





REQUEST OF ENROLMENT

to the Sezione Primavera Bilingue managed by the Association "Scuola dell'Infanzia Piccola England" (C.F. e P.I.: 03058840129), located in Varese, Via Stadio n. 38

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REQUEST

the enrolment of the pupil at the Piccola England infant school for the year 20.../20..., on the understanding that enrolment has been requested by myself at this infant school alone and at no other institute.

I the undersigned agree to submit the pupil's data deemed necessary by the Piccola England, to whom I give the authority to treat such data, where necessary, within the school's institutional activities and necessary requirements, which include: insurance, teaching, vigilance, grading, waiting-list/exclusion, naming of staff, etc.





Aware of my own responsibilities should the details I submit be inaccurate and pursued by the D.P.R. 445/2000, I declare the following:

-	born in		date	•••••••••••••••••••••••••••••••••••••••
-	Citizenship	□ italian	□ other	••••••
-	residing in		pro\	rince
-	street/square			
-	previous daycare		•••••	
-	required national health va	ccinations	□ yes	□ no
(Other family members:			
1.				••••••
2.				
3.				
4.				
5.				
6.				
	(first and last name)	(place and date of birth) (pa	rental degree)

- I declare to be aware of the risks an unvaccinated child is exposed to, attending a community and to exonerate the school of any responsibility.
- I agree to the display of posters/photographs/videos which may take effect within or outside the school as instructed by members of staff and relevant to educational activities or otherwise, in which case permission will be requested.
- I agree to the use of photographic and video cameras only during, for example: excursions, parties, educational activities, recitals etc. in order to record activities which, in accordance with the requirements of the laws of privacy, will not be diffused to the public.
- If it is **NOT THE FIRST ENROLLMENT**, I commit to pay the annual registration fee and to make the regular instalments of the annual payment in agreement with the terms established in the enrolment form, **even in case of absence or disenrollment**, considering the fixed and variable expenses of the school management, and understanding that the school will hold a place for the child for the duration of the school year.
- If it is THE FIRST ENROLLMENT, I commit to pay the annual registration fee (not refundable) at the moment of the enrolment. Starting from the first day of attendance, after the first month's insertion, I commit to make the regular instalments of the annual payment of fees, including the payment of the first month in agreement with the terms

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established in the enrolment form, <u>even in case of absence or disenrollment</u>, considering the fixed and variable expenses of the school management, and understanding that the school will hold a place for the child for the duration of the school year.

•	In case of disenrollment within the first month, no extra costs will	l be added except
the con	sumed meals and the uniforms.	
•	I choose:	
	- the timetable 9.00am-1.00pm □	
	- the timetable 9.00am-3.30pm □	
	paying out €/month for months	
•	I agree to make payment for meals (only those consumed) provided	by the caterers
•	My son/daughter needs a special diet because of pathologies/foo	d intolerances or
allergie	s and I will provide the doctor's certificate \Box ye	es □ no
•	My son/daughter will take a nap after lunch □ ye	es □ no
•	Pre-school time (if it will be activated) □ y	es □ no
•	After -school time (if it will be activated) \square y	res □ no

- I take note of the attached NURSERY EDUCATIONAL PACT OF CO-RESPONSIBILITY and RULES OF PROCEDURE AND COLLEGIATE BODIES and the points below and I will entirely undertake them to uphold.
- Parents who enrol their children at the Piccola England Infant School, do so with full knowledge of the educational aims of the school and the moral values inspired also by Christian values and which are the basis of the educational approach towards the children.
- Names of people other than parents who will accompany and collect children must be given in writing to the school and signed by the parents and must include a photocopy of the person's identity card. Children will not be consigned to any other person. We should also remind you that such persons must not be underage (e.g. siblings).
- The annual school calendar at the Piccola England will be established in accordance with the State Regional Calendar.
- The Piccola England guarantees a full meal prepared and given in accordance with nutritional requirements outlined and authorized by AST (National Health) standards. An alternative menu in case of food intolerance or allergies will be provided on receipt of a medical certificate or for ethical/religious reasons.
- If a case of pediculosis (head-lice) is discovered by the staff of Piccola England, the child involved must be collected from school as soon as possible. The child may return to school only after treatments have been administrated at home for at least 24 hours. All other Parents, as well, are required to follow necessary procedures at this time in prevention for further cases of pediculosis.
- Parents authorize school trips, proposed from time to time based on the planned educational content, for which a contribution may be charged for transport and for any access to the various facilities.
- Parents are kindly requested to buy the "school uniform" for their children and to bring:
 - four passport photos,
 - paper tissues,
 - a plastic overall possibly with long sleeves for painting,
 - nonslip socks,







- wellington boots to be left at school in case of bad weather,
- two changes of clothes to be left at school
- a set of bibs with elastic

PLEASE MARK THE CHILD'S NAME ON ALL ITEMS.

- For the nap after lunch a contribute will be asked for the small fitted sheet, the small blanket and their periodic cleaning.
- Parents accept the price list attached to this application form, valid for the school year to which the enrollment is related.
- Parents commit to pay the monthly bill within ten days from its receipt via e-mail address @piccolaengland.net and/or listed below, to which ask to receive any communication relating the child or the School:

or the School:			
e-mail:			
Parents also indicate th	e following telephon	e numbers for verbal con	nmunications:
r	: cell:	; fixed:	; office:;
rs	: cell:	; fixed:	; office:;
-	-	-	
Varese, date		Signature:	
	9	Signature:	
Scuola dell'Infanzia Pic	cola England		
	e-mail: Parents also indicate the remaining procedure and Privacy policy Fees Varese, date	e-mail:	e-mail:

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NURSERY EDUCATIONAL PACT OF CO-RESPONSIBILITY (D.P.R. 249/98; D.P.R. 235/07)

Approved by the Academic Board on the 09/07/2021

Introduction

The Nursery School lays the foundations steps for learning and developing social skills as well as establishing the basis for a good relationship with reference figures such as teachers.

To this end, the chosen operating methods offer continuous opportunities for expression, comparison, and exchange of opinions with particular emphasis on the child's emotions, so in time they will gradually learn to recognize, express, and control them as appropriate.

One of the school's tasks is to share with families its educational and methodological choices.

The school organizes and describes the child's educational path, where learning and cognitive-relational processes are intertwined.

The Pact of Educational Co-responsibility, therefore, is a document through which each signatory declares himself/herself responsible for the duties and actions in relation to his/her own areas of competence.

It is necessary that both school and family, each respecting its own role, are always collaborative, and thus build a single formative reference point.

The **teachers** undertake to:

- Give professional and competent support to the family in the task of teaching children.
- **Consolidate** identity and autonomy. Recognition and development of skills, to teach the first aspects of civic education, such as respect and coexistence within the school.
- **Recognize** and **respect** the individual and collective rhythm of the child and of the group, to guide them in the discovery and enhancement of their attitudes and skills.
- Motivate children to enhance their social skills; through integration and inclusion so that all children are seen as equals without discrimination and ease the acquisition of autonomy in the surrounding environment and socialize with each other.
- Learn to collaborate in all aspects of daily activities with companions and teachers, develop creativity and use imagination to their best potential.
- Encourage full collaboration in educational aspects with parents, to define common norms and good habits of behavior.
- Organize adequate spaces and time to create a positive educational and relational environment that guarantees the psycho-physical well-being of the child.
- **Promote** a positive social climate of mutual acceptance, trust, respect, security, self-esteem, and collaboration.
- **Design** and **create** educational environments that promote play, creativity, and attention to the individual rhythms of the child.
- Recognize, support, and enhance the cultural and personal characteristics that define the identity of each child
- Promote diversity as a positive aspect that enriches our human experience.

The **families** undertake to:

- Support and collaborate with teachers to best achieve educational goals.
- Participate in school activities such as assemblies and interviews with teachers and school coordinator to learn about the educational program.
- Participate responsibly in the initiatives proposed by the school.
- · Learn the regulations of the comprehensive institution.







- **Help** your children to respect the rules of common living, prioritizing the importance of respect for others and the environment.
- Recognize the value and educational function of nursery school.
- Cooperate with teachers for the resolution of critical issues.
- **Establish** a constructive dialogue with teachers in the respect of their teaching competences and professionalism.
- **Ensure** the child has a regular school attendance; respect and be punctual regarding school hours of entry and exist to avoid tardiness, if necessary, must only be occasional and never recurring.
- · Read and acknowledge personal and school notices.

For acceptance of the Nursery Educational Pact of Co-Responsibility

ignature:
Signature:
The President of the Piccola England







RULES OF PROCEDURE AND COLLEGIATE BODIES

Approved by the Academic Board on the 09/07/2021

SCHOOL TIMETABLE ACTIVITIES, MEALS ENTRY AND EXIT OF STUDENTS

- The school guarantees educational services and activities according to criteria of impartiality, objectivity, and equity, in compliance with the principles and regulations in force.
- Particular care is taken by all school staff to educate students in solidarity, in respect of diversity and care for the environment.
- The school is committed to encouraging the participation of parents and the reception and integration of students with appropriate and adequate attitudes towards all staff members.
- The school activities are divided into allotted periods: teaching-learning, recreational activities, lunch/meal break and snack breaks and extra-curricular activities (Music School, homework area and English hub). Daily student presence is mandatory, as an integral part of all educational activities on school premises and not, such as cultural research, group work, educational outings, concerts, etc.),
- **Daycare** is open every day from Monday to Friday from 8.00am to 16.30pm, from September to July. Preschool service is from 8.00am to 9.00am; regular entry time is from 9.00am to 9.30am. Part time exit is from 12.45am to 1.00pm, and full-time exit is from 3.15pm to 3.30pm. After-school service is active from 3.30pm to 4.30pm.
- Sezione Primavera is open every day from Monday to Friday from 8.00am to 16.30pm, from September to July. Pre-school service is from 8.00am to 9.00am; regular entry time is from 9.00am to 9.30am. Part time exit is from 12.45am to 1.00pm, and full-time exit is from 3.30pm. After-school service is active from 3.30pm to 4.30pm.
- Nursery School is open every day from Monday to Friday from 8.00am to 4.30pm, from September to July. Pre-school service is from 8.00am to 9.00am; regular entry time is from 9.00am to 9.30am. Part time exit is from 12.45am to 1.00pm and full-time exit is from 3.30pm. After-school service is active from 3.30pm to 4.30pm.
- **Primary School** is open from Monday to Friday and carries out 29 hours of curricular lessons for the first cycle, 31 hours for the second cycle. School entrance is through the courtyard at 8.20am. Lessons start at 8.30am sharp.
- Lessons for the first cycle take place from 8.30am to 1.30pm excluding Tuesdays and Thursdays which have additional hours going from 2.30pm to 4.30pm. The second cycle contemplates additional hours on Tuesdays, Wednesdays, Thursdays, from 2.30pm to 4.30pm.
- The students are entrusted to the school's premises and staff who are responsible for them from the moment they cross the entrance door of the school building at the appointed time until they are reentrusted to the parents or to the delegated person at the appointed exit time.
- All the school staff have the duty to cooperate for the student's wellbeing and safety.
- The teaching staff is responsible for supervising the students. The temporary absence of the designated teacher from the classroom or appointed area will be filled in by another teacher. The teachers and other







school operators are responsible for the supervision of students during regular school hours and extracurricular activities.

- The afternoon extracurricular activities provided by the PTOF (the Educational Path) are constantly ensured by the teachers, educators and/or associations that organize these activities. Under no circumstances should students remain alone or on unsupervised school premises.

ABSENCES, JUSTIFICATIONS, READMISSION

- Absences for **Daycare**, **Sezione Primavera** and **Nursery**: any absences must be communicated by phone or email in time to avoid charging meal expenses.
- Absences for **Primary School**: all absences must be justified by written communication.
- Readmission over a 5-day period will be possible only by admitting upon entry the required good health documentation.
- In case of traumatic injuries, the certificate must also certify the degree of participation in the various school activities that the student will be able to take part in.
- For suspected Covid-19 pathologies, reference is made to the therapeutic diagnostic and prevention path for Covid-19 as provided for by regional documents and the document drawn up by the Istituto Superiore di Sanità referred to in Annex 21 of the Prime Ministerial Decree of 7 August 2020, as supplemented and amended by the Prime Ministerial Decree of 7 September 2020.
- Absences of over 5 days due to reasons other than illness, may be communicated in advance by the family to the school and, in this case, no certification is required.

SCHOOL HOURS DELAYS

- Delays at **Daycare**, **Sezione Primavera** and **Nursery**: in respect of all school staff and operators, students and parents are requested to respect the school hours, both at appointed entrance and exit time. Any delays must be communicated by email or telephone.
- Delays at Primary School: in respect of all the school's staff and operators, punctuality is imperative of
 the appointed entrance and exit times and for the school's schedules. After 8:40am, students attending
 the primary school may enter if accompanied by a parent or delegated person with written motive for
 tardiness.
- Students without written motive will be accepted in class but must provide written justification by the following day and hand it in the secretary. Consistent delays will be noted on the evaluation sheet under the behaviour entry. In case of exceeding the permitted delays, the family will be contacted by the Head teacher.

MATERIAL AND UNIFORMS

- Uniform for **Nursery** consists of: t-shirts with school logo, blue polo shirts or dark blue vests with school logo, comfortable leggings or tracksuit bottoms or trousers. The logo is provided by the school. The choice of shoes must be comfortable and manageable for each age group. Your child's belongings must be identified with his or her name and surname.
- **Primary School** uniform consists of: blue trousers, blue skirt or blue dress, white shirt or white polo T-shirt. Blue V necked sweaters with logo wool or cotton.







- Sport day uniform consists of: blue shorts or tracksuit bottoms, white or blue T-shirt with school logo and blue sweatshirt with logo
- The uniforms are provided by the school and ordered from the Marks &Spencer website.
- Keep in mind to use appropriate shoes for different school activities.
- Parents will ensure that their child wears and correctly treats the school's uniform. It is required to affix to each shirt, t-shirt, and various sweaters your child intends to wear the school's logo. Parents will make sure that on the appointed day for physical education your child comes to school with the sport uniform and shoes.
- Parents must label each belonging of their child with its name and surname. Parents will also make sure that, at the beginning and during the school year, each child has the correct equipment required by the school.
- For **Primary** students it is necessary for them to check each day their equipment with an adult. It is your responsibility as a parent to make sure your child has all the necessary equipment required by the school and to replace missing items from folders and/or pencil cases.
- In case of persistent lack of material, a written notice will be sent to the parents

DRUG ADMINISTRATION

- -The administration of medicines is not part of the school's staff duties. In case of need, a written certification by the doctor must be presented. Where it is not possible to resort to the nursing support of the C.A.D. (Home Care Center) of the Territorial Health Authority, it is necessary and mandatory to comply with the following protocol:
 - medicine and medications during school hours and activities should not be administered.
- Only in exceptional cases they can be administered after a medical prescription delivered by the parent to the school staff.

ACCESS TO SCHOOL BUILDINGS AND OPEN SPACES

- It is forbidden to any person outside the school staff to have access to the spaces of the **Primary School**, especially during lesson hours, unless expressly authorized by the School Headmistress or her delegate.
- For **Daycare** and **Nursery** school areas, parents can access the premises only for the necessary time to deliver and collect their child or children.
- It is forbidden to stay inside the school building and open spaces beyond the designated entry and exit time.

PARENTS

- Parents are directly responsible for the upbringing and education of their children and therefore have a duty to share this important task with the school.
- To achieve the best school-family relationship, parents, in addition to the Educational Pact that the school offers, are required to participate in the educational dialogue by collaborating with teachers and educators, so the school will be able to keep and achieve the goal presented in the Educational Pact attached herein, which is required to be signed before the beginning of attendance at the Piccola England School.







MEETINGS

- In addition to scheduled meetings and individual reception hours, teachers are available for individual meetings on scheduled reception days, whenever the situation requires it or when an explicit request is made in this regard by the family, explaining their reasons.
- To keep the relationship between families and the school alive and profitable, parents are invited to make the most of the opportunities offered, participating in class assemblies and individual interviews with teachers.

For acceptance of the Rules & Authorization
Signature:
Signature:
The President of the Piccola England







PRIVACY NOTICE PERSONAL DATA PROCESS

Please be informed that, pursuant to art. 13 of Legislative Decree 196/2003 (hereinafter the "Privacy Code") and the (EU) Regulation 2016/679 (hereinafter "GDPR"), the personal data provided by filling in the registration form, and in any other form for that matter, will be treated as follows by "Scuola dell'Infanzia Piccola England" Association as the data controller (hereinafter the "Owner").

1. Process Purpose

	PURPOSE	LEGAL BASIS
1	Management and evaluation of the application form and, in case of admission, provision of the agreed services offered by the Owner. Fulfillment of all administrative, accounting, tax and legal requirements.	Processing data for these purposes is necessary for the fulfillment of contractual obligations. Specific consent is required only in reference to particular data relating to learning disabilities (LD); -vaccinations -disabilities
2	Audio/video and / or photographic documentation of educational activities, wherever carried out, and sharing such material with the parents of the other children attending the school.	Consent required.
3	Publication of audio/video and / or photographic material of educational activities, wherever carried out, on the school website and social media sites.	Consent required.
4	Provision of "special diet" canteen services for child's pathologies / intolerances / food allergies and / or religious beliefs.	Consent required.
5	Sharing email and contact telephone numbers between the parents of other children attending school.	Consent required.

- 1) The provision of data is mandatory; failure to provide it will prevent the Owner from providing contractual services.
- 2) Consent for audio/video and / or photographic documentation of educational activities, wherever carried out, and sharing such material with the parents of the other children attending the school is optional; the lack of consent does not affect in any way the affiliation and the provision of school services.
- 3) Publication of audio/video and / or photographic material on the school website and /or social media sites takes place only after obscuring the face of minors through blurring. Consent is optional, and the lack of it does not affect in any way the affiliation and the provision of school services;
- 4) The provision of data for the provision of "special diet" canteen services is optional; however, failure to provide the data will prevent the provision of special diet canteen service only.
- 5) The sharing of e-mail and contact telephone numbers between the parents of the other children attending the school is optional; the lack of consent does not affect in any way the affiliation and the provision of school services.

2. Type of Data Processed

The personal data subject to processing such as: personal data (name and surname), tax identification code (fiscal code), address, family relationship / legal guardianship, are included in the category of "common data". The data related specifically to the child, such as i) pathologies / intolerances / allergies; ii) learning disabilities (LD); iii) vaccinations, fall into the category of "special data" as they relate to the child's health.

3. Data Processing Methods

The personal data provided will be processed in compliance with current legislation, with suitable tools to guarantee their security and confidentiality, within the limits strictly necessary for the provision of our services. In particular, the operations will be carried out on printed format and/or electronic format.

4. Circulation of data

For the purposes described above, the personal data provided can only circulate in areas traceable to the Owner and may be processed only by employees and/or collaborators (hereinafter Managers) who have been assigned a specific role for processing; to whom have been given appropriate instructions; and are committed to confidentiality.

The data may also be communicated to third parties that perform instrumental activities on behalf of the Owner, such as: Companies and Professionals entrusted with specific management relating to contractual obligations (management of IT systems, accounting and / or administrative services, meal packaging service, etc.).

These subjects, whose complete list is available at the headquarters of the Owner, act as Data Processors in compliance with the directives and under the supervision of the Owner.

In addition, the data may be communicated in accordance with current legislation to: Public Administration, Local Authorities, Ministry of Education (MIUR) and its peripheral bodies and offices, Ministry of Health and other national and local health system bodies, Judicial Authorities). The personal data provided:

will never be published, exposed or made available / consultation of undetermined subjects;

will not be transferred to third countries; within nor outside the European Union.

5. Data Retention

The data you provided will be retained by the Owner for the entire duration of the affiliation and further preserved exclusively for the period for the fulfillment of legal obligations (approximately 5 years), provided that it is not necessary to keep it further to defend or assert a right or to fulfill any further legal obligations or orders of the Local and/or national Authorities.

6. Rights of the interested party

In relation to the processing of your personal data, you have the right to ask the Owner:



Varese, __





SEZIONE PRIMAVERA BILINGUE

- access: you may request confirmation whether or not your data is being processed, as well as further clarification about the present notice. You may also request to receive, within the limits of reason, the data in the Owner's possession;
- rectification: you may request to rectify or supplement the data that you provided or in the Owner's possession, if inaccurate;
- erasure: in the event you oppose the processing of your data; in the event you suspect of unlawful processing, or there is a legal obligation to delete the data, you may request the Owner to delete your data, if it is no longer necessary for the purposes for which it were originally collected, and where there are no on-going disputes or differences,
- limitation: you may request the limitation of the processing of your personal data, provided that one of the conditions in art. 18 of the GDPR is fulfilled; in such case, your data will not be processed without your consent, except for storage and to the extent of what is stated in paragraph 2 of the same article;
- opposition: you may at any time object, for legitimate reasons, to the processing of your data, unless there are legitimate reasons for proceeding with the processing that prevails over your own; for example, for the exercise or our defense in a court of law;
- portability: you may request to receive your data, or have it transmitted to another Data Controller indicated by you, in a structured format, commonly used and readable by an automatic device.

Finally, be inform that you have the right to file a complaint with the Guarantor Authority for the Protection of Personal Data if you believe that the processing of your personal data violates the rules of the GDPR

Owner and Managers

The Owner of the processing of personal data is the "Scuola dell'Infanzia Piccola England" Association with registered office in Via Stadio n.38, 21100 Varese.

The list of Managers is at your disposal at the headquarters of the Owner.

At any time, the interested party may request to exercise his/her rights towards the Owner by writing to the aforementioned registered office or by sending an email to: info@scuolapiccolaengland.it.

Consent to the Processing of Personal Data

(pursuant to Article 13 of Legislative Decree No. 196/2003 (Privacy Code) and (EU) Regulation 2016/679 (GDPR) having read the Privacy Notice (available at the school offices and / or sent by e-mail)

The processing of some data is subject to your express consent.

Consent may be revoked at any time by written communication to the Owner and entails the immediate termination of the processing and the deletion of the relative data provided that it is not necessary to be preserved further in order to defend or enforce a right or to fulfill any further legal obligations or mandates of the Authorities. Withdrawal of consent does not affect the legality of the previous processing.

We,	the	undersigned	and	as
			of,	
decla	re tha	t have received	a copy of the Privacy Notice and that we have read it. []	
"Lear Awar	ning Di e that	sabilities (LD), V	ssing of the following data: 'accination and Disabilities data" ent will not allow the establishment of the affiliation and the provision of school service ent[]	·S.
mate Awar	rial wit e that	th the parents of	graphic documentation of educational activities, wherever carried out, and sharing of other children attending school." ent does not affect in any way the affiliation and the provision of school services. ent []	of such
webs Awar	ite and e that	/or social media	ent does not affect in any way the affiliation and the provision of school services.	school
allerg Awar	gies of e that	the child and / c	ision, if applicable, of the special diet canteen services for pathologies / food intolera or for religious beliefs" it will not allow the provision of the service. ent[]	inces /
Awar	e that		ne numbers to be shared between the parents of other children attending school." ent does not affect in any way the affiliation and the provision of school services. ent []	







FEES

ENROLLMENT FEE € 250,00 (from September)

€ 150,00 (from January)

SEZIONE PRIMAVERA

(Age: 2 - 3 years old)

PART-TIME from 9am to 1pm

Monthly Fee € 480.00

FULL-TIME from 9am to 3.30pm

Monthly Fee € 595.00

€ 25.00/each
o Shirt € 23.00/each
Shirt € 25.00/each
€ 10.00/each

Pre-school (it can be activated if a minimum number of requests is reached)

€ 40.00/month From 8am to 9am (€ 7.00 each time for those who benefits occasionally)

Post-school (it can be activated if a minimum number of requests is reached)

€ 50.00/month
(€ 7.00 each time for those who benefits occasionally)
€ 75.00/month
(€ 10.00 each time for those who benefits occasionally)
€ 65.00/month
(€ 10.00 each time for those who benefits occasionally)
€ 90.00/month
(€ 15.00 each time for those who benefits occasionally)
€ 30.00 una tantum

FAMILY DISCOUNT: 20% and 30% on the school fee for the second and the third child