



OPERATING
DOCUMENT
NURSERY SCHOOLS
OF POLITECNICO DI MILANO

Contents

1. INTRODUCTION	3
2. PURPOSE OF THE NURSERY SCHOOL.....	3
3. TYPE OF USERS AND ACCOMMODATION CAPACITY	4
4. STAFF	4
5. CALENDAR	4
6. CALENDAR AND SERVICE HOURS	5
7. SETTLING-IN PERIOD	6
8. ENTRY AND EXIT	6
9. ABSENCE.....	6
10. HEALTH CONDITIONS	7
11. MEALS.....	7
12. ADDITIONAL AND/OR OPTIONAL SERVICES	7
13. CONFIRMATIONS	8
14. CANCELLATION OF SERVICE	8
15. NURSERY SCHOOL-FAMILY RELATIONSHIPS - MANAGEMENT COMMITTEE.....	8

1. INTRODUCTION

The nursery school of Politecnico di Milano was founded in 2008 as a service of the company, thanks to a grant from Lombardia Region and is part of the Three-Year Positive Action Plan promoted by the Single Guarantee Committee.

This initiative has two main goals:

- simplify the needs of families with work and study time;
- build a relationship between Politecnico di Milano and people who live its structures, regarding an important aspect of people's family life, such as the care and education of children, by preserving the fundamental principle of the nursery school as an educational and social tool.

This document must be intended as an integration of the service charter provided by the operator, where it is possible to view the educational project.

2. PURPOSE OF THE NURSERY SCHOOL

The Nursery school of Politecnico di Milano aims to assist families in the care and growth of children, by respecting individual, cultural and religious identity.

It proposes 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 educational staff;
- on simplification of life, work and study 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.

Consistently with the educational and social functions of the service, the Asilo Nido 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.

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.

3. TYPE OF USERS AND ACCOMMODATION CAPACITY

The Nursery school of via Valvassori Peroni and the Micronido in via Candiani are daytime services with accommodation capacity of 25 and 10 children respectively, **with 3 months of age**, within 31 December 2019, until the completion of the educational year in which they can be admitted to the pre-school.

Priority is given to families of employees, Technical and Administrative staff, Teaching staff, PhD Students, Temporary research fellows, students and persons that in different ways (including visiting professors) collaborate with Politecnico di Milano. After verifying the availability of places, children of employees of affiliated organizations with Politecnico and of external subjects can be considered.

Registrations to nursery, for the educational year concerned, will be made upon presentation of the application form to be sent after annual publication of the specific call. Publication of tender notice will be made by Politecnico di Milano that will take care of its divulgation.

The composition of groups of children organized in age groups will be defined by the educational team in collaboration with the Pedagogical Coordinator.

4. STAFF

The professional profiles of the service:

- coordinator;
- educational staff;
- supporting staff;

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.

5. CALENDAR

The Nursery schools are open normally from 1 September to 31 July each year, from Monday to Friday, according to the annual schedule of Politecnico.

The opening of Leonardo nursery school is planned for 47 weeks a year as provided by regional regulations in force. The opening period can be reduced to 46 weeks, if in the first week of August all parents provide their renunciation, in writing, about the attendance.

The opening period of the Micronido Bovisa will be compulsorily provided for at least 45 weeks.

6. CALENDAR AND SERVICE HOURS

The opening hours is in line with minimum and regulatory levels required by the legislation for what concern the operation authorization currently defined as follows:

Leonardo Nursery school

Via Valvassori Peroni, 17

Full-time: 8:00 -18:30 - from Monday to Friday

Part-time: 8:00 -13:30 - from Monday to Friday

Micronido Bovisa

Via Candiani, 72

Full-time: 8:00 -18:00 - from Monday to Friday

Part-time: 8:00 -13:30 - from Monday to Friday

In both nursery schools, the time of entry is from 8:00 to 09:30 a.m.

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 18:00/18:30 (second exit).

In compliance with the places and the organizational compatibility, flexible attendance is also allowed for 2 or 3 days in full time or part time and for short periods due to exceptional work or study needs.

The nursery school rooms, can be used by the service provider and/or by the Single Guarantee Committee of Politecnico for holding cultural and social initiatives, agreed between parties and compatible with cultural promotion of children's rights and relation with the territory.

7. SETTLING-IN PERIOD

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.

The educational staff defines spaces, time and settling mode, depending on the specific characteristics of children and their family, and on feedback from both.

The educational staff is the real guide in this period of time: they can be considered as the "hosts", which the parents will take as reference throughout the whole experience at the nursery school.

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.

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.

Before starting the settling, parents of children, that will attend the nursery school, are invited to a meeting with the aim of providing information on the following aspects:

- making a presentation of the structure and functioning of the nursery school;
- how children are settled-in;
- the individual interview, which will take place a few days before starting to attend, must be agreed with parents

The settling-in period at the nursery, for children from 3 months or more, will be carried out in groups, usually in September/October and January/February of each year.

8. ENTRY AND EXIT

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.

To ensure respect of children well-being and best organization of educational activities, normally **entry or exit in different hours than those stated in Article 6 are not allowed.**

9. ABSENCE

In case of absence of the child, **parents are required to contact the nursery school before 8.30 am** of the same day, by phone.

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 consecutive months.

10. HEALTH CONDITIONS

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.

11. MEALS

Lunches and mid-morning and afternoon snacks, by the provider, follow healthy menus that meet the guidelines of the Local Health Unit for children 0-3 years old.

The company is certified in accordance with HACCP and internal distribution too is governed by these standards. 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 pediatrician through a certificate.

In order to further protect the health of children by ensuring a good quality of food provided, Politecnico organizes special inspections during the year, through the skills of the specialized staff of the Department of Veterinary Sciences for Health, Animal Production and Food Safety - VESPA - of the University of Milan.

At the beginning of the educational year, parents can ask for menus consistent with their ethical and religious beliefs. Any food allergies should be promptly communicated, in writing, to the service provider by the parents.

12. ADDITIONAL AND/OR OPTIONAL SERVICES

Any 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, or the extension of the nursery service for the whole month of August will be activated according to the procedures and deadlines defined by the service provider, also in relation, where necessary, to the needs of the users.

The cost of additional services is defined by the Service provider in agreement with Politecnico di Milano, and will be paid by users directly to the Service provider, with the methods and deadlines provided for this service.

13. CONFIRMATIONS

In the period before the opening 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. The confirmation form must be given, as specifically required, within the date indicated by the service provider under agreement with Politecnico di Milano.

Without confirmation, the security initially paid at registration will be returned.

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.

14. CANCELLATION OF SERVICE

In case of cancellation of the place, before the start of the child's attendance to the nursery school, the security paid at registration will be deducted.

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.

Otherwise the family will have to pay the full monthly fee.

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.

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.).

Cancellation from the service and the related termination of payment of the fee is admitted only until April.

15. NURSERY SCHOOL-FAMILY RELATIONSHIPS - MANAGEMENT COMMITTEE

During the school year of the nursery, at least two meetings with all parents are planned, with informative and training aims. The presence of both parents is recommended.

Coordinator and educators are also available for individual meetings with families.

To ensure compliance with requirements contained in this operating document of the nursery 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 1

representative of the parents 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.

In order to promote research initiatives, supervise trainees and assess the quality of the educational activity and the child's psychophysical well-being, a Scientific Committee will be appointed. Representatives of the provider, external experts and employees of Politecnico with specific skills may be appointed as members of the Scientific Committee.