool/infant-toddler centre, teachers will invite parents to the earliest possible withdrawal.

If these standards are not met by parents, the teaching staff may refer the child to the primary care paediatrician or community paediatrician of the Paediatric Sector (Local Health Unit) for a precise assessment of the child's health status.

In case any special symptoms occur during attendance at the preschool, teachers will invite parents to the earliest possible withdrawal.

If these standards are not met by parents, the teaching staff may refer the child to the primary care paediatrician or community paediatrician of the Paediatric Sector (Local Health Unit) for a precise assessment of the child's health status.

The Circular Letter of the Ministry of Health (*No. 4 of March '98*) and of the Region (*No. 21 of November '99*) also stipulates, beyond Covid-19-related cases, isolation rules for certain types of diseases, for which there is an obligation to report to the Hygiene and Public Health Service. Depending on the type of the infectious disease, readmission is subject to evaluation by the Primary Care Paediatrician or by the General Practitioner or directly by the Public Health and Hygiene Service.

In cases where the child has chronic illnesses or has short-term illnesses but requires special diets, medical certification must be submitted stating the types of foods prohibited and the duration of the ban. As a rule, no medication may be administered by school personnel. Only in exceptional cases can the Management of the Institution and/or the health authority (ASL) give permission in the Infant-toddler Centres, Preschools, Primary Schools and Secondary Schools of the Municipality of Reggio Emilia, according to the guidelines contained in the "Memorandum of Understanding for the Administration of Medicines during School Hours (0-14 years)" in force since March 2006 (subsequently updated in 2012).

## 4. OTHER RULES

### DIETS AND MENUS

The presence of the cook and staff in the in-house kitchen at each preschool and infant-toddler centre is an indispensable condition for the educational quality of the service. It is an added value that fosters willingness to listen, information and relationships with families on issues of nutrition, health and wellness, also taking into consideration certified special health conditions of the child and dietary practices dictated by families' ethical religious choices. Furthermore it collaborates in the evaluation and constant updating of the balanced and varied diet developed by a team of dietitians, paediatricians, and cooks.

### FOOD INTOLERANCES/ALLERGIES OR OTHER FOODBORNE ILLNESSES

In the presence of such diseases, it is necessary to submit a medical - paediatric certificate clearly describing all the foods that are to be eliminated and the diet that the child is to follow, it is also mandatory that the duration of application is specified.

The certification should be handed in at the time of the interview or in any case before the start of attendance so as to discuss it with the teachers and/or the cook, the documentation will be evaluated by competent bodies that will take action to prepare a personalized diet following the indications of the medical certificate, the elaboration of such a diet will take a few days.

### ETHICAL-RELIGIOUS DIETS

Regarding ethical-religious diets in which the exclusion of pork and other types of meat or foods may be requested (the request for vegan diet, for example, also excludes eggs and dairy products), the family will have to fill out and sign the appropriate form to be requested from the teachers; there is no need to attach a medical certificate (self-certification is sufficient).

#### EXTRA MENU FOODS

No food or beverages of any kind may be entrusted to children to be consumed as a substitute or supplement to those used to prepare lunch and snack. The food provided by the preschool complies with the quality and traceability requirements of current food safety regulations and the competent health authority (ASL) service (SIAN) and ensures a balanced diet from a nutritional point of view in application of the Regional-National Guidelines.

On special occasions, such as parties or other events that the preschool organizes together with families, it may be agreed that parents bring sweet or savoury foods. In this case, staff will provide appropriate guidance so that these foods meet the requirements to protect the health of the entire community.

#### PARTICIPATION IN EDUCATIONAL ACTIVITIES AND INITIATIVES

The educational project of the services managed by Preschools and Infant-toddler Centres - Istituzione of the Municipality of Reggio Emilia is a unified and systemic project, which develops in each service specific organizations and educational plans, agreed in the working group and with the pedagogical team. The day at the infant-toddler centre is full of multiple opportunities for play and well-being for each child and for the group, and in order to guarantee good quality daily, children cannot be taken away, even partially, from educational activities and initiatives, except following prior and precise agreements with the educational staff. For children who, during the course of the year, will follow therapies under their educational-habilitation plan, the timing of attendance will be agreed upon, both incoming and outgoing.

In the case of educational outings organized by the preschool involving all classes, there is no guarantee that families who consider not having their children participate will be accommodated at the facility. Any eventual exit, even by class, will still be agreed upon with the parents and will follow the protocols provided in such cases, to protect the numerical ratios and the safety of the children.

#### 5. THE PERSONAL KIT

No special clothing is imposed on children.

**It is important for children to be dressed (including shoes) in a way that encourages maximum freedom of movement and use.**

For customization of bedding (cloth, pillowcase, etc.), clarification should be sought directly from the preschool teachers during the interview prior to the start of the child's attendance.

## Information regarding the application of fees in municipal preschools and in those with a special agreement with the Municipality

Fees are set by the Board of Directors of Preschools and Infant-toddler Centres - Istituzione, based on the Guidelines defined by the City Council, through a participatory process involving parents, teachers, pedagogistas, trade unions, cooperatives.

The entire fee system, which is applied in both municipal services and in the ones with a special agreement with the Municipality, is defined on the basis of ISEE, to which additional elements of evaluation are added, in the direction of greater equity and consistency with the situations declared at the time of application (for new enrollees) or, more generally, with the situations in place at the time of service use.

**Scheme for placement in payment ranges**

ISEE INDICATOR	MUNICIPAL PRESCHOOLS AND PRESCHOOLS WITH A SPECIAL AGREEMENT WITH THE MUNICIPALITY 8:00 a.m. – 4:00 p.m.
<b>up to 4,000*</b>	<b>63.00</b>
<b>up to 6,200*</b>	<b>93.00</b>
<b>up to 8,300*</b>	<b>141.00</b>
<b>up to 15,000</b>	<b>156.00</b>

up to 21,000	171.00
up to 28,000	191.00
up to 30,000	207.00
up to 32,000	220.00
over 32,000 or ISEE not submitted	240.00

**Families not residing** in the Municipality of Reggio Emilia at the time of place assignment or for **subsequent transfer of both new and already enrolled families in previous years**, will be charged the maximum range (currently EUR 240.00 for full-time and EUR 204.00 for part-time).

It will only be possible to continue to determine tuition fee based on ISEE if one of the parents maintains residence in the Municipality of Reggio Emilia and the DSU contains the incomes of both parents (ISEE for minors).

In case the change of residence to another municipality (both for new and already enrolled families) occurs in January or later (*of the current school year*), the tuition fee will be kept the same until the end of the school year.

#### **Early exit:**

Also for the school year 2024-2025, the possibility of early exit by 1 p.m. is confirmed for families of children attending full-time facilities with reduced tuition. The request may be submitted **for the entire school year, for all days of the week**, in which case a 15% reduction in tuition will be applied based on placement in the ISEE ranges. It will be possible to change the request (change from full-time to part-time and vice versa) only for changes related to work, health, or valid reasons to be evaluated individually.

**Extended time:** use of the service beyond 4 p.m. incurs an additional monthly charge; rates are set by each managing entity, within agreed-upon guidelines.

For families enrolled in municipal preschools, the fees are as follows:

- EUR 70.00 for weekly attendance of 3 to 5 days
- EUR 50.00 for weekly attendance of 1 to 2 days until 6:30 p.m.
- EUR 50.00 for weekly attendance until 4:30 p.m.

This monthly fee is fixed, independent of ISEE and any absence due to illness.

## **ISEE**

### **PLACEMENT IN SUBSIDIZED TUITION IS RESERVED FOR FAMILIES WHO CERTIFY THEIR ECONOMIC SITUATION THROUGH ISEE.**

The ISEE declaration can be made, at no cost to users and by phone appointment, at a CAF (Tax Assistance Centre).

The Istituzione's Board of Directors, at its meeting held on June 19, 2017, approved the Regulations for Application to the Rates of Childcare Services.

**Starting from this school year, the Institution will proceed with the official acquisition of all ISEE declarations relating to children enrolled in municipal, affiliated and state nursery schools, present in the INPS database as of 31 August 2024.** The subsidized fee thus determined will normally be maintained for the entire school year. **Families who do not have a valid ISEE on that date can submit a request for a subsidized fee via a specific online procedure, the subsidized fee will start from the month following the month in which the request is submitted.** If no ISEE is acquired or sent, the maximum fee will apply.

Any changes in the **composition of the household** such as to result in a change of placement from the ISEE already submitted are also considered upon request of the household during the year. The new tuition will start from the month following the submission of the new ISEE declaration.

In the case of non-cohabiting and/or separated parents, an ISEE declaration for minors (containing the frameworks and attachments relating to the parent not in the household) must be submitted as provided for in the ISEE regulations (Art. 7 of D.P.C.M. No. 159/2013) except in the case where the payment of periodic allowances intended for child support has been established.

### **CURRENT ISEE.**

In the ORDINARY ISEE Declaration, income from employment and movable and immovable property assets referring to the previous 2 years are calculated.

In case from substantial changes to the income situation, it is possible to submit, on the basis of the provisions in force, the CURRENT ISEE, which updates the value of the Indicator (ISEE) by taking as a reference the income and/or assets for an earlier period of time. In these cases, until CURRENT ISEE is submitted, with a lower indicator, the tuition will be determined according to the value of the current ORDINARY one.

If the employment situation declared in the application is different from the income situation reported in the ISEE, the office will request CURRENT ISEE. In case the family does not produce it (by its own will), the attendance fee will be placed ex officio in the maximum range (currently EUR 240.00 for full-time and EUR 204.00 for part-time)

### **Foster children.**

In the case of foster care, unless explicitly and justifiably requested by the social services, the fee is always determined on the basis of ISEE, which can be that of the foster family, that of the natural family depending on the type of foster care established by the competent service or that of the child placed in foster care.

### **CHECKS**

With the aim of a fairness contribution policy, the municipality conducts, based on current regulations, checks on the ISEE declarations of households accessing the subsidized payment ranges.

## **Additional benefits – municipal preschools**

The general rules regarding the application of fees affect all families enrolled in both Municipal Preschools and in those with a special agreement with the Municipality.

The benefits listed below and established by the Board of Directors, concern **families enrolled in Municipal Preschools.**

**IN THE CASE OF FAMILIES WHO HAVE SEVERAL CHILDREN ATTENDING MUNICIPAL AND/OR STATE PRESCHOOLS OR THOSE WITH A SPECIAL AGREEMENT WITH THE MUNICIPALITY AND/OR MUNICIPAL INFANT-TODDLER CENTRES** the following reductions are applied:

*- in the case of two children, the reduction is applied to the tuition of the eldest sibling to the extent of 30%; - in the case of three or more children attending, the youngest child pays full tuition, siblings enjoy the reduction: 50% if they attend infant-toddler centre, 30% if they attend preschool.*

**IN THE CASE OF FAMILIES WHO HAVE ONE CHILD ATTENDING A MUNICIPAL PRESCHOOL AND ANOTHER CHILD(REN) IN INDEPENDENT PRESCHOOLS AND/OR INFANT-TODDLER CENTRES WITH A SPECIAL AGREEMENT WITH THE MUNICIPALITY,** a 30% reduction is applied to the tuition of the child enrolled in the municipal preschool.

In order to obtain these reductions, it is necessary to apply exclusively online, using the appropriate link available at [www.scuolenidi.re.it](http://www.scuolenidi.re.it) under tuition (rette).

The request should be made only in the first year of enrolment, in subsequent years (if the conditions do not change) the reductions are maintained.

Families should promptly report any changes during the school year (beginning or ending attendance) in order to obtain or terminate the application of reductions for other attending children.

**FOR THE CLOSURE OF CHILDHOOD SERVICES IN THE PERIODS OF CHRISTMAS AND EASTER HOLIDAYS AND EXCEPTIONAL EVENTS,** the following reductions will be applied:

- 30% for Christmas holidays (15% in December, 15% in January);
- 15% for the Easter holidays.
- 4% for 1-day closures for exceptional/particular events (strike, natural disaster, etc.)

It should also be noted that if a self-declaration of absence due to illness is submitted that includes the period of the

above-mentioned holidays, only the latter reduction will apply.

## **IN THE CASE OF ABSENCE DUE TO ILLNESS**

You are entitled to the following reductions in monthly tuition:

- 30% if the absence lasts for at least 20 consecutive days
- 55% if the absence lasts for at least 30 consecutive days

Only in the BRUNO MUNARI preschool (with take-out lunch) are you entitled to the following reductions: -

- 20% if the absence lasts for at least 10 consecutive days
- 40% if the absence lasts for at least 20 consecutive days
- 60% if the absence lasts for at least 30 consecutive days

It is possible to suspend payment of tuition for the entire period of absence, only in case of a serious injury, which occurred within the preschool, upon presentation of certificate from the hospital service.

The first day of absence cannot be a Saturday, Sunday or holiday.

In order to obtain these reductions, it is necessary to submit a request exclusively online, using the appropriate link on [www.scuolenidi.re.it](http://www.scuolenidi.re.it) under tuition (rette), indicating the start and end dates of illness, within 5 days after resuming attendance.

Applications for illness absence reduction received late, with an absence period of less than 20 days or filled out incorrectly will automatically be deemed null and void by the office.

In the case of prolonged absences (more than one month) families are invited to submit requests through the appropriate online procedure every 30 days (already elapsed), in order to obtain the reduction on the relevant month.

**IN CASE OF PLACE ASSIGNMENT after the start of the school year**, tuition will be charged as follows:

- assignments by the 15<sup>th</sup> day of the month, full tuition;
- assignments from the 16<sup>th</sup> day, tuition in the amount of 50% of the monthly payment.

**IN CASE OF RENUNCIATION OF THE PLACE** before the opening of services, but after the deadline (30.04.2024 for the 1<sup>st</sup> allocation, 02.08.2024 for the 2<sup>nd</sup> allocation and children already enrolled) an invoice of EUR 63.00 will be issued as a reimbursement of secretarial and service organization expenses. All families found to be enrolled at the opening of services, will be billed for the month of September according to placement from ISEE and as defined below .

**IN CASE OF RENUNCIATION OF THE PLACE DURING THE YEAR**, tuition will be charged as follows:

- renunciation by the 15<sup>th</sup> day of the month tuition in the amount of 50% of the monthly payment; -
- renunciation from the 16<sup>th</sup> day, tuition in the amount of entire of the monthly payment.

**FOR THE MONTHS OF MAY AND JUNE THE TUITION FEE MUST ALWAYS BE PAID IN FULL even in case of withdrawal** (subject to renunciations received by April 30, reductions due to absence due to illness, transfers to another municipality, or special cases to be evaluated, at the discretion of the manager)

**The renunciation of the place must always be received in writing by the Enrolment Office (via email: [istituzionescuolenidi@comune.re.it](mailto:istituzionescuolenidi@comune.re.it) or fax: 0522/456162, signed and accompanied by ID of the parent signing it; verbal or telephone communications are not valid.**

## **Payments**

Attendance at the centre can take place only if all the tuition fees issued in the case of attendance in previous years, at the preschool or at the municipal infant-toddler centre or at one with a special agreement with the Municipality, have been paid.

The Board of Directors of Preschools and Infant-toddler Centres - Istituzione, based on guidelines provided by the City Council, has established measures to strengthen tuition collection operations, which can range from blocking readmission to attendance, to ex officio withdrawal, for both Municipal infant-toddler centres and the ones with a special agreement with the Municipality. In case of arrears, a repayment plan can be agreed upon with the managing entity.

In the event of non-payment, COACTIVE COLLECTION will be carried out, entrusted to an outside firm or the managing entity's attorneys, through EXECUTIVE ACTIONS pursuant to Law 160/2019 Art. 1 c.792-804, as amended, with interest and expenses borne by the user.

**The Municipality of Reggio Emilia joins pagoPA**, the system for making payments to the public administration in a simple, certain and transparent way.

Tuition bills are issued and mailed monthly home with the pagoPA Payment Notice, and can be paid: -

- online directly from the dedicated portal
- using the online and physical channels provided by the pagoPA system
- at [www.comune.re.it/pagopa](http://www.comune.re.it/pagopa)

It is important to remember that the parent in charge of the invoices has the possibility to access the personal area through SPID/CIE linking at this address <https://reggioemilia.ecivis.it> and can visualize the payment situation. At the same link <https://reggioemilia.ecivis.it> it is possible to download the receipts of the payments made.

Before making the payment, it is advisable to check which system is the most convenient, as each type has a fee cost, which depends on the Payment Service Provider (PSP).

Tuition can also be paid by bank transfer, which can be requested online by logging on to [www.scuolenidi.re.it](http://www.scuolenidi.re.it) under tuition-payments (rette-pagamenti).