HAVING REGARD to the Law 09.05.1989, n. 168 “Institution of Ministry of University and Scientific and Technology Research” and later amendments;
HAVING REGARD TO Law No. 241 of 7 August 1990, "New rules regarding administrative procedure and the right of access to administrative documents" and subsequent amendments;
HAVING REGARD to the Decree of the President of the Republic of 28.12.2000, n. 445 “Consolidated laws and regulations on administrative documentation” and subsequent amendments;
HAVING REGARD to the Legislative Decree n. 165 of 30.03.2001 “General rules on the structure of employment in public administrations” and subsequent amendments;
HAVING REGARD to the Legislative Decree 30.06.2003, n. 196 “Code concerning the protection of personal data”, and later amendments;
HAVING REGARD to the Law 30.12.2010, n. 240 “Rules on organization of Universities, academic staff and recruitment, authorizing the Government to enhance quality and efficiency of the university system” and later amendments;
HAVING REGARD to the Law 06.11.2012, n. 190 "Rules for prevention and repression of corruption and illegality in public administration", and later amendments;
HAVING REGARD to the Legislative Decree 14.03.2013, n. 33, "Reorganization of the law concerning the right of civic access and the duties of publicity, transparency and dissemination of information by public administrations" as amended by Legislative Decree of 25.05.2016, n. 97 "Review and simplification of the provisions on the prevention from corruption, publicity and transparency, corrective of the law n. 190, 6 November 2012, and of the legislative decree n. 33, 14 March 2013, pursuant to Article 7 of the Law n. 124, 7 August 2015, concerning the reorganization of public administrations";
HAVING REGARD to the Legislative Decree of 18.04.2016, n. 50 "Code of public contracts", and subsequent amendments;
HAVING REGARD TO (EU) Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to personal data processing and on free movement of such data and repealing Directive 95/46/EC (General Regulation on Data Protection);
HAVING REGARD TO the current Statute of Politecnico di Milano;
HAVING REGARD TO the current University Regulations for Administration, Finance and Accounting;
HAVING REGARD TO the Employee Code of Conduct of Politecnico di Milano;
CONSIDERING that the Single Guarantee Committee of Politecnico di Milano promoted the positive action called "Asilo Nido";
HAVING REGARD TO the Contract agreed on 16.09.2013 between Politecnico di Milano and Pro.Ges Cooperativa concerning the assignment of the nursery school management service of Politecnico di Milano, located in the Leonardo Campus, via Valvassori Peroni, and in Bovisa Campus, via Candiani;
HAVING THUS RECOGNISED the need to issue the call to create the list for allocation of available places at the nursery school of Politecnico di Milano, located in Leonardo and Bovisa Campus, for the year 2018/2019, and, at the same time, defining the use and management rules of the
service for the internal users of Politecnico di Milano, as defined in the announcement, and any external users;

**HEREBY DECREES**

**Article 1**

**Invitation to the Call**

1) This Call is valid for the creation of the list for allocation of available places at the Nursery school of Politecnico di Milano, in Milan, via Valvassori Peroni, n. 17 and at Micronido of Politecnico di Milano in Milan, via Candiani 72, for the 2018/2019.

**Article 2**

**Purpose of Micronido and of the nursery school**

1) The Micronido and the nursery school of Politecnico di Milano collaborate with families to the care and growth of children, in respect of personal identity, culture and religion.

2) They propose an offer based on education:
   - on the central role of the children needs, by respecting their times and needs;
   - on recognition of each children as a person to be respected in his needs, to which it offers a place to socialize and encourage their cognitive, emotional and social potentials, in the perspective of their well-being and harmonious development;
   - on collaboration and establishment of a trusted relationship between parents and educators;
   - on simplification of life and work times for families;
   - on quality, stability and continuity of the educational and care relationship given to children;
   - on socialization, in order to avoid early disadvantages that could adversely affect the personality;
   - on measures to prevent any form of disadvantage and on actions for cultural promotion and information related to early childhood;
   - on the best integration with other educational, social and health services of the territory for children.

3) Consistently with the educational and social functions of the service, the Micronido and the nursery school shall adapt educational offer to possible contractual agreements that provide positive actions to allow the working mother or father to take advantage of flexible working hours and of work organization.

4) Every family and child will have a reference figure among the teachers. Any replacement of this reference figure will be notified, where possible, in advance to the family.

**Article 3**

**Recipients**

1) The Nursery school of via Valvassori Peroni and the Micronido in via Candiani are daytime services with accommodation capacity of 30 and 10 children respectively, with 6 months of age, within 31 December 2018, until the completion of the educational year in which they can be admitted to the pre-school.

2) Any requests, concerning children with different age than the above mentioned, will be considered in case of available places, and under approval of the Management Entity.

3) The current available places for the 2018/2019 educational year at the nursery school located in Milan, via Valvassori Peroni, n. 17, are:
   - n. 10 - youngest (from 6 to 18 months) (+ n. 1 in case of change to medium-young)
• n. 6 - medium-young (from 19 to 36 months) ( + n. 1 in case of cancellation for moving to Spring section)
4) The current available places for the 2018/2019 educational year at the Micronido located in Milan, via Candiani n. 72, are:
• n. 4 - youngest (from 6 to 18 months)
• n. 1 - medium-young (from 19 to 36 months)
5) The children aged from 6 to 36 months that, as general rule, will be divided into homogeneous groups. The composition of the groups will be defined by the educational team in collaboration with the Pedagogical Coordinator.

Article 4
Staff
1) The professional profiles of the service are:
• coordinator
• educational staff
• supporting staff
2) The numerical ratio children/educator is guaranteed, according to what provided by law (D.G.R. n. 7/20588 of 11.02.2005), as well as holding recognized degrees.

Article 5
Requirements for participation in the allocation of places
1) Can apply for admission of their children:
a) the employees of Politecnico di Milano: Technical and Administrative staff; Teaching staff and subjects with any kind of collaboration contract with Politecnico di Milano (temporary research fellows, scholarship holders, PhD students, adjunct professors as collaborators), provided that the contract states that the holder must work at Politecnico for at least six months in the 2018/2019 educational year, students of Politecnico;
b) employees of affiliated organizations with Politecnico di Milano. In any case, their access depends to that of the subjects at point a) of this Article;
2) In order to ensure that the nursery school will be filled and the economic sustainability of the structure, single external individuals, that use, as priority, the full-time service and meet all other requirements of this Call can apply too. In any case, their access depends to that of the subjects at point a) and b) of this Article.
3) Fees are listed in the following Article 14.

Article 6
Assessment Criteria
1) The allocation of available places for each nursery school structure will be carried out through two different ranking lists according to age groups, youngest and medium-young.
2) For each ranking list, priority will be given to the applications submitted with the following order:
I. technical-Administrative staff;
II. teaching staff;
III. subjects with any kind of collaboration contract with Politecnico di Milano (temporary research fellows, scholarship holders, PhD students, adjunct professors as collaborators), provided that the contract states that the holder must work at Politecnico for at least six months in the 2018/2019 educational year
IV. students of Politecnico;
V. employees of affiliated organizations with Politecnico di Milano;
VI. single external individuals.
3) With same score, priority will be given to families that attached to participation application the ISEE certification with the lower amount and, in case of an equal amount, to the older child.

**Article 7**

**Documents to be submitted for place allocation**

1) The application form is compulsory, with personal data of the parent and child(s) (form Annex 3 - Employees, co-workers and students of Politecnico di Milano). Form Annex 4 - Employees of affiliated organizations and external subjects).
2) Equivalent Economic Situation Indicator (ISEE) - NOT COMPULSORY, but useful for what provided in Articles 4 and 7 of this Call.
3) ISEE certificate must be issued in 2018, under Ministerial Decree n. 159 of 15.12.2013 in force since 01.01.2015.

**Article 8**

**Calendar and service hours**

1) The nursery schools of Politecnico di Milano are open, normally, from 1 September to 31 July each year, from Monday to Friday, according to the annual schedule of Politecnico di Milano.
2) The opening hours of nursery school located in via Valvassori Peroni, n. 17 is scheduled for 10,30 a.m., 5 days per week.
   - Standard service hours: full time:
     - from 08.00 to 18.30
   - part-time: from 8.00 to 13.30 (lunch included)
3) The opening hours of the Micronido located in via Candiani n. 72 is scheduled for 10,00 a.m., 5 days per week.
   - Standard service hours: full time:
     - from 08.00 to 18.00
   - part-time: from 8.15 to 13.30 (lunch included)
4) The time of entry is from 8:00 to 9:15 a.m.
5) The exit hours are approximately as follows:
   - from 13:00 to 13:30 (part-time exit);
   - from 16:00 to 16:30 (first exit);
   - from 17:15 to 18:15 (second exit).
6) Variations on timetable, agreed for specific employment needs of the parents, by respecting the paces of children and organizational compatibility, will be paid by parents directly to the service provider.
7) The Micronido and nursery school rooms, can be used by the Service provider and/or by the Politecnico for holding cultural and social initiatives, agreed between parties and compatible with cultural promotion of children's rights and relation with the territory.

**Art. 9**

**Settling**

1) Settling is a sensible period that allows children to gradually approach the service according to their individual time needs: for this reason, settling will be customized and planned by the educators, based on the data from the first interview with parents.
2) The educational staff has the duty to define spaces, time and settling mode, depending on the specific characteristics of children and their family, and on feedback from both.
3) The educator is the real guide in this period of time: she can be considered as the "host", which the parents will take as reference throughout the whole experience at the nursery school.
4) This step is not just for children, but for parents too, that sustain their child during the early stages of this experience: in this way, both have the opportunity to
learn about this environment and establish positive relationships with educational and auxiliary staff, as well as with the other children.

5) The settling must take place gradually, under the presence of a parent or a foster parent for a period that varies from one to three weeks, during which children will be present part-time.

6) Before starting the settling, parents of children, that will attend the nursery school, are invited to a meeting with the aim of:
   • making a presentation of the structure and functioning of the nursery school;
   • giving information concerning the procedures of children settling;
   • agreeing on the individual interview which will take place a few days before starting to attend.

7) Nursery school settling, for children from 6 months or more, is carried out in groups, usually in September and January of each year.

**Article 10**
**Entry and Exit**

1) The child must be accompanied to the nursery school and picked up by parents. The child can be picked up by another adult only upon presentation of written authorization and oral prior notice by one of the parents, telephone communications cannot be accepted.

2) To ensure respect of children well-being and best organization of educational activities, usually, entry or exit in different hours than those stated in previous Article 8 are not allowed.

**Article 11**
**Absences**

1) In case of absence of the child, parents are required to contact the nursery school before 9.00 am of the same day, by phone.

2) Families of children, that for health reasons are absent from nursery school, keep their place if those absences are verified through medical certificate and they are no longer than two months.

**Article 12**
**Health conditions**

1) In case of sickness absence, please refer to Health Regulation that complies with the ASL Regulation city of Milan. Readmission to nursery school, for protection of common well-being, is permitted only after healing.

2) Nursery school is helped by a paediatrician in control functions to comply with sanitary regulations, and staff and family training.

**Article 13**
**Meals**

1) Lunches and mid-morning and afternoon snacks, prepared and delivered by a specialized company and authorized as catering service, follow healthy menus that meet the guidelines of the Local Health Unit for children 0-3 years old.

2) The company is certified in accordance with HACCP and internal distribution too is governed by these standards.

3) The menu, shown on a daily basis, in order to ensure full knowing by parents, could be modified for special health needs only if required by the paediatrician through a certificate.

4) At the beginning of the educational year, parents can ask for menus consistent with their ethical and religious beliefs.

5) Any food allergies should be promptly communicated to the service provider by the parents.
Article 14
Fees

1) The fees for the educational year are fixed by Politecnico di Milano and indicated below:

A – monthly fees for children of employees, co-workers in any capacity and students of Politecnico
For user at point a) of Article 5 (employees, co-workers in any capacity and students of Politecnico, the fees are different according their ISEE income range:

<table>
<thead>
<tr>
<th>Category</th>
<th>ISEE Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>ISEE \leq 27.000 €</td>
</tr>
<tr>
<td>II</td>
<td>27.001 € &lt; ISEE \leq 45.000 €</td>
</tr>
<tr>
<td>III</td>
<td>ISEE &gt; 45.001 €</td>
</tr>
</tbody>
</table>

Table 1: ISEE amounts

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>I CATEGORY</td>
<td>II CATEGORY</td>
</tr>
<tr>
<td>280</td>
<td>400</td>
</tr>
<tr>
<td>190</td>
<td>270</td>
</tr>
</tbody>
</table>

Table 2: Monthly fees for employees, co-workers and students

Without ISEE certificate, the fee corresponding to category III will be assigned. For determination of the fee, ISEE certificate can be submitted simultaneously at the registration, if not previously submitted with the application for participation to the tender notice. If the working relationship between Politecnico and research fellow, the PhD student, the contract professor or, in case of a student, the study relationship terminates during the educational year, the monthly fees, assigned according to Table 2 will be considered valid until the end of the educational year. In case of simultaneous attendance of two or more children, the fee of the second child(s) is reduced by 20% (for each of them).

B- Monthly fee for children of employees of affiliated organizations with Politecnico di Milano:
Fees are indicated in the agreement between the Organization and Politecnico.

C - Monthly fee for children of external subjects to Politecnico:
For users under Article 5 - paragraph 2 (external subjects to Politecnico), monthly fees are indicated in Table 3. Furthermore, these subjects must provide payment for meals, € 80 per month.

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>400</td>
</tr>
</tbody>
</table>

Table 3: Monthly fees for external subjects

2) The fee must be paid from September to June included, and it must be considered as a monthly fee, regardless of the number of opening and frequency days of the child.
3) The fee includes snacks, meals, nappies, hygiene and medical supplies, educational materials, insurance.
4) If during the month the child will attend the nursery school from 0 to 5 days, the family will pay a 50% of the fee (with a balance in the following month).
5) External users of Politecnico will be asked for a meal contribution.
6) Users are required to pay the meal, € 4, in case of absence not communicated within the terms defined by this Call.
7) The recognition of needs with respect to frequency of July will be checked in May and will be adjusted, by mid-June, with payment of the fee.
8) Only for the month of July, it is possible to attend the entire month or choose the first or second half of the month. For frequency in one of the two periods, half of the fee must be paid.
9) During settling period, the entire monthly fee must be paid for children placed in the first 15 days of the month, and the reduced fee of 50% for children placed after the 15th day of the month.
10) If requested by the family, the postponement of the settling date to that provided by the nursery school organization, starting from this last one, the fee must be regularly paid for maintenance of the place to the nursery school.

**Article 15**

**Fee payment**

1) Upon registration, a payment of € 150,00 is required to all subscribers, as security that can be used only the last month of attendance to the nursery school. The security must be paid to Politecnico di Milano via bank transfer through the following bank account: Politecnico di Milano - BPS office Via Bonardi – IBAN IT34T056960162000001600X69 mentioning in the reason “cauzione asilo nido”.
2) The payment of fees, or meals for external users, is made in advance, by the 5th day of each month via bank transfer to Politecnico through the following bank account: Politecnico di Milano - BPS office Via Bonardi – IBAN IT34T056960162000001600X69 mentioning in the reason “retta asilo nido mese …. nome utente”.
3) Users are required to pay the meal, € 4, in case of absence not communicated within the terms defined in the above mentioned Article 14.
4) In case of delayed payment of monthly fees for two months (even if not consecutive), the loss of the right to custody can be decided immediately for children in Asilo Nido/Micronido of Politecnico di Milano.
5) For employees of Politecnico, the monthly fee can be paid directly as deduction from the salary.

**Article 16**

**Additional and/or optional services**

1) The activation of additional and/or optional services is planned, such as, for example, the pre-school service to accommodate, in September, children who attended the nursery school and will move to the pre-school, the possible extension of the nursery service in August.
2) The cost of additional services is defined by the Service provider and under agreement with Politecnico di Milano.

**Article 17**

**How to submit an application for participation to allocation of places**

1) Applications on ordinary paper (form Annex 3 or Annex 4), addressed to the Head of the procedure, shall be submitted and registered, **no later than 12:00 of 18 May 2018**, at the Protocol Service of Politecnico di Milano, piazza Leonardo Da Vinci, 32 or sent via e-mail by the same deadline to protocollo@polimi.it indicating in the subject “domanda asilo nido Applications may be submitted starting from the date of publication of this Call.
2) The applications shall include the required documentation in order to be evaluated.
3) In case of applications for more than one child, each application must be submitted and registered individually.
Article 18
Submission of applications after deadline of tender notice
1) If, for educational year already started, there will be availability of places, it is possible to apply for allocation, by presenting documents referred to in Art. 7 and as specified in Art. 17. The acceptance of the applications, made by the CUG, will be subject to a positive evaluation by the service provider, related to the possibility of inclusion of the child in the educational project already started.

Article 19
Selection Board
1) Upon expiry of the deadline for submission of applications, the specific Selection Board will make two different ranking lists for two age groups (youngest and medium-young) and for the two nursery schools, according to criteria specified in the following Article 20.
2) The Selection Board will be nominated by the Director General of Politecnico di Milano after consultation with the Single Guarantee Committee.

Article 20
Criteria for creation of the ranking list
1) Each ranking list, for the access to the nursery school for a specific age group, will be formulated taking into account the following criteria and weighting:

1a - Family unit (are considered members of the family unit the son/daughter for whom you are applying, the parents and his/her sisters/brothers):
   a) family where a parent has physical and/or mental disability conditions (greater than or equal to 66%) recognized by the ASL Invalidity Commission 3 points
   b) single parent family 3 points
   c) number of children (included the one for whom registration is made):
      - children in the age group 0-3 years (*)
      - children in the age group 4-6 years
      - children older than 6 years
      (*) Age of the boy/girl at the moment of registration application, 2 points for each son/daughter
      1 point for each son/daughter 0,5 point for each son/daughter
   d) boy/girl with a disability (ASL certificate) 2 points
   e) family with other disabled children 1 point
   f) family with sisters/brothers that already attend and/or will attend, in the educational year for which you are applying for enrolment, the nursery school of Politecnico 1 point
   g) children on the waiting list of the previous educational year 2 points

1b - Employment situation of parents:
   a) with both parents employed full-time 2 points
   b) with a parent employed full-time and another one part-time 1,5 points
   c) with a parent employed full-time or both employed part-time 1 point
   d) with one parent employed part-time 0,5 point
For the purposes of scores under these criteria 1b, temporary research fellows, PhD students and students are considered as full-time workers, adjunct professors are considered as part-time workers.

1c - Economic category
With the same score obtained for criteria 1a and 2b, priority will be given to families with lower ISEE certification.
In case of a further equal score, priority will be given to the older child.
For each age group there will be a single ranking list, with priority given to applications of technical and administrative staff (CCNL), then teaching staff and subjects that in different ways collaborates with Politecnico (please see Article 5).
Then, we proceed to accept the child on the basis of available places for each age group. For employees of affiliated organizations and external subjects, we will proceed to accept the child on the basis of available remaining places, with priority given to applications for full-time enrolment.

Art. 21
Ranking list
1) The ranking list related the allocation of places at the nursery school of Politecnico di Milano will be published on the University Web site within 6:00 p.m. of 24 May 2018.
2) The acceptance of the place must be done no later than 08 June 2018, with payment of the security and confirmation of selected time frame, as well as payment of the annual subscription fee for users of affiliated organizations and external staff (please see Article 15 “Fee payment”).
3) The lack of acceptance by parents after the above mentioned deadline causes the renunciation to the place.

Art. 22
Confirmations
1) In the opening period of the inscriptions, the nursery school will distribute registration forms to fill in as confirmation of enrolment of children regularly attending the education year in progress. They are entitled for continuation of the service until the maximum age limit, and therefore they have priority over new inscriptions.
2) The confirmation form must be given to the nursery school within the date indicated by the service provider under agreement with Politecnico di Milano.
3) Confirmations are subject to control the regularity of previous payments. Therefore, it is possible to confirm children, whose families have not regularly paid the fees, only after regularization of previous payments.

Art. 23
Cancellation of service
1) In case of cancellation of the place, before the start of the child's attendance to the nursery school, the amount paid at registration will be deducted.
2) In case of cancellation of service, the family is required to submit a written statement within the first day of the last month that it is intended to attend; upon this condition the security on the last month of attendance will be given back.
3) Otherwise the family will have to pay the full monthly fee.
4) The payment of the monthly fee is also required if the child attendance will be cancelled during the settling period, without refund of the security.
5) The declaration of cancellation must be signed by a parent or, in specific and duly documented cases, by someone in his stead (tutor, foster parent, etc.).
6) Cancellation from frequency and the related termination of payment of the fee is admitted only until April.

Article 24
Nursery school-family relationships and Management Committee
1) During the school year, at least two meetings with all parents are planned, with informative and training aims. The presence of both parents is recommended.
2) Coordinator and educators are also available for individual meetings with families.
3) Politecnico di Milano reserves the right to check that the service meets the characteristics provided under the special tender notice reference document and the project offered by the successful tenderer. The successful tenderer will therefore have to take part to those visits and surveys that responsible persons, officially
designated by Politecnico di Milano, have to make in order to exercise such controls, with modalities to be agreed on.

4) To ensure compliance with requirements contained in this Regulation and to manage subscriptions to the nursery school, a Management Committee will be constituted, it can have procedures to recognize qualitative and functional levels of service and user satisfaction. The Management Committee will be composed by two representatives of Politecnico di Milano, a member of the Single Guarantee Committee and one of the Administration, two representatives of the parents of Leonardo nursery school and one representative of Bovisa nursery school (chosen by them), a representative of the nursery school workers and the coordinator of the nursery school. At the end of the period, the Management Committee submits annually a report to the Politecnico about the educational year concluded.

5) Periodic or occasional surveys can, of course, be carried out by other dedicated organizations, according to their specific competences (e.g.: the ASL inspections).

**Article 25**

**Contacts for submitting questions**

1) For questions about the organization of the nursery school service or participation to this tender notice, it is possible to write to the CUG Secretariat: cug-secretaria@polimi.it - phone +39 02 23993765.

**Article 26**

**Disclosure on the use of personal data and the rights of the declaring party**

1) In order to access the services of Micronido and nursery school, the applicants must provide their personal data requested that will be processed and collected according to the provisions in force regarding the confidentiality of personal data.

2) Politecnico di Milano provides specific information regarding the collection and processing of data for this Call.

**Art. 27**

**Head of the procedure**

1) According to Articles 4 and subsequent amendments of the Law 07.08.1990, n. 241 “New rules regarding administrative procedure and the right of access to administrative documents”, and subsequent amendments, the Head of the procedure is dr. Alessandro Scelsi of Human resources and organization – mail alessandro.scelsi@polimi.it.

THE DIRECTOR-GENERAL
Eng. Graziano Dragoni Digital

signature according to Digital Administration Code
The undersigned ___________________________ ☐ Father ☐ Mother ☐ Tutor and/or Foster parent

Employee/Co-worker of Politecnico at Dept./Area/Office

☐ Technical/Administrative ☐ Professor ☐ Researcher
☐ Temporary research fellow ☐ PhD student ☐ Other (specify)

If the user has a fixed-term contract, insert the date of termination ___________________________
☐ Student Reg. n. __________ (please specify the study programme)

______________________________

APPLIES FOR REGISTRATION AT:

☐ NURSERY SCHOOL of VIA VALVASSORI PERONI N. 17
☐ THE MICRONIDO of VIA CANDIANI N. 72

for the educational year ___________________________, with attendance:

☐ PART-TIME ☐ FULL-TIME

for the son/daughter

born in ___________________________ on _______________ Nationality

resident in _______________________________ ZIP CODE

in Via _______________________________ n.

phone

at (specify the degree of kinship - to be filled only in case of different residence from that of the parents)

health card N. ____________________________ fiscal code

MOTHER: Surname ___________________________ Name
<table>
<thead>
<tr>
<th>Fiscal Code</th>
<th>Profession</th>
</tr>
</thead>
</table>

| Working hours: | ☐ PART-TIME (from........to ..........) | ☐ FULL-TIME |
| (from........to ..........) | | |

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<tr>
<th>Place of work and employer</th>
<th>Address</th>
<th>Tel.</th>
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**FATHER:** Surname  ___________________________ Name  ___________________________

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<th>Fiscal Code</th>
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</table>

| Working hours: | ☐ PART-TIME (from........to ..........) | ☐ FULL-TIME |
| (from........to ..........) | | |

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<tr>
<th>Fiscal Code</th>
<th>Profession</th>
</tr>
</thead>
</table>
Address ________________________________ Tel. __________________________

For the purpose of creating the ranking list, the undersigned declares:

☐ the members of the family are n. ;

☐ single parent family

☐ family where a parent has physical and/or mental disability conditions (greater than or

: The members of the family are: the parents of the boy/girl for whom you are applying, the child and any other children
equal to 66%) recognized by the ASL Invalidity Commission;

☐ number of children (included the one for whom registration is made):

- children in the age group 0-3 years n.________________________;
- children in the age group 4-6 years n.________________________;
- children older than 6 years n.______________________________;
- boy/girl with a disability (ASL certificate) ______________________;
- family with other disabled children____________________________;

☐ family with sisters/brothers that already attend and/or will attend, in the educational year for which you are applying for enrolment, the nursery school of Politecnico.

☐ ISEE certificate (without the document, the fee will be that corresponding to Category III)

DECLARATION

The undersigned declares to be aware that in case of false declarations to the statements made above, in accordance with Article 76 of the Decree of the President of the Republic n. 445/2000 shall incur in penalties provided by Art. 483 and following of the penal code, as well as in loss of benefits obtained in accordance with Art. 75 of Presidential Decree 445/2000.

Milan, ______________________________ Signature ______________________________

IDENTITY DOCUMENTS

TYPE N. __________________________________________________________________

ISSUED BY ON __________________________________________________________________

The undersigned declares to have read the information concerning the collection and processing of personal data that will be used to create the ranking list and for possible future registration and expressly provide the related consent.

Milan, ______________________________ Signature ______________________________

Annexes: n. .........................
ANNEX 4

- Subject employed at the affiliated ORGANIZATION ............................................ (specify the name of the organization)
- EXTERNAL subject to Politecnico
The undersigned ____________________________________________ ☑ Father ☑ Mother
☐ Tutor and/or Foster parent

APPLIES FOR REGISTRATION AT:

☐ NURSERY SCHOOL of VIA VALVASSORI PERONI N. 17

☐ THE MICRONIDO of VIA CANDIANI N. 72

for the educational year ____________________________, with attendance:

☐ PART-TIME      ☐ FULL-TIME

for the son/daughter

born in ____________________________ on ____________ Nationality

resident in ____________________________ ZIP CODE

in Via ____________________________________________ n.

Phone

at (specify the degree of kinship - to be filled only in case of different residence from that of the parents)

________________________________________________________

health card N. ________________________________ fiscal code

________________________________________________________

MOTHER: Surname ____________________________________________ Name

born in ____________________________ on ____________ Nationality

resident in ____________________________ ZIP CODE

in Via ____________________________________________ n.
<table>
<thead>
<tr>
<th>Land-line phone</th>
<th>Cell phone</th>
<th>E-mail</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fiscal code</th>
<th>Profession</th>
</tr>
</thead>
</table>

**Working hours:**
- [ ] PART-TIME (from ........... to ...........)
- [ ] FULL-TIME (from ........... to ...........)

**Place of work and employer (specify in detail):**

**Address:** ____________________________  Tel. ____________________________

**FATHER:**
- Surname: ____________________________
- Name: ____________________________

- born in ____________________________  on ____________________________
- Nationality ____________________________

- resident in ____________________________  ZIP CODE ____________________________

- in Via ____________________________  n. ____________________________

<table>
<thead>
<tr>
<th>Land-line phone</th>
<th>Cell phone</th>
<th>E-mail</th>
</tr>
</thead>
</table>

**For the purpose of creating the ranking list, the undersigned declares:**
☐ the members of the family are n._________; 
☐ single parent family

☐ family where a parent has physical and/or mental disability conditions (greater than or equal to 66%) recognized by the ASL Invalidity Commission;

☐ number of children (included the one for whom registration is made):

2 The members of the family are: the parents of the boy/girl for whom you are applying, the child and any other children
- children in the age group 0-3 years n.____________________;
- children in the age group 4-6 years n.____________________;
- children older than 6 years n.____________________;
- boy/girl with a disability (ASL certificate)____________________;
- family with other disabled children__________________________;

☐ family with sisters/brothers that already attend and/or will attend, in the educational year for which you are applying for enrolment, the nursery school of Politecnico.

DECLARATION

The undersigned declares to be aware that in case of false declarations to the statements made above, in accordance with Article 76 of the Decree of the President of the Republic n. 445/2000 shall incur in penalties provided by Art. 483 and following of the penal code, as well as in loss of benefits obtained in accordance with Art. 75 of Presidential Decree 445/2000.

Milan, ___________________________________________ Signature

IDENTITY DOCUMENT (to be attached as photocopy) ___________________________________________

TYPE N. ___________________________________________

ISSUED BY ON __________________________________________

The undersigned declares to have read the information concerning the collection and processing of personal data that will be used to create the ranking list and for possible future registration and expressly provide the related consent.

Milan, ___________________________________________ Signature

Annexes: n. ......................
INFORMATION ON THE COLLECTION AND PROCESSING OF DATA RELATED TO THE CALL FOR THE CREATION OF THE RANKING LIST TO BE USED TO ASSIGN AVAILABLE PLACES AT THE NURSERY SCHOOL AND MICRONIDO OF POLITECNICO DI MILANO

Dear Sir/Madam,

pursuant to Article 13 of the Legislative Decree n. 196/2003 “Code concerning the protection of personal data” and to Article 13 of the EU Regulation n. 679/2016 “EU Regulation regarding the protection of personal data”, the processing of information requested will be based on principles of correctness, legality and transparency, fully protecting Your privacy and Your rights.

Pursuant to the aforementioned provisions, we inform you that:

- the Data Controller is the General Management of Politecnico di Milano, P.zza L. Da Vinci 32, 20133 Milan;
- the staff of Human resources and organization of Politecnico di Milano, appropriately and previously authorized, is allowed to process and collect the data required by the Call;
- the purpose of processing of requested data is the creation, by this Call, of the ranking lists valid for the allocation of available places at the "Nursery school" structure of Politecnico di Milano of Via Valvassori Peroni n. 17 in Milan, and at the "Micronido" structure of Politecnico di Milano in Via Candiani n. 72 in Milan, for the year 2018/2019;
- the requested data are collected through the compulsory application form, in which the personal data of the parent and the child(ren) are indicated; by presenting the (optional) document "Equivalent Economic Situation Indicator (ISEE)" and "ISEE Certificate" issued in 2018 and used with manual and/or computerized and telematic tools, following organization and processing logics strictly related to the expressed purpose and in any case in order to guarantee the security, integrity and confidentiality of data.

Data profiling will not be performed;

- your data will be collected and used in compliance with the rules and principles contained in the Legislative Decree 196/2003 and in the EU Regulation n. 679/2016;
- the provision of these required data for the purposes expressed is compulsory, except for the document "Equivalent Economic Situation Indicator (ISEE)" whose submission is optional. Without these requested data, the Services provided cannot be guaranteed;
- the collected data will be kept by the Human resources and organization of Politecnico di Milano - CUG administrative office, up to the period required by the use of these ranking lists and, in any case, up to the period required for the storage of documents related to administrative procedures (5 years);

the Data Controller ensures that data will not be forwarded to third countries or to international organizations;

Rights of the interested parties

As interested party, s/he has the rights under Article 7 of Legislative Decree n. 196/2003 "Code concerning the protection of personal data" and Article 15 of EU Regulation n. 679/2016 “EU Regulation regarding the protection of personal data” and in particular: 1.to obtain confirmation of the existence, or otherwise, of his/her personal data concerning him/her, even if not yet recorded, and communication of them in a comprehensible form.
2. to obtain information about: a) the origin of personal data; b) of the purposes and methods of data processing; c) of the procedure applied in case of treatment made with electronic means; d) of the identification data of the manager, of responsible and representative persons appointed under Article 5, paragraph 2 of Privacy Code and Article 3 paragraph 1, GDPR; e) of the subjects or categories of subjects to whom the data may be communicated or that may become aware of them, as appointed representative in the State territory, or as managers or appointees;

3. to obtain: a) update, rectification or, when interested, integration of data; b) the cancellation, anonymization or blocking of data processed unlawfully, including data whose storage is not required in relation to the purposes for which the data were collected or subsequently processed; c) certification that the operations under letters a) and b) have been notified, also regarding their content, to those to whom the data were communicated or made known, except where such compliance is impossible or involves a manifestly disproportionate use of means with respect to the protection of this right;

4. to oppose, completely or partially: a) for legitimate reasons regarding the processing of his/her personal data, related to collection purposes; b) to the processing of his/her personal data, for the purpose of sending advertising, direct sale material or for carrying out market research or commercial communication, through the use of automated call systems without the intervention of an operator, by e-mail and/or through traditional marketing methods, by telephone and/or paper mail. It should be noted that the right to object of the interested party, set out in point b) above, for direct marketing purposes through automated tools is extended to traditional ones and that, in any case, the interested party can exercise the right to object even only partially. Therefore, the interested party can decide to receive communications only through the traditional methods or only automated communications or none of them.

5. where applicable, s/he also has the rights as referred in Articles 16-21 of GDPR (Right to correct, right to be forgotten, right of limitation of data treatment, right to data portability, right to object), as well as the right of complaint to the Data Protection Authority.

**Exercising the rights**

At any time, your rights can be exercised by contacting the Data Protection Officer, through the following contacts:
- E-mail privacy@polimi.it
- University PEC address: pecateneo@cert.polimi.it