



FAQ – Childhood School

How to register your child with the municipal childhood school? (How and when to submit the application for registration?)

The request for registration to the municipal childhood school must be effected on-line, by connecting to the site <https://servizi.055055.it/iscrizionimaternefe/>

The period of registration, set through a circular of the Management of Education, coincides generally, with the period January/February of the year in which the child would start attending school (in September). For the school year 2019/2020 the period for enrolment is from January 7th to January 31st 2019.

Is it possible to register in more schools?

No. Nevertheless, indication can be made for an additional school as an option, useful in case the application is not accepted for the lack of place in the first school of choice. As an option municipal childhood and state schools can be indicated for as long as there is a unified system of information technology. It is advisable that a school pertinent to the area of residence be indicated in the application to obtain more points on the waiting list.

In what way can I know my school of reference?

By consulting the site of the Municipality of Florence at the following address: <https://www.comune.fi.it/servizi/cercascuola> and clicking on the (schools search engine) “motore di ricerca scuole di appartenenza”.

When do I know that the registration has been accepted?

The waiting list is published between April and May and are traceable on the site of the Municipality of Florence or, in September at the individual schools.

In the case of non acceptance of the application for registration with a school, what can the family do?

It is possible to make a new application for registration, also after the period provided, for another school, for as long as a waiting list would be approved within the month of July which could be utilized for further eventual available places.

Which is the scholastic calendar?

The scholastic calendar is that set by the Tuscany Region, for the schools of the regional territory.

What is the weekly timetable of the schools?

From the hour 8.30 to the hour 16.30, from Monday to Friday.

Is there a provision for reception in advance?

Yes, by applying at the moment of registration, it is possible to apply for entrance in advance from the hour 7.30 or from the hour 8.00

The service is operational in schools and enabled only on the bases of a minimum number of requests.

Is there a provision for a deferred exit?

Yes, by applying at the moment of registration, it is possible to request for a deferred exit at the hour 17.00

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How can application for exit in advance be made?

Exit in advance in respect of the ordinary timetable must have an irregular character and be motivated.

It is possible to make a specific request for the afternoon exit in advance to allow for the frequency and extra scholastic (sport, music, dance...) through a form to request from the teachers.

In the school, for boys/ girls is rest in the afternoon possible?

In the childhood school provision is not made for the afternoon rest. Nevertheless, after lunch, a moment of relaxation and rest is allowed.

Is the choice of timetable made at the beginning of the year binding?

Yes.

Who takes care of the meals?

The scholastic Meals Service of the Management of Education.

Who assists the children during lunch?

The meals routine is also to be considered an educative moment, for which the teaching staff assist the boys/girls, by participating in the lunch. The executive personnel who is also present ensures the apportioning of the dish.

Is registration to the school meals service automatic for the boys and girls registered with the school?

No, for those who choose the extended time (till 16,30) the form relating to the school meals must be filled.

To whom should inquiries be made, for issues concerning particular diets, for health or religious motives?

Eventual variations of the menu are possible (displayed in each school) in case of allergies or intolerance (upon the presentation of a medical certification) or for ethical motivations that is religious (by self certification). The application must be done at the moment of registration, except problems emerging in the course of the school year. And furthermore, it is possible to request, for not more than 3 consecutive days, for a “white”, meal in the presence of gastrointestinal problems without the presentation of a certification or a medical prescription.

What is the “supply” a child should always have handy?

It is advisable that the child be dressed in a practical manner (for example all in gymnastic, shoes with latches to buckle ...) and with clothes that can be soiled with colors and glue. This must be deposited in the school, in a cloth sack or in a box, a complete replacement for the child (underwear, clothes, shoes) for use in case of necessity and to check periodically also in relation to the season. In the rucksack of the child, to check daily, put a plastic cup, a placement and a gag. Label all the articles and personal objects with the name of the child.

The boy/girl wears an apron?

There isn't a general rule for all schools. There are schools where this is required and others where it is not. The communication regarding this is done by the personal teachers at the first meeting with the family of the children and the newly registered.

Are children who are not autonomous in the use of the hygienic services, that is those still using napkins admitted to the school?

Yes, even though it is desirable that they already have sufficient autonomy.

Who takes care for hygiene in the school?

The personnel E.S.E (Esecutori Servizi educativi). And external workers, who comply with the appropriate procedure for the ordinary cleaning of the environment.

Is there a procedure for lice infest?

Yes, there are specific indications by the ASL (Health Dept.) on how teachers and parents should conduct themselves at school in case of lice infest. It is advisable that periodical checks of the hair of the child be done to verify the presence of parasites or lice and, in case of the affirmative, promptly inform the teachers who would give an indication on what conduct to comply with.

What is the conduct required in the teaching of the Catholic Religion?

At the time of registration, the family has the option to register the child or not , through out the scholastic year, for the teaching of the Catholic Religion. There is provision for alternative activity for families who have not applied.

What is the P.T.O.F.?

It is the three-years plan of the Training Proposal. The document which clearly expresses the cultural identity and planning of every childhood school and developed on the limits of the teaching autonomy, on the bases of the National Indication for the curriculum, geared by the MUIR (national Department for Education), and the line of address of the Municipality of Florence childhood Service Services.

Such document prepares action of: reception, inclusion/socialization, educational continuity, relation with the territory, and documentation activity.

Can a section be chosen at the moment of registration?

No, as long as the registration is done at the school, not at the section.

What are the criteria for the composition of the section?

The College of teachers of each school proceeds towards the formation of sections based on the criteria indicated in the Circular for registration and established by the Service which relates to: the numerical balance in respect of the three phases of age, affinity of category, citizenship and situations of disadvantage.

I have two children registered with the same childhood school, is it possible to include them in the same section?

No, to facilitate and implement personal autonomy, the sense of citizenship and the construction of identity, at the moment of the formation of sections, children belonging to the same family are included in different sections.

How and when can the formation of sections be known?

The list of sections are pasted in each school in September.

Which are the times, provided for and calendarized, for communication between school and family?

- Meetings with parents of children newly registered: holds at the end of June or the beginning of September before the start of school, according to the choice of each individual school.
- Presentation of the P.T.O.F. (Three-years Plan of Training Proposal): holds between October and November to explain to the families the Educative Program of the School relating to the year in progress.
- Individual meetings: at least one is guaranteed a year for each single family, on the understanding that the teachers are available to set further

meetings if the family requests for them or the teachers think they are necessary.

- **Meetings of sections:** meetings between parents and teachers in every single section
- **Verification of the P.O.F.:** holds at the end of the scholastic year to verify together with the families how much was realized through the Educative Program of the School.

Is it possible to ask for medicines to be administered on the part of the personal teachers?

Yes, in the case in which a girl or boy must take a life-saving drug or however indispensable during the scholastic timetable. It is necessary that the family produces a doctor's certification and authorizes the teachers through the appropriate form.

After how many days of absence is there need to bring the doctor's certificate?

The doctor's certificate for the readmission to school following a sickness is necessary after an absence over the 5th day (the reentry to school on the 6th day does not necessitate a certification); days of festivities are calculated only if at the horsetail period of sickness (example: 1. beginning of absence Friday, the reentry to school until the following Wednesday does not require a certificate, from the following Thursday onwards yes; 2. beginning of absence Monday, reentry to school the following Monday does not necessitate a certificate, from the following Tuesday yes).

In the case of plastering, suture and medication it is possible to re-admit to school the boy/girl with a declaration written by the parents.

TO BE ALWAYS UPDATED VISIT THE SITE

<http://educazione.comune.fi.it/3-6anni/index.html>