

## FAQ – Municipal Infant School

### **How to enroll your child with the municipal infant school? (How and when to submit the application for enrolment?)**

The request for enrolment to the municipal infant school must be made on-line, by connecting to the site <https://servizi.055055.it/iscrizionematernefe/> - The service is open only during the period of enrollment.

The period of enrolment, 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) and with the period indicated in the Ministry of Education Circular, of the same object.

### **Is it possible to enroll 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 and state infant 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 web site of the Municipality of Florence at the following address: <https://www.comune.fi.it/servizi/cercascuola> and clicking on the “motore di ricerca scuole di appartenenza” (schools search engine).

### **When do I know that the registration has been accepted?**

The lists for the new enrolment are published generally between March and April and they are traceable on the web site of the Municipality of Florence <https://educazione.comune.fi.it/> or at the individual schools.

### **Can I change the submitted application?**

To make changes in the enrolment, you have to enter the online application system and click on "cancel" (“annulla/rinuncia”), then you can create a new request with the correct data.

### **In the case of non acceptance of the application for enrolment at a school, what can the family do?**

It is possible to make a new application for enrolment for another school, even after the deadline, as a second ranking will be approved by the end of July, which could be used for further available places. However, to carry out this procedure, it is first necessary to cancel the previous application.

### **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?**

The ordinary timetable is from 8:30am to 4:30pm, from Monday to Friday. However, it is also possible to choose a reduced time, that is from 8:30 to 12:30, from Monday to Friday.

### **Is the timetable choice made earlier this year binding?**

Yes

### **Is there a provision for early entry?**

Yes, during the enrolment it is possible to apply for entrance in advance from 7:30am or from 8:00am.

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

### **Is there a provision for a deferred exit?**

Yes, at the moment of application, it is possible to request for a deferred exit at 17:00pm.

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

### **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 an early afternoon exit to allow attendance at extracurricular activities (sports, music, dance ...) through a form to be requested from the teachers.

### **In the school, is it possible for boys/ girls to have afternoon rest?**

In the infant school afternoon sleep is not expected.

Nevertheless, after lunch, a moment of relaxation and rest is expected.

### **Who takes care of the meals?**

The School Canteens and Food Education's Office of the Education Direction email: [refezione.controlliquality@comune.fi.it](mailto:refezione.controlliquality@comune.fi.it)

The menu is displayed in every school and can be consulted on the website <https://educazione.comune.fi.it/pagina/mensa> and it can be downloaded with the app from the website <https://ugalatartarugaconlavela.it/il-mio-calendario/>

### **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 is also present to ensure the apportioning of the dish.

### **Is enrolment to the school meals service automatic for the boys and girls enrolled in the school?**

No, for those who choose the ordinary time (until 4.30 p.m.) the meal application form must also be completed.

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

Variations to the menu are possible in case of allergies or intolerances (upon presentation of a medical certificate) or for ethical and/or religious reasons (through self-certification). The request must be made at the time of enrolment, unless problems arise during the school year. The forms can be found at the following link: <https://educazione.comune.fi.it/pagina/mensa> and be delivered to the teacher, who will forward it to the cooking center.

It is also possible to request, for no more than 3 days a month, a "white" meal, in the presence of gastrointestinal disorders, without the presentation of certification or medical prescription. Over 3 days, a medical certificate must be presented.

### **What is the “outfit” a child should always have with him?**

It is advisable to dress the children in a practical way (for example tracksuits, shoes with tear-offs ...) and with clothes that can be dirtied with colors and glue. A complete change for the child (underwear, clothes, shoes) in a cloth bag or in a box must be kept at school to be used in case of need and to be checked periodically also in relation to the season.

In the backpack of the child, to be checked daily, should put a plastic cup, a placemat, a gag. Label all clothing and personal items 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 the apron is required and others where it is not. The communication in this regard is done by the teaching staff at the first meeting with the families of the newly enrolled children.

### **Are children who are not autonomous in the use of the hygienic services, that is those still using diapers 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 staff “E.S.E” Esecutori Servizi educativi (Executors Educational Services) - and external operators, 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 nits or lice and, in case of the affirmative, promptly inform the teachers who would give an indication on what conduct to comply with.

### **How to request the teaching of the Catholic Religion?**

At the time of enrolment, the family has the option to enroll 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 Educational Proposal, the document which clearly expresses the cultural and project identity of every infant school and is developed in the context of educational autonomy based on the National Curriculum Guidelines, prepared by the MIUR, (national Department for Education), and the Guidelines of the Childhood Services Department of the Municipality of Florence.

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 enrolment?**

No, as the enrolment 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 enrolment 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 to be enrolled at the same infant 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 is posted in each school in September.**

**Which are the moments, expected and calendarized, for communication between school and family?**

- **Meetings with parents of children newly enrolled: 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 Educational 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 in 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;**
- **Representatives of section and complex: in section meetings and complex, parents elect their representatives in order to more effectively connect school and family;**
- **Verification of the P.T.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 teachers?**

**Yes, in the case in which a child must take a life-saving or however indispensable medicine during the scholastic timetable. It is necessary that the family produces a medical certification and authorizes the teachers through the appropriate form.**

**After how many days of absence is necessary to bring the medical certificate?**

**The medical certificate for the re-admission to school following a sickness is necessary after an absence more than 5 days (back to school on the 6th day does not require certification); days of festivities are calculated only if at the horsetail period of sickness. For example:**

- 1. beginning of absence Friday, the re-entry 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 the child to school with a declaration written by the parents.**

**TO BE ALWAYS UPDATED VISIT THE SITE**

**<https://educazione.comune.fi.it/pagina/0-6-anni/3-6-anni>**