

# How to apply for a Nursery Schoolplace – school year 2023/24

Nursery schools are educational services that welcome children from three months to three years old and which, as part of an early childhood education policy, contribute to their formation along with the family.

The nursery is a social context in which children build their identity and knowledge through the contribution of exchanges that take place between child and child, between children and the environment.

The nursery aims to promote the balanced development of the cognitive, emotional and social potential of each child, in the perspective of his well-being and harmonious development.

In Cesena there are n. 8 municipal nurseries and n. 9 private nurseries (8 of which have places in agreement). See the list of schools under the specific section.

## **NURSERY SCHOOL “PICCOLE IMPRONTE” OF BORA - A nursery for two Municipalities**

From the 2021/22 educational year is open the nursery "Piccole Impronte" in Bora, the result of a collaboration between the Municipality of Cesena and the Municipality of Mercato Saraceno.

The nursery, located in Via Anna Frank n. 12 in Bora di Mercato Saraceno, accept n. 17 children aged 9 to 36 months and is managed by ASP Cesena Vallesavio – Associazione Servizi alle Persone.

The fees are the same as for the municipal nurseries in Cesena.

In the event of an excess of applications, a ranking will be formulated with the required criteria. Priority is given to residents in the Municipality of Mercato Saraceno and in Borello, San Carlo and San Vittore.

The nursery schools are open to attendance from about mid-September of each year to June 30 of the following year.

In order to access municipal nursery places or private nursery places in agreement, the admission application must be submitted.

The places in agreement at the private nurseries are usable only by children residing in the Municipality of Cesena.

Applications relating to non-resident children (only for municipal nurseries) may be taken into consideration only upon exhaustion of the rankings, including the reserve list (late applications submitted by residents).

Children enrolled in municipal nurseries and private nurseries on places in agreement are automatically reconfirmed for the following years of the nursery. The teachers in the period of March / April will ask the families whether or not to reconfirm their child for the following year.

## VACCINATION OBLIGATION

In compliance with the provisions of Law no. 119 of 31/07/2017, **children must have been previously vaccinated in order to access educational services.** The Municipal Administration follows the verification procedure indicated in the MIUR circular no. 14659 of 13/11/2017.

For further details, please view the informative from the AUSL, in attachment.

## ATTENTION!

For applications to the nursery submitted by June 30, 2023 it will not be necessary to present the vaccination certificate. The nursery office will send the list of new children enrolled directly to the AUSL which in turn will respond with the names of the children who do not comply with the vaccination obligation. After June 30, 2023 it will be necessary to attach the updated vaccination certification to the application.

## WASHABLE NAPPIES

From the school year 2023/24 it will be possible to use washable diapers at the nursery for your child.

- parents must bring at least 3 clean diapers a day to the nursery
- teachers place used diapers in a special bag provided by the family
- the family collects the bag with used diapers at the end of the day
- the diaper bag should be made of environmentally friendly waterproof and breathable material, reusable, washable, durable. Must contain airtight or double zipped waterproof bags to hold at least 3 dirty diapers.
- bags/containers that do not meet the above requirements will not be admitted.

## How does it work?

For the 2023/24 school year, the application must be submitted in the period **from March 14<sup>th</sup>, April 21<sup>st</sup>, 2023.**

For those born from April 1<sup>st</sup>, 2023 to June 15<sup>th</sup> 2023, enrolment is possible by June 17<sup>th</sup>, 2023.

The application must indicate the data relating to the child, the family, the work situation of the parents, the situation of the grandparents and the choices of the nurseries where the family is willing to accept the place, without limits on the number of choices (nor obligation to enroll to the nurseries in the area where the family lives) in order of priority. Families will compete only and exclusively for the places indicated at the time of submitting the application.

Only applications from children of age for the nursery indicated at the time of application are considered in case a spot becomes available.

Applications must be submitted exclusively online, under penalty of **INADMISSIBILITY**

In case of difficulties in accessing the operating system, the Front Office (Sportello Facile), located inside the municipal building (entrance on the Rocca side) makes its operators available to assist users in completing the application online **BY APPOINTMENT ONLY**. For information on how to access municipal services, please

consult the website [www.comune.cesena.fc.it/uffici](http://www.comune.cesena.fc.it/uffici).

### **Late applications**

Applications can be submitted after the deadline of April 21<sup>st</sup> 2023, they will be part of a reserve ranking list.

### **ATTENTION!**

For applications submitted after 30 June it will be necessary to attach the updated vaccination certification.

In order to insert the Isee indicator in the application for admission to the nursery, it is necessary submit before the Isee by inserting a new application for "Tariffe agevolate ISEE e contributi diritti allo studio". In this case, the Isee indicator will be automatically inserted in the nursery application.

The Isee certificate can only be presented in one of the following ways:

1. On line at the link <http://www.comune.cesena.fc.it/servizionline/scuola> using SPID access credentials and submitting a new request for "Tariffe agevolate e contributi diritto allo studio" (Subsidised fees and contributions for the right to education). The corresponding Isee indicator must be inserted in the application, it is not necessary to attach the file or the scan of the Isee. After inserting the Isee indicator on the terminal, the family will receive a confirmation email with no. protocol of the submitted application.

2. At the Front Office (Sportello Facile del Comune) in P.tta dei cesenati del 1377 n.1 Tel. 0547 356235 BY APPOINTMENT ONLY. For information on how to access municipal services, please consult the website [www.comune.cesena.fc.it/uffici](http://www.comune.cesena.fc.it/uffici).

Isee certificates sent by e-mail or fax will not be taken into consideration.

### **What is needed?**

- Personal data and fiscal code of the members of the family ONLY if not residing in Cesena;
- Contact information (e-mail address, telephone number/ mobile phone number)
- Information on the working schedule and job place of the parents Name and telephone number of the Company, type of contract, weekly time schedule, details on possible business trips or shifts, and information on the grandparents ;
- Any medical certification attesting to the pregnancy of the mother, the invalidity of cohabiting relatives or the physical impediment of the child's grandparents (only if not falling within categories a, b, c or d - see information circular)
- Valid ISEE certificate (for those who intend to present it)

### **How much does it cost?**

The submission of the application is free.

All information about the determination and payment of tuition fees is available [on the dedicated page](#) .

### **ISEE**

The Isee certificate is not a compulsory document, but it is indispensable if requiring the **subsidised fee**, and can be filled in at any Centro di assistenza fiscale (CAAF) (the list of the CAAF is available in the circulars below).

**If the ISEE certification is lower than € 25,000.00, it can be taken into consideration both for an additional score for the ranking and for the request for a subsidized fee, i.e. lower than the maximum.**

The ISEE certification higher than € 25,000.00 and lower than € 60,000.00 can be taken into consideration only for the request for a subsidized fee and must be submitted by October 15th, 2023.

If submitting the Isee certificate both for the score and for the request for a subsidized fee, **the valid Isee Certificate must be received by the deadline of the call:** by April 21<sup>st</sup>, 2023 (for those born from April 1<sup>st</sup>, 2023 to June 15<sup>th</sup>, 2023, by June 17<sup>th</sup>, 2023).

**The Isee certification - whether it is presented at the same time as the application for admission, or whether it is presented later - must be submitted in one of the following ways:**

- Inserted and registered on line at the link [www.comune.cesena.fc.it/servizionline/scuola](http://www.comune.cesena.fc.it/servizionline/scuola)
- At the Front Office (Sportello Facile del Comune) in P.tta dei cesenati del 1377 n.1 Tel. 0547 356235 BY APPOINTMENT ONLY. For information on how to access municipal services, please consult the website [www.comune.cesena.fc.it/uffici](http://www.comune.cesena.fc.it/uffici).

### **How long does it take?**

- Provisional ranking of applications submitted by the deadline of April 21, 2023: May 17<sup>th</sup>, 2023.
- Application for review of the assigned score: from May 17<sup>th</sup> to May 31<sup>st</sup> 2023.
- Final ranking of applications submitted by April 21<sup>th</sup> 2023: June 13<sup>th</sup> 2023