



## Comune di Modena

Settore Servizi Educativi  
e Pari Opportunità

### **Enrolment in the pre-schools - school year 2025-26**

#### The system of pre-schools in the Municipality of Modena

In the municipality of Modena there is an integrated system of pre-schools formed by the municipal pre-schools, those of Fondazione Cresciamo, state, contracted, those which have an agreement with the municipality and those which are part of Fism (Italian Federation of Pre-schools), in which it is possible to enrol children through the single municipal enrolment centre.

#### Who can enrol

Children who are 3 years of age by 31.12.2025 (born in 2022), compliant with the vaccination obligations, resident with at least one parent in the Municipality of Modena. Children who are not resident can also be enrolled, but these applications will be met, subject to availability of places, after having exhausted the ranking lists of applications submitted by the deadline and after the deadline of the residents. According to the same rules, children between the ages of 4 and 5 can be enrolled (born in 2021 and 2020).

#### When and how to enrol

The applications for residents and non-resident can be submitted from 8:00 AM on 21 January 2025 until 8:00 PM on 10 February 2025, exclusively online using the SPID, CIE (Electronic Identity Card) or CNS (National Services Card) credentials, on the website [www.comune.modena.it/servizi/educazione-e-formazione](http://www.comune.modena.it/servizi/educazione-e-formazione).

During the application phase, it is possible to indicate up to a maximum of 6 schools in order of preference (2 municipal/Fondazione, 2 state, 2 with which there is an agreement in force with the municipality/contracted/Fism)

#### Assistance with enrolments

There are different locations in the municipal area in which it is possible to request assistance to obtain the SPID credentials and to submit the enrolment application.

Visit the page [www.comune.modena.it/argomenti/istruzione/supporto-e-assistenza-per-i-servizi-scolastici-online/assistenza-per-i-servizi-scolastici-online-e-per-lacquisizione-delle-credenziali-spider](http://www.comune.modena.it/argomenti/istruzione/supporto-e-assistenza-per-i-servizi-scolastici-online/assistenza-per-i-servizi-scolastici-online-e-per-lacquisizione-delle-credenziali-spider) to get to know the methods of access, days and times of opening.

#### Open day

To book the open days for the presentation of the services or to take a virtual tour of the various schools connect to the website <https://openzerosei.comune.modena.it/>

### Criteria of admission and allocation of places

During the application phase, the declaring party must provide some information, necessary for allocating the score to develop the ranking list to allocate the places.

For each school a ranking list will be developed, in descending order, based on the scores assigned to each requesting party, which will determine the allocation of the places. Each school will also have a waiting list formed by the children requesting that school and not admitted to any other school chosen.

The criteria for allocation of the score relate to:

- the family situation (number of family members, any disability of the members, absence of a parent, etc.);
- the employment situation of the parents (weekly work schedule, location of work outside Modena, night work, mobility/layoff, etc.);
- reliability of the grandparents (presence or not of grandparents, independence, family conditions, etc.)

### Transfers – Ranking list – Waiting list – Admission to service – Renunciation

In the same period, for users already attending, it is possible to make an application to transfer to another pre-school for the next school year. These will be considered for places available on a par with the new applications.

By the month of April, the office will publish the ranking list of the children admitted and of those on the waiting list.

The ranking can be consulted on the Municipality of Modena website using your SPID/CIE/CNS credentials or anonymously, by location

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The children remained on the waiting list will be entered by the office at the moment in which places become available, on the basis of the ranking lists published.

Renouncing the admission (both from the ranking list and waiting list) will imply the cancellation from all waiting lists. The renunciation, which must always be submitted in written form to [rinunce.infanzia@comune.modena.it](mailto:rinunce.infanzia@comune.modena.it) with the copy of identity document of the declaring party attached, is free within the deadline communicated by the office; otherwise, an administrative expense is envisaged.

### Applications outside the deadline

Up to 28 April 2025, it is possible to submit an application outside of the deadline, subject to a subsequent ranking list, formed with the same methods of the ranking list of the applications within the deadline.

The applications submitted from 28 April 2025 to 31 October 2025 will be accepted in chronological order.

### Operation of pre-schools.

The opening times of the schools is usually from 8 am to 4 pm with the possibility of entering early at 7.30 am. In some schools, it is possible to request the extension of the time, usually until 6 pm.

### Attendance fees

The fees are assigned in groups according to the ISEE (Equivalent economic status indicator) of the household.

The attendance fees are defined based on resolution no. 324/2024 of the Town Council, subject to any changes.

The monthly fees of the municipal pre-school and of the Fondazione Cresciamo go from a minimum of € 55,00 to a maximum of € 165,00 while those of the state schools from a minimum of €55,00 to a maximum of €140,00. The fees of the contracted schools and those with an agreement with the municipality can vary slightly compared to the municipal schools, while for the FISM schools they vary from school to school.

### Information

For any additional information, refer to the call for enrolment consultable on the website [www.comune.modena.it/argomenti/istruzione](http://www.comune.modena.it/argomenti/istruzione)

To contact the Pre-school Admissions office it is possible to send an email to [scuole.infanzia@comune.modena.it](mailto:scuole.infanzia@comune.modena.it); alternatively, phone 059. 2032775 or 2032771 on Monday and Thursday, 8.30-13.00 and 14.30-18.00, or on Wednesdays, 08.30-13.00.