HAVING REGARD to Law No. 168 of 09.05.1989, "Institution of the Ministry of the University and Scientific and Technology Research" and later amendments;
HAVING REGARD to Law No. 241 of 07.08.1990, "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 Legislative Decree n. 165 of 30.03.2001 "General rules on the structure of employment in public administrations" and subsequent amendments;
HAVING REGARD to Law 30.12.2010, n. 240 "Rules on the organisation of Universities, academic staff and recruitment, as well as delegation to the Government to promote the quality and efficiency of the university system" and subsequent amendments;
HAVING REGARD to Law 06.11.2012, n. 190 "Provisions for the prevention and repression of corruption and illegality in public administration", and subsequent amendments;
HAVING REGARD to Legislative Decree 14.03.2013, n. 33, "Reorganisation of the regulations concerning the right of civic access and the duties of publicity, transparency and dissemination of information by public administrations" as amended by Legislative Decree 25.05.2016, n. 97 "Review and simplification of the provisions on the prevention of corruption, publicity and transparency, amending law n. 190, 6 November 2012, and legislative decree n. 33, 14 March 2013, pursuant to Article 7 of Law n. 124, 7 August 2015, concerning the reorganisation of public administrations";
HAVING REGARD to 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 the free movement of such data, and repealing Directive 95/46/EC (General Regulation on Data Protection);
HAVING REGARD TO the current Statute of the Politecnico di Milano;
HAVING REGARD TO the current University Regulations for Administration, Finance and Accounting;
HAVING REGARD TO the Employee Code of Conduct of the Politecnico di Milano;
CONSIDERING that the Single Guarantee Committee of the Politecnico di Milano has promoted the positive action known as "Asilo Nido";
HAVING THUS RECOGNISED the need to issue a call to create a list for the allocation of available places at the childcare facility of the Politecnico di Milano, located at the Leonardo and Bovisa Campuses, for the year 2020/2021, while defining the usage and management rules of the service for the internal users of the Politecnico di Milano, as defined in the Call, and any external parties;

HEREBY
DECREES
Art. 1
Call for applications

1) A Call for applications is hereby issued, for the creation of a list for the allocation of 25 available places at the childcare facility of the Politecnico di Milano, in Milan, via Valvassori Peroni, n. 17 and 10 places at Micronido of the Politecnico di Milano in Milan, via Candiani 72, for 2020/2021.

Art. 2
Recipients

1) The childcare facility of via Valvassori Peroni and the Micronido (crèche) facility in via Candiani are day care services with accommodation capacity of 25 and 10 children respectively, aged 3 months and over, by 31 December 2020, until the completion of the educational year in which they can be admitted to the pre-school.

2) The places currently available for the 2020/2021 educational year at the childcare facility located in Milan, via Valvassori Peroni, n. 17, are:

• n. 4 - youngest (from 3 to 18 months)

3) The places currently available for the 2020/2021 educational year at the Micronido (crèche) located in Milan, via Candiani n. 72, are:

• n. 4 - youngest (from 3 to 18 months)
• n. 1 - medium-young (from 19 to 36 months)

4) Children aged from 3 to 36 months will, as a general rule, be divided into homogeneous groups. The composition of the groups will be defined by the educational team in collaboration with the Pedagogical Coordinator.

Art. 3
Staff

1) The professional figures operating in the service are:

• coordinator
• educational staff
• supporting staff

2) The numerical ratio of children/educators as set out by current legislation (Decree of the Regional Government 7/20588 of 11.02.2005), as well the possession of recognised qualifications, will be guaranteed.

Art. 4
Requirements for participation in the allocation of places

1) The following can apply for registration for their children:

a) employees of the Politecnico di Milano: Technical/Administrative Staff and Teaching staff; post-doc research fellows, scholarship holders, PhD Students, students and persons with any kind of collaboration contract with the Politecnico di Milano (such as collaborators and adjunct professors). It is possible to submit an application even if the employment contract is close to expiry, provided that the contract is renewed for the beginning of the new educational year (September) and states that the holder shall be at the Politecnico for at least six months in the relevant educational year;

b) employees of organisations affiliated with or bound to the Politecnico di Milano. Their access shall in any case be subordinate to that of the persons referred to in point (a) of this article;

c) the immediate family of employees of the Politecnico di Milano (pta and PD) referred to in letter a) if all the requests of the personnel referred to in letters a) and b) have been met.

2) In order ensure both that the childcare facility will be at full capacity, and to guarantee the financial sustainability of the nursery, individual external parties who use, as priority, the full-time service and
who meet all the other requirements, may also apply to this Call for applications. Their access shall in any case be subordinate to that of the persons referred to in points (a), (b) and (c) of this article.

3) The fees are listed in Art. 8 below.
Art. 5
Assessment criteria

1) The allocation of available places for each childcare facility will be carried out through two separate ranking lists according to age groups: youngest and medium-young children.
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. post-doc research fellows, scholarship holders, PhD students;
   IV. Politecnico students;
   V. persons with any kind of collaboration contract with Politecnico di Milano (such as adjunct professors and collaborators), provided that the contract states that the holder must be present at the Politecnico for at least six months in the 2020/2021 educational year;
   VI. employees of organisations affiliated with or bound to the Politecnico di Milano;
   VII. the immediate family of employees of the Politecnico di Milano;
   VIII. external individuals.
3) In the event of a tie, priority will be given to families that have attached a lower amount of ISEE [equivalent economic situation indicator] certification to the application and, in the event of a further tie, priority will be given to the youngest child.

Art. 6
Documents to be submitted for the allocation of places

1) The application form is compulsory, with personal data of the parent and child(ren):

   Attachment 3 – employees, collaborators and students of the Politecnico di Milano

   Attachment 4 - employees of organisations affiliated with/bound to the Politecnico di Milano

   Attachment 5 - the immediate family of employees of the Politecnico di Milano;

   Attachment 6 - Persons not connected with the Politecnico di Milano

2) ISEE/ISEEU (Equivalent Economic Situation Indicator). The DSU [self-declaration] is not considered valid for the purposes of Articles 5 and 8 of this Call for applications. The ISEE/ISEEU is mandatory in order to take advantage of the contribution of the Politecnico Equal Opportunities Programme as per art. 8 of the call for applications.

   In the case of a private entity, a document certifying the type of employment/collaboration relationship with the entity itself.

   (3) The ISEE certificate must be issued in 2020. For all information please refer to the Inps website.

Art. 7
Attendance Leonardo
and Bovisa
kindergartens

1) Attendance at the childcare facility will be as shown in the following table:

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1 Entities that are considered bound to the Politecnico di Milano are organisations that have entered into a contract with the Politecnico; consortia, centres of excellence of the Politecnico di Milano such as MIP, PoliDesign, Cefriel, Polihub.
Entrance to the nursery from 8am to 9.30am

<table>
<thead>
<tr>
<th>ATTENDANCE</th>
<th>EXIT from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full time:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.00-18.00 (Micronido Bovisa)</td>
<td>a) 16.00</td>
<td>16.30</td>
</tr>
<tr>
<td></td>
<td>b) 17.15</td>
<td>18.00</td>
</tr>
<tr>
<td>8.00-18.30 (Nido Leonardo)</td>
<td>a) 16.00</td>
<td>16.30</td>
</tr>
<tr>
<td></td>
<td>b) 17.15</td>
<td>18.30</td>
</tr>
<tr>
<td><strong>Part time:</strong></td>
<td>13.00</td>
<td>13.30</td>
</tr>
<tr>
<td>8.00 – 13.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Flexible attendance:</strong></td>
<td>Entry ad exit time as above</td>
<td></td>
</tr>
<tr>
<td>2 or 3 days in full time or part time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Applications for flexible attendance will be included in the ranking only if all of the users’ part time and full time requests under point 1 Art. 4 have been met, and there are vacancies.

2b) Flexible attendance is for 2 or 3 days in full time or part time.

3) Flexible attendance is not permitted for persons outside the Politecnico di Milano.

4) The days and times of flexible attendance are to be indicated during registration, as per attachments 3, 4, 5, and cannot be modified except in exceptional cases and subject to organisational availability of the nursery service. Any such amendment is to be considered final.

5) It is possible, in case of necessity, to change the attendance from full time to part time and vice versa, by getting in touch with the nursery and cug-segreteria@polimi.it using the appropriate form, the month before the month affected by the change.

6) If places are available, and compatible with the adequate organisation of the educational service, applications for full time, part time or flexible attendance may be accepted even during the course of the year.

7) The Administration reserves the right to evaluate whether nursery users shall be permitted to continue using the service, if, without prior warning, they fail to respect the nursery’s hours on three occasions, or if they are reported by the nursery for problems in the proper performance of the educational service.
Art. 8
Fees

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

A - Monthly payment for the children of employees, collaborators in any capacity and students of the Politecnico

For the users referred to in letter a) of art. 4 (employees, collaborators in any capacity, Politecnico students), fees are differentiated according to the ISEE income bracket:

<table>
<thead>
<tr>
<th>BAND I</th>
<th>ISEE ≤ €27,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAND II</td>
<td>€27,001 &lt; ISEE ≤ €45,000</td>
</tr>
<tr>
<td>BAND III</td>
<td>ISEE &gt; €45,001</td>
</tr>
</tbody>
</table>

**TABLE 1: ISEE BANDS**

<table>
<thead>
<tr>
<th></th>
<th>BAND I</th>
<th>BAND II</th>
<th>BAND III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>€280</td>
<td>€400</td>
<td>€500</td>
</tr>
<tr>
<td>Part time</td>
<td>€190</td>
<td>€270</td>
<td>€340</td>
</tr>
</tbody>
</table>

Table 2: monthly fees for employees, post-doc research fellows, PhD students, students and collaborators

In the absence of ISEE certification, the fee corresponding to Band III will be assigned.

Subject to prior presentation of the ISEE/ISEEU by the beginning of the new educational year (September), the fees for students, PhD students and post-doc research fellows will be supported by the Politecnico Equal Opportunities Programme (www.polimi.it/il-politecnico/progetti-di-ateneo/pari-opportunita-politecniche-pop/), to enable them to participate more easily in study and research in accordance with the 2020-2021 Positive Action Plan.

For female students, PhD students and post-doc research fellows, the Politecnico Equal Opportunities Programme will also support the fees for any attendance at the nursery service in August, and at the pre-school service in September. This support is provided only for weekly (not daily) membership fees in the ISEE Band I.

For the determination of the fee, the ISEE certification may be presented during registration, if not previously sent together with the application form.

If the collaboration relationship between the Politecnico and the post-doc research fellow, the PhD student, the adjunct Professor or, in the case of a student, the study relationship, should cease during the educational year, the monthly fees assigned according to Table 2 are considered valid until the end of the educational year.

If two or more children are attending at the same time, the fee for the second and any subsequent children will be reduced by 20%.
B - Monthly fee for the children of employees of organisations affiliated with the Politecnico di Milano, of immediate family members of employees of the Politecnico di Milano and persons outside the Politecnico:

<table>
<thead>
<tr>
<th></th>
<th>MONTHLY FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>€680</td>
</tr>
<tr>
<td>Part time</td>
<td>€480</td>
</tr>
</tbody>
</table>

Table 3: Monthly fees for the children of employees of organisations bound to the Politecnico, immediate family members of employees of the Politecnico di Milano and external parties

Any contribution made by the affiliated organisation will be applied to the member in the form of a discount.

2) The fee must be paid from September to June inclusive, and it must be considered as a monthly fee, regardless of the number of days that the nursery opens, and the number of days that the child attends.

For all users, the fee includes snacks, meals, nappies, hygiene and sanitary supplies, educational materials, and insurance.

Users are required to pay the actual cost of the meals, up to an amount that, in any case, shall not exceed €4, in the event of absences not communicated within the terms defined in paragraph 9 of the operating document of the childcare facility of the Politecnico di Milano, attached to this call.

3) The cost of flexible attendance will be calculated in proportion to the average cost of the day according to the monthly fee, calculated as per point 1.

Just as an example:
If requesting 3 full-time days, with the Equivalent Economic Situation Indicator for band I income, the corresponding calculation to be applied is 280/5 days per week*3 = 168 euros. Therefore, the initial reference for calculation will be the full-time fee.
4) If during the month the child has attended the childcare facility from 0 to 5 days, the family will pay 50% of the fee. This reduction is applied to full-time or part-time attendances and proportionally to Flexible attendance.

5) For the month of July only, it is possible to attend for the entire month, or to choose the first or second half of the month. If attending just one of the two periods, half of the fee must be paid.

6) If the 47th week, as provided by the law, corresponds, completely or partially, with the first week of August, the service will be activated only on the basis of a minimum number of requests and for at least 3 days, through specific communication and identification of the requirement.

7) During the 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% is payable for children placed after the 15th day of the month.

8) If the family requests to postpone the settling date, with respect to that provided for by the nursery, the fee for the settling period must, in any case, be duly paid in order to maintain the child’s place at the childcare facility.

Art. 9
Payment of fees

1) Upon registration, all subscribers are required to pay a monthly fee, as set out in Article 7, as a security deposit that can be used only for the last month of attendance at the childcare facility. The deposit must be paid to the Politecnico di Milano via bank transfer with the following bank details:
Politecnico di Milano - BPS office Via Bonardi – IBAN IT34T056960162000001600X69, indicating as the reference “nursery deposit”.

2) The payment of the fee, as well as any payment for meals for absence not communicated within the terms established as per art. 7, will be processed in the manner described in paragraphs 3, 4 and 5 of this article.

3) For employees and full professors of the Politecnico, the payment of the fee can be made, according to the user’s choice, in the following ways:
   - bank transfer with the following bank details: Politecnico di Milano - BPS office Via Bonardi, IBAN IT34T056960162000001600X69, indicating as the reference “fee for childcare facility, month of: ... user name), to be carried out by the 20th of the month following the month of attendance, subject to notification by the competent office of the actual amount to be paid.
   - deduction directly from the salary, which will take place with the salary wage slip of the month following the month of attendance

4) For post-doc research fellows, scholarship holders, PhD students, students, collaborators of the Politecnico of any kind, the payment of the fee shall be made by bank transfer with the following bank details:
5) For users referred to in art. 4, paragraph 1, letter b) - employees of entities affiliated with the Politecnico di Milano, as well as users referred to in art. 4, paragraph 2 - external parties, payment of the fee will be made by bank transfer with the following bank details: Politecnico di Milano - BPS office Via Bonardi, IBAN IT34T056960162000001600X69, indicating as the reference “fee for childcare facility, month of: ... user name”, to be carried out by the 20th of the month following the month of attendance, subject to notification by the competent office of the actual amount to be paid.

6) In the event of delayed payment of monthly fees for a period of two months (even if not consecutive), Politecnico di Milano can unilaterally assess the immediate loss of the right for children to attend the Nursery/Micronido (crèche) of the Politecnico di Milano.

Art. 10

Additional and/or optional services

1) Any additional and/or optional services, such as, by way of example, the pre-school service to accommodate, in September, children who attended the childcare facility and will move to the preschool, 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.

2) The cost of additional services is established by the service provider in agreement with the Politecnico di Milano, and will be paid by users directly to the service provider, with the methods and deadlines set out in relation to this service.

Art. 11

Deadlines and application procedure for participation in the allocation of places

1) Applications on plain paper (attached form 3, 4, 5, 6) addressed to the person in charge of the procedure, must be submitted and registered, no later than 12.00 on 20th April 2020, to the Protocol Service of the 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 "nursery application". Applications may be submitted from the date of publication of this Call. Only applications received through the two methods indicated above will be evaluated.

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.

Art. 12

Submission of applications after the deadline of the Call for applications

1) If, when the educational year has already started, there are places still available, it is possible to apply for a place allocation, by presenting documents referred to in Art. 6 and as specified in Art. 4. The acceptance of the applications, carried out by the CUG, will be subject to a positive evaluation by the service provider, regarding the possibility of inclusion of the child in the educational project that has already started.

Art. 13 Selection Board

1) At the end of the deadline for the submission of applications, the designated Selection Board will create two different ranking lists for the two age groups (youngest and medium-young children), and for the two childcare facilities, according to the criteria specified in Art. 14 below.

2) The Selection Board will be appointed by the Director General of the Politecnico di Milano, after consultation with the Single Guarantee Committee.
Art. 14
Criteria for creation of the ranking list

1) Determining the ranking list
A ranking list will be created for each age group, with priority given to applications from technical and administrative staff, then teaching staff and those who collaborate with the Politecnico in various ways (please see Art. 5). Each application will be then assessed, based on the score obtained according to the criteria set out in point 2 below.

2) Each ranking list, for access to the childcare facility for a specific age group, will be formulated taking into account the following criteria and scores:

1a - Family unit (the child for whom the application is made, the parents and any siblings of the child are considered to be members of the family unit):

a) family unit in which there is a parent with disabling physical and/or psychological conditions (greater than or equal to 66%) recognised by the Disability Commission of the Local Health Authority - 3 points

b) number of children (including the one being registered):
   - children in the age group 0-3 years (*) - 2 points for each child
   - children in the age group 4-6 years (*) - 1 point for each child
   - children older than 6 years (*) - 0.5 points for each child
   - children yet to be born, for whom it is sufficient to indicate the expected date of birth - 1 point
   (*) The age of the child in September (beginning of the new educational year) will be taken into account.

   (*) if the number of days of the date of birth is greater than 15 they will be rounded up to the month

   c) child, whose registration is requested, who is disabled (with certification from the Local Health Authority) - 3 points

   d) household with other children with disabilities - 1 point for each child

   e) family unit in which there are sisters/brothers who already attend and/or will attend, in the educational year for which enrolment is requested, the Politecnico nursery - 1 point

   f) children on the waiting list from the previous educational year - 2 points

1b - Employment situation of parents:

a) single-parent household - 3 points

b) with both parents in full-time employment - 2 points

c) with one parent working full-time, and one parent in part-time employment - 1.5 points

d) with both parents in part-time employment - 1 point

e) with one parent working part-time or full-time, and one unemployed parent - 0.5 points

For the purposes of scores under criteria 1b, post-doc research fellows, PhD students and students are considered as full-time workers, while adjunct professors are considered as part-time workers.

1c - Economic band

In the event of the same score being obtained for criteria 1a and 1b, priority will be given to families with lower ISEE certification.

In case of a further equal score, priority will be given to the youngest child.

3) Acceptance of the child
The child will be accepted on the basis of available places for each age group.

For employees of affiliated organisations, immediate family of employees of the Politecnico di Milano and external parties, the child will be accepted on the basis of the available remaining places. For external parties, priority will be given to applications for full-time enrolment.
Art. 15
Publication of the Ranking List

1) The ranking list related the allocation of places at the childcare facility of the Politecnico di Milano will be published on the University Register by **6pm on 30 April 2020**.
2) Places must be accepted no later than **15 May 2020**, along with payment of the deposit and confirmation of the chosen time slot.
3) Failure to complete the registration according to the procedures and deadlines indicated above will result in the place being cancelled.
Art. 16
Cancellation of the service

1) In case of cancellation of the place, before the start of the child's attendance at the nursery, the deposit paid at the time of registration will be retained.
2) In case of cancellation of service, the family is required to submit a written statement by the first day of the last month of attendance; under this condition the deposit for the last month of attendance will be refunded.
3) Otherwise the family will have to pay the full monthly fee.
4) Payment of the monthly fee is also due if the child's attendance is be cancelled during the settling period, and the deposit will not be refunded.
5) The declaration of cancellation must be signed by a parent or, in special and duly documented cases, by someone acting in their place (tutor, foster parent, etc.).
6) Cancellation of the service and relative cessation of payment of the fee is only permitted until the month of April.

Art. 17
Contacts for submitting questions

1) For any questions concerning the organisation of the childcare facility service or participation to this call for applications, please write to the CUG Secretariat: cug-segreteria@polimi.it - phone +39 02 23992630.

Art. 18
Information on the use of personal data and the rights of the declaring party

1) In order to access the services of Micronido (crèche) and childcare facility, applicants must provide the personal data requested, which will be processed and collected according to the provisions in force regarding the confidentiality of personal data.
2) The Politecnico di Milano provides specific information regarding the collection and processing of data for this Call.

Art. 19
Person in charge of the Procedure

1) Pursuant to Articles 4 et seq. of Law no. 241 of 07.08.1990, "New rules on administrative procedure and right of access to administrative documents", as amended, the person in charge of the procedure is Dr. Alessandro Scelsi of the Human Resources and Organisation Area - email alessandro.scelsi@polimi.it.

THE DIRECTOR GENERAL
Ing. Graziano Dragoni

signature according to the Digital Administration Code