



Piccola



England



SCUOLA DELL'INFANZIA BILINGUE



SCHOOL RULES & AUTHORIZATIONS

- 1.** It is essential that everybody respects the established in (9.00-9.45am) and out timetable (1.00-1.15pm /3.30 - 3.45pm) or, if activated, pre-school and / or post-school.
- 2.** In the event that the child should be withdrawn from a person other than a Parent, it is necessary to fill in the delegation form provided by the school, enclosing a copy of an identity document of the assigned person.
- 3.** Please dress children with comfortable clothes to encourage their autonomy (for example, trousers with elastic band, shoes without laces, no overalls, belts and tights please).
- 4.** Each child will be accompanied from his/her Parents to his/her cabinet. After placing backpack, jacket and shoes and wearing non slip socks and school uniform - the school uniform has to be worn every day - each child will be handed over to his teacher.
- 5.** Parents who want to enter the classrooms or in the canteen are asked to take off their shoes or to wear shoe covers due to hygiene reasons
- 6.** Who arrives before 9.00am falls in the pre-school time and who remains after 3.45pm in the post-school time, which are extra costs not included in the fee. Who ever needs this service, please let the office know in good time to organize the service.
- 7.** The main gate will be opened from 9.00 to 9.45am to allow those who can not find parking to come inside, use the big tree as a round about and quickly stop to leave his/her child. It is strictly forbidden to park inside and to talk at length with the teachers.
- 8.** In case of absence, Parents are kindly asked to call, send an e-mail or a sms no later than 9.30am; otherwise, the cost of the meal will be charged.
- 9.** In case of evident disease symptoms as heavy cold, persistent cough, diarrhea, fever, and so on, Parents are kindly asked to keep the children at home for at least 24 hours after the onset of the symptoms, to avoid infecting both the school staff and the other children.
- 10.** Medicines will be given to those children who require them on receipt of a written and signed letter of request from their Parents, together with the relative medical prescription. Just in case of minor contusions, we are authorized to use EUCETA (gel with chamomile and arnic) unless it is requested exemption in written form.
- 11.** 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.
- 12.** If a case of conjunctivitis 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 treatment has been administrated at home to avoid the danger of infection.



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- 13.** It will be possible to celebrate your child's birthday offering exclusively a cake or a dessert to the other children as morning snack or after lunch.
- 14.** It is mandatory to mark the child's name on all items used in the school, in particular on the uniforms. The School won't be held responsible for any losses.
- 15.** It is very important to carefully read the content of all the school communications sent to you by e-mail (unless it is requested to receive them as hard copy).
- 16.** The school is authorized to communicate your e-mail address and mobile phone number on the enrolment form to the other Parents, unless you are claiming the contrary in writing form.
- 17.** The Parents are kindly asked to fix an appointment with the Teachers during parent-teacher timetable for an individual concern or question about their children and the pedagogy, classroom management or curriculum of the classroom. If the concern is from multiple families, the Class Representatives should work to approach the school at info@scuolapiccolaengland.it (specifying in the subject the classroom of belonging). If questions or concerns need to be further discussed, it is always possible to fix an appointment for a meeting with the Teachers and the Headmistress.
- 18.** The Parents are kindly asked to pay the monthly bill within a few days of its receipt. At the end of each month we will calculate the total amount for the starting month fee and the meals (€ 5,80 each), the outings, the nappies, the afternoon snack, the pictures, the uniforms and any other extra charges of the previous month.
- 19.** The Parents who will choose the extra courses are required to pay the full cost of the course, from October to the end of May.
- 20.** With the signing of this Regulation, the Parents authorize their children to participate to all the outings on foot or by school-bus (that are an integral part of the program), which will be communicated from time to time. The Parents are bound to pay the cost, even in case of absence. If the number of children exceeds the number of seats in the school-bus, the Class Representatives should work to arrange to accompany their and other children with private cars, with the approval of the other Parents.
- 21.** With the signing of this Regulation, the Parents authorize their children to eat home-made food (cakes, biscuits, etc.) during birthdays parties or special events held during school hours. The exemption must be requested in writing to the school.
- 22.** The tax stamp of € 2,00 is obligatory for invoices for amounts greater than € 77,47 and is charged to the Parents.
- 23.** The office hours are as follows: from 8.30 to 9.45am from Monday to Friday

For acceptance of the Rules & Authorization

Scuola per l'Infanzia Piccola England

Signature:.....

Il Presidente

Signature:.....

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