



MUNICIPALITY OF MODENA
EDUCATIONAL SERVICES AND EQUAL OPPORTUNITIES
SECTOR

CRITERIA, PROCEDURES AND TIMING FOR ADMISSION TO NURSERIES SCHOOL YEAR *2026/2027*



ENROLMENTS FOR NURSERIES
2026/27 16 MARCH - 13 APRIL 2026

Municipal nurseries
Fondazione Cresci@mo
nurseries

Nurseries operating within the municipal service by agreement/contracted out

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APPLICATIONS AND PLACES AVAILABLE

In Modena, the scenario of the educational services for the 0-3 age bracket consists of an integrated offer of municipal and contracted nurseries, as well as nurseries that have a special agreement with the municipality.

WHO CAN ENROL

Children who are resident (or for whom residency has been requested, certified by the request to initiate civil registration procedure) with at least one parent or guardian in the Municipality of Modena by the enrolment closing date.

Applications may also be submitted by families of **children who are not resident in the Municipality of Modena**. These applications will be considered, upon place availability, only after the ranking list of the applications of resident families submitted by and after the deadlines have been filled, and once the allocation to resident families on the waiting list of the places remained available has been completed (so-called option lists). Children who are not resident will automatically be attributed the maximum monthly rate envisaged for the service and will not be able to take advantage of the special rates for resident families (without prejudice to the special rates for poor attendance).

Children born (or who will be born) **from 1 January 2024 to 31 October 2026** can be enrolled by an application submitted exclusively by a parent or guardian.

Children allegedly born after 15 June 2026 will be put on the waiting list only from the 3rd month referring to the expected date of birth stated during the application stage: from that moment, the child can be admitted to the nursery exclusively if there are places available and the name of the child will be made visible in the ranking list. Consequently, the ranking list of infants will be a “dynamic” ranking list, namely the various positions will be updated every month following insertion, according to the score, of children who celebrate their 3rd month in that specific month (e.g. if an infant with 55 points in July is in 2nd place in the ranking list for nursery school “X”, in the month of August it could be re-allocated, for example, to 3rd place because a child who celebrates 3 months in August with 60 points enters the ranking list in 2nd place).

The expected child is generally included in the family unit of the parent submitting the application.

Law 119/2017 confirmed the provisions set forth in Regional Law 19/2016 on compulsory vaccination, broadening the number of mandatory vaccines. Consequently, admission to the nursery services is dependent on having had the mandatory vaccinations as per the immunisation schedule established according to the age of the child, or on the submission of suitable documentation proving the exemption, omission or postponement for health reasons. Therefore, the municipal administration will proceed according to what is laid down in article 3-bis of Decree Law 73/2017, as converted by Law 119/2017.

HOW AND WHEN TO SUBMIT THE APPLICATION

The applications, for both residents and non-residents, can be submitted **between 16 March and 13 April 2026, EXCLUSIVELY** using SPID, CNS or C.I.E. (Electronic Identity Card) credentials filling in the online form on the website of the Instruction and Sport Department of the Municipality of Modena (hereinafter referred to as Department), at the address www.comune.modena.it/servizi/educazione-e-formazione

A tutorial and F.A.Q. to help users fill in the online application are available on the website of the Educational Services Department.

After submitting the online application, the applicant will be able to view a summary of the application with the declared criteria by logging into the 'Pratiche' section of the 'Area personale' on the website www.comune.modena.it

Following the acceptance and verification of the application by the office, it will also be possible to access the summary of the application, including the assigned score, by logging into the 'Pratiche' section of the 'Area personale'.

Please note that the assigned score is provisional and may change following the checks carried out by the Office.

Any supporting documentation required for online application can be uploaded directly during the application process. Documentation may be sent by email to nidi.infanzia@comune.modena.it only in the event of malfunction of the online portal, and must be sent at the same time as the application is submitted.

For further information, it is possible to send an e-mail to the dedicated email address: nidi.infanzia@comune.modena.it or phone the Nursery School Admissions Office at the following telephone numbers: 059.2032786-2033867-2032708 on the following days and times:

Monday, Wednesday and Thursday mornings from 8.30 am to 1 pm and **Monday and Thursday afternoons** from 2.30 pm to 6 pm.

In order to facilitate families in submitting the documents, a local network of offices has been made available at which it is possible to request assistance for filling in the form online and for obtaining the SPID, which can be consulted on line at 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-spид

It is possible to set an appointment in the office using the online digital agenda at the following address: www.comune.modena.it/prenotazione-appuntamenti-uffici

Variations to the application submitted, including in the case of changed conditions, will not be allowed except where the following cases arise:

- allocation of points for closeness/vicinity, only if the allocation of the school of the sibling is unknown when the application is submitted and for any consequent modification to the choices of the nurseries;
- change of residence, presenting the start of the procedure for entry of the child and at least one parent on the population register of the municipality;
- modification of the choices of nurseries.

These variations can be made once only and exclusively via ordinary email (nidi.infanzia@comune.modena.it) or certified email (casellaistituzionale049@cert.comune.modena.it) **between 04 May and 10 May 2026.**

Once the application has been submitted, if the applicant realizes that errors were made during the application process, a new application may be submitted as follows:

- by requesting the cancellation of the previously submitted application, where the application summary shows the assigned score, by sending an email to scuole.infanzia@comune.modena.it no later than 11 February 2026.

- by independently cancelling the previously submitted application, where the application summary doesn't show the assigned score, and by submitting a new application by the deadline of this call for applications.

N.B.: the chronological order of presentation of the applications do not affect in any way the admission of the children to the nurseries.

The enrolment application:

- is based on the principle of self-certification. The discrepancy between the declarations made on the different aspects of the socio-professional condition attributable to scoring and the real condition certified at the control stage, may imply the retrocession of the application to the end of the ranking list, **with the possible exclusion of the admission to the service, without prejudice to the criminal action for false statements made according to Article 76 of the Italian Presidential Decree 445/2000.**

- according to the Articles 316, 337/ter and 337/quarter of the Italian civil code and subsequent amendments and supplements, falling under parental responsibility, must always be shared by the parents.

To this end, the parent who fills in the application form declares to have made his/her choice observing the aforementioned provisions of the civil code, which require the consent of both parents.

TRANSFER APPLICATION

The transfer application is, to all intents and purposes, a new application for admission and therefore will compete for the places available on a par with the other enrolment applications. All the applications will be ordered according to the score assigned for the purposes of the ranking list, as long as the application arrives **from 16 March and 13 April 2026.**

The transfer requests presented after the deadline of the call will not be accepted and transfers are not allowed during the school year.

The user is entitled to cancel the transfer application retaining the original place, as long as this occurs by **10 May 2026** or, for those admitted following substitution, before acceptance of the place from the call from the waiting lists.

Within 2 working days from the publishing of the ranking list, in case of place allocation, the user must communicate any renunciation to the place assigned to maintain the original order. Having this time elapsed the allocation of the new place will be final, with contextual allocation of the original place to the requesting parties on the waiting list.

Instead, if the user is put on the waiting list, **he/she will remain there until the start of the school year 2026/2027.** Once the school year has begun, he/she will be cancelled from the waiting lists and **keep the original place and, consequently, the transfer application will be terminated.** Only upon written request of the parent **by 25 August 2026** will it be possible, losing the original place, to remain in the waiting list for the requested nurseries until 31 March 2027.

For requesting parties on the waiting list methods and times are described in the paragraph "Admission from the waiting lists".

ATTENTION: for proper management of the transfer application it is mandatory to indicate the nursery of origin at the application phase.

Precedence will be given to transfer applications of children attending nurseries that are being transferred to other facilities or that are closing down. Allocation to the requested service will be guaranteed, provided that there are places available in the age bracket.

APPLICATIONS SUBMITTED AFTER THE DEADLINE

Applications submitted after the enrolment deadline, but by **30 June 2026**, will be ordered in descending order of score and placed at the end of the applications presented by the deadline.

In this group too, the applications of non-residents will be considered, upon availability of places, once the ranking lists of the applications of resident families submitted by and outside the deadline have been filled, and once the allocation of the places remained available to resident families in the waiting list, both by and after the deadline (see option lists) has been completed.

Applications submitted up to **by 31 October 2026** will be ordered in the **chronological** order of the presentation of the application.

To submit an application after the deadline or in chronological order it is necessary to renounce the place that may have already been assigned and/or the application previously submitted.

HOW TO CHOOSE THE NURSERIES

It is possible to choose **up to a maximum of 6 services**, including full time and part time, **up to a maximum of 3 for each form of management** (municipal/Fondazione Cresci@mo or nursery that has an agreement with the municipality/contracted out).

It is compulsory to indicate the nurseries (full time and/or part time) in order of preference, specifying if the service requested is **full time** or **part time** (in the case of failure to specify, in the facilities that provide both services the choice will be intended for full time service).

Children born **between 1 January and 31 October 2026** can choose the nursery provided with **infant section, without limit of choice between municipal services and nurseries that have an agreement with the municipality/contracted out.**

An important element to take into account when choosing the nursery is **the number of places available for each section.**

Admission is possible in only one of the nurseries selected. If the score does not allow for admission in any of the chosen nurseries, the child **will be placed on the waiting lists exclusively for the nurseries selected by the family.**

Therefore, it is recommended to be particularly careful when choosing the nurseries. Listing all six choices available could also result in a place being allocated in the 5th or 6th choice, i.e. in potentially less desirable nurseries. Therefore, if a place is required in a specific nursery, it is advisable to limit the number of choices with the risk, however, of remaining on the waiting list if the score required for entry is not reached.

The indication of the nurseries is the exclusive responsibility of the applicant. The choices of nurseries which are not compatible with the date of birth and formation of the section will be cancelled; in the event of no compatible choice, the application will be cancelled.

In the event of a simultaneous application for **twins** or **siblings of different ages** it is desirable, consistently with the needs of the family and the availability of places, to indicate the

same preferences in both applications, to increase the possibility of making the siblings attend the same facility. To this end, the office will propose admission of the siblings/twins in a facility where there is place for both.

In the case of an application for a child who has a sibling already attending the service it is possible that the siblings cannot succeed in attending the same nursery due to a shortage of places available. **Consequently, only in the case in which the parents consider it impossible to take the children to two different nurseries**, they are advised to submit the application only for the nursery attended by the sibling (this does not mean, however, that the child will automatically be admitted to that nursery).

PLACES AVAILABLE FOR THE SCHOOL YEAR 2026-2027

The number of places available for each age bracket of children who can access the service (specified with the limits of dates of birth) for the school year 2026-2027, taking account of the characteristics of the different facilities and of the internal organisation, is as follows:

Nurseries	Management	NUMBER OF PLACES PER AGE		
		2026 Lattanti	2025 Medi	2024 Grandi
		Nati/e e nascituri/e dal 01/01/2026 al 31/10/2026	Nati/e dal 01/01/2025 al 31/12/2025	Nati/e dal 01/01/2024 al 31/12/2024
Amendola tempo pieno	comunale	10	8	0
Amendola part time		/	10	4
Barchetta tempo pieno	comunale	10	8	4
Cipì tempo pieno	Fondazione cresciamo	10	8	4
Cividale tempo pieno	comunale	10	8	4
Edison tempo pieno	comunale	10	3	3
Forghieri tempo pieno	comunale	10	8	5
Forghieri part time		/	/	/
Gambero tempo pieno	Fondazione cresciamo	15	3	4
Magenta tempo pieno	Fondazione cresciamo	10	18	22
Magenta part time	Fondazione cresciamo	/	7	7
Marcello tempo pieno	comunale	15	3	4
Parco XXII Aprile tempo pieno	Fondazione cresciamo	10	10	6
Parco XXII Aprile part time		/	7	1
Pellico tempo pieno	comunale	10	8	4
Piazza tempo pieno	Fondazione cresciamo	10	12	8
Sagittario tempo pieno	Fondazione cresciamo	10	6	4
Sagittario part time		/	2	0
San Paolo tempo pieno	comunale	10	8	4
Vaciglio tempo pieno	comunale	10	8	4
Vaciglio part time		/	7	0
Villaggio Giardino tempo pieno	comunale	10	3	3

Nurseries	Management	NUMBER OF PLACES PER AGE		
		2026 Infants	2025 Young toddlers	2024 Older toddlers
		Born and due from 01/01/2026 al 31/10/2026	Born from 01/01/2025 al 31/12/2025	Born from 01/01/2024 al 31/12/2024
Arcobaleno tempo pieno	Convenzionata: Il Grillo Parlante Snc di Frasca Tiziana & C	/	12	6
Arcobaleno part time		/	4	2
Baloo tempo pieno	Convenzionata: Aliante Cooperativa sociale	/	9	1
Baloo part time		/	4	1
Bper (aziendale) tempo pieno	Convenzionata: Bper Banca	1	3	2
Bper (aziendale) part time		2	5	1
La Carovana 1 tempo pieno	Convenzionata: Cooperativa Sociale "La Carovana"	1	3	2
La Carovana 1 part time		/	1	0
La Carovana 2 tempo pieno	Convenzionata: Cooperativa Sociale "La Carovana"	/	11	0
La Carovana 2 part time		/	5	0
La Madonnina	Convenzionata: Associazione Amici della scuola di Santa Dorotea	/	2	2
Cittadella tempo pieno	Convenzionata: Cooperativa Sociale Domus Assistenza	/	21	5
Cittadella part time		/	0	0
Dante Alighieri tempo pieno	Appaltata: Gulliver Cooperativa Sociale	/	8	3
Don Milani tempo pieno	Convenzionata: Fondazione Don Milani	/	/	13
Don Milani part time		/	/	7
Education Nest via Sgarzeria	Convenzionata: EducatioNest Snc	/	6	1
Education Nest part time via Sgarzeria	Convenzionata: EducatioNest Snc	/	1	0
E. Giovanardi tempo pieno	Convenzionata: Fondazione E.Giovanardi	/	8	4
E. Giovanardi part time		/	3	1
Famigli tempo pieno	Appaltata: Gulliver Cooperativa Sociale	13	3	1
Famigli part time		/	4	2
Le Fate tempo pieno	Convenzionata: "Le Fate di Fava Rossana"	/	9	1
Le Fate part time		/	1	1
Il Girasole 1 tempo pieno	Convenzionata: Met Srl	/	12	3
Il Girasole 1 part time		/	1	1
Il Girasole 2 tempo pieno	Convenzionata: Met Srl	/	8	2
Il Girasole 2 part time		/	1	0
Ludus tempo pieno	Convenzionata: Coopertativa Sociale Ludus	/	10	2
Ludus part time		/	1	0
Madonna Pellegrina tempo pieno	Convenzionata: Parrocchia Madonna Pellegrina	/	5	2
Mamitù tempo pieno	Appaltata:	/	14	4

Nurseries	Management	NUMBER OF PLACES PER AGE		
		2026 Infants	2025 Young toddlers	2024 Older toddlers
		Born and due from 01/01/2026 al 31/10/2026	Born from 01/01/2025 al 31/12/2025	Born from 01/01/2024 al 31/12/2024
Mamitù part time	Gulliver Cooperativa Sociale	/	1	1
Melograno tempo pieno	Appaltata: Gulliver Cooperativa Sociale	3	8	2
Melograno part time		1	3	0

Mondogiocondo tempo pieno	Convenzionata: Cooperativa Sociale Mondogiocondo	/	11	2
Mondogiocondo part time		/	3	0
Le Nuvole tempo pieno	Convenzionata: Le Nuvole di Giuliana Toschi	/	5	3
Le Nuvole part time		/	2	1
La Pantera Azzurra (aziendale) tempo pieno	Convenzionata: Questura di Modena	/	5	1
Piazza Liberazione tempo pieno	Appaltata: Gulliver Cooperativa Sociale	/	15	5
Piazza Liberazione part time		/	5	3
Il Piccolo Principe tempo pieno	Convenzionata: Il Piccolo Principe di Sara Bega	/	4	2
Il Piccolo Principe part time		/	1	0
La Pimpa (aziendale) tempo pieno	Convenzionata: con Azienda Ospedaliero- Universitaria di Modena	/	1	0
La Pimpa (aziendale) part time		/	1	0
Pozzo (aziendale) tempo pieno	Convenzionata: con Azienda Ospedaliero- Universitaria di Modena	/	5	5
Pozzo (aziendale) part time		/	2	1
Prontonido tempo pieno	Convenzionata: Pronto Nido di Mazzei Lara	/	12	8
Prontonido part time		/	1	1
Raisini tempo pieno	Convenzionata: Fondazione Raisini	/	6	2
Raisini part time		/	6	2
San Benedetto Abate	Convenzionata. Fondazione Opera Pia Pini S.C.	/	0	0
San G. Battista tempo pieno	Convenzionata: Parrocchia S. Giovanni Battista	/	/	8
San G. Battista part time		/	/	2
S. Maddalena di Canossa		/	5	2
Sacro Cuore Ganaceto	Convenzionata: Parrocchia San giorgio martire	/	0	0
Stella (aziendale) tempo pieno	Convenzionata: Tetra Pak	/	7	0
Stella (aziendale) part time	Convenzionata: Tetra Pak	/	1	0
San Faustino tempo pieno	Convenzionata: Parrocchia dei Santi Faustino e Giuditta	/	/	2

Mondogiocondo tempo pieno	Convenzionata: Cooperativa Sociale Mondogiocondo	/	11	2
Mondogiocondo part time		/	3	0
Le Nuvole tempo pieno	Convenzionata: Le Nuvole di Giuliana	/	5	3
Trottola tempo pieno	Aspirata: Gulliver Cooperativa Sociale	/	9	2
Trottola part time		/	0	0

(*) For the nursery of Bper, infants section → inclusion in the ranking list upon reaching nine months of age (they can only be selected for children expected to be born by June 30 2026).

For the nursery of La Carovana 1, infants section → inclusion in the ranking list upon reaching seven months of age (they can only be selected for children expected to be born by August 31 2026).

- Magenta nursery: this nursery is about to be completed and it should come into service at the beginning of September. However, since it is still under construction, the start of its service may be delayed. Moreover, since all children will be admitted for the first time, settling-in procedures may, too, take longer than usual. Further information will be provided before the opening date of variations (from 4 to 10 May).

NOTE: Please note that the number of available places in the table may be subject to variations, even significant, due to organisational needs, renewal or modification of the agreement with several operators or as a result of accreditation procedures required by regional regulations.

“0” = the class is currently full, but **the choice can be made**

“/” = the class does not exist, and **this choice cannot be made**

ADMISSION CRITERIA

SCORE CALCULATION

The Office assigns the scores based on the statements made by the users in the application.

The application for a place in the nursery is based on the principle of **self-declaration**: the declarations made and the documents requested in the control phase must be truthful; failure to do so will result in **relegation** on the ranking list or, in the more relevant cases, **cancellation** of the application, without prejudice to the communication to the Judicial Authority for the crime of false statements according to art. **46 of Presidential Decree 445 dated 28/12/2000**.

For the purpose of score assessment, the requirements considered are those possessed at the moment of submitting the application or acquired by the application deadline. The requirements must be declared by the applicants under their own responsibility. The requirements specified in the application cannot be modified after the deadline date of the call, except as set out in the paragraph 'Variations'.

The overall individual score is assigned to the applications submitted according to the following criteria and summing the relevant scores:

SIBLINGS

In the case of siblings who will attend the pre-school, nursery or adjacent/in the vicinity primary school in the next school year, the following scores are assigned (only once even in the case of multiple siblings):

a) Children who, in the school year for which the application is submitted, have siblings who attend the same nursery or **adjacent** nurseries, pre-schools or primary schools.....**points 20**

b) Children who, in the school year for which the application is submitted, have siblings who attend pre- schools, nurseries or primary schools in the vicinity.....**points 14**

The list of schools identified as **adjacent** or in the **vicinity** can be consulted on the portal of the Educational Services Department.

Attendance of the first grade of primary school in order to assign the scores referred to in points

a) and b) is determined by allocation in the relevant street map or by the confirmation of the Unified School Institute of enrolment in another school.

The sole presentation of the application for the nursery or pre-school for the sibling for the school year 2026/2027 gives no entitlement for the allocation of this score.

The attendance of the sibling of the last year of nursery, pre-school and primary school gives no entitlement for the allocation of this score.

REGISTERED FAMILY MEMBERS COMPOSITION

A) N° children, excluding the child for whom the application is submitted:

n° children up to 3 years of age:	n° children from 4 to 9 years of age:	n° children from 10 to 12 years of age:
1.....	1.....	1.....
...4	...3	...2
2.....	2.....	2.....
...8	...6	...4
3.....	3.....	3.....
...12	...9	...6
More.....	More.....	More.....
...16	...12	...8

B) Child for whom application is submitted;

- not self-sufficient (school integration certification, certificate of diagnosis of Local Health Unit).....**36**

- certificate of civil disability, civil blindness, deafness, and disabilities under Legislative Decree No. 62/2024 and/or certificate issued pursuant to Law 104/1992, or initiation of the disability recognition procedure under Law 104/1992
.....**25**

- hospital documentation issued by a public Child Neuropsychiatry Unit, or documentation of pathologies listed in Annex 3 of Regional Council Resolution ER No. 1851/2012.....**20**

It is necessary to enclose the document related to the situation of disability certified by the Health Institute or Public Assistance certifying the degree of disability.

K) Father, mother, brother or sister of the child for whom application is submitted:

- disability..... mild **10**
- moderate disability **20**
- severe disability / non self-sufficiency..... **25**

It is necessary to enclose the document related to the situation of disability certified by the Health Institute or Public Assistance certifying the degree of disability.

C) Other relations up to the third degree (grandparents, great grandparents, uncles/aunts of the child) with disability equal to or greater than the average, as long as they are already anagraphically cohabiting as at 1 January 2026 with the child's family:

- moderate disability..... **10**
- severe disability / non self-sufficiency..... **15**

It is necessary to enclose the document related to the situation of disability certified by the Health Institute or Public Assistance certifying the degree of invalidity.

For moderate and severe disability/non self-sufficiency, reference is made to Annex 3 of DPCM 159/2013

D) Absence of 1 parent from household. Parents are usually considered to be both present, even if having distinct anagraphic residences. A parent is considered *absent* in the following cases:

- 1) separation or divorce with shared or joint custody of the child to both parents..... **19**
- 2) separation or divorce with exclusive custody of the child to the applicant parent..... **31**
- 3) spousal abandonment/children recognised by a single parent or orphans of one parent..... **41**
- 4) unmarried with son/daughter recognised by the other parent not cohabiting and in the absence of emotional and economic relations ascertained before the courts, by the competent public authority on the matter of social services or by other supporting documentation which will be assessed by the office..... **15**

(With regard to points 1 and 2, it is necessary to enclose the document which certifies the separation/divorce decree or the separation application, including the protocol number, filed with the Court, or, alternatively, an assisted negotiation agreement (an agreement between spouses for consensual separation as an alternative to court proceedings). Simple declarations of start of proceedings will not be accepted. With regard to point 3, the abandonment of the spouse must be verified through judicial proceedings or by the competent public authority in the field of social services. As to point 4, it is necessary to enclose the court ruling establishing the payment that the non-cohabiting parent must provide to the other parent for the child's maintenance, or a report from social services certifying the emotional and financial estrangement of the two parents, or other supporting documentation that will be evaluated by the office). In situations not included in the cases referred to above the parents will be considered *both present* even if they have *separate permanent residences* (the residence of the child will be taken as reference).

In the case at point **1)** all the scores of employment related to the parent who is not cohabiting will be valued at 50%; in cases **2), 3)** and **4)** the score for the socio-professional situation of the sole parent present will be calculated.

In all four cases, as regards the grandparents of the parent who is not cohabiting or absent, the maximum score at point S), that is 3 points for each grandparent, is already included.

E) Applications for twins (additional score to that of point A).....
2

In the case of application for twins, the Department may propose the placement of both children in the first school, in order of preference among those chosen by the family, in which there is place for both children.

F) New pregnancy (certified by health institution – excluding the child to enrol).....6

G)

N.B. If twins are expected, a double score is allocated

PARENT'S PROFESSION

G) Workers with stable employment contract.

These are employees with an open-ended or fixed-term contract with a duration of at least 6 months, self-employed workers, semi-subordinate workers, PhD students and postgraduates are considered as such. Fixed-term assignments bound/unbound by subordination, having characteristics of continuity and renewability are considered, if the duration is of at least 6 months.

N.B. The following scores are applied for each of the two parents

Weekly working hours (for employees the contractual working hours are considered):

Less than 15 hours.....	8
From 15 hours to 25 hours.....	15
From 26 hours to 35 hours.....	23
More than 35 hours.....	30

The full-time working time of state tenured teachers (18 hours for lower and upper secondary school teachers, 24 hours for primary school teachers, and 25 hours for nursery teachers) is set at 35 hours (23 points).

Similarly, for teachers of officially recognised private schools and not officially recognised private schools the weekly working hours are calculated by adding to the weekly working hours of teaching the share of the annual number of hours, calculated on a weekly basis, dedicated to the non-core activities envisaged by the work contract.

Working hours for part-time teachers must be recalculated using the following formula: full-time hours specified in the contract : standard points = part-time hours : x (for example: for a primary school teacher on a part-time contract of 12 hours per week, the formula to be applied is 24:23=12:x). If the result is a number with a decimal, it is rounded up.

Return to work in the afternoon and the hourly variations in entry/exit during the working timetable are not considered shift work (see point N).

Parental work problems

Only one type of work-related problem may be selected. As a result, **items I), L) and M) are mutually exclusive, and the related scores cannot be added together.**

I) Absence for work reasons:

For an overall period greater than 3 months a year.....**5**

N.B. Overall period means the sum of days absent in one year.

L1) Commuting:

Workers (either employed or self-employed, regardless of the number of working days) whose main workplace is outside their municipality of residence.....**3**

L2) Commuting:

One-way distance of at least 40 km between the municipality of residence and the main workplace, applicable only where the work is carried out in a different municipality (if the place of residence and the workplace are in the same municipality, the condition of commuting does not apply).....**5**

N.B.: reference is the (“shortest”) outbound driving route, identifiable on the internet site “GoogleMaps”

For all workers, both employed and self-employed, the main workplace must be demonstrated by appropriate documentation, such as an employment contract, agency agreements, hotel invoices, motorway toll receipts, or regular travel documents (for example, rail season tickets or local public transport passes). Any other relevant supporting documentation may also be submitted and will be assessed by the Office.

M1) Workers whose work is carried out exclusively at night**6**

Work performed exclusively during night-time hours throughout the entire calendar year, between 12:00 a.m. and 5:00 a.m., for at least 7 consecutive hours

M2) Workers whose work is carried out at night**4**

Night work is defined as work carried out for at least 3 hours between 10:00 p.m. and 6:00 a.m. for a total period of at least 2 months during the calendar year

M3) Workers whose duties involve daytime shift changes of at least 4 hours (for workers with exclusively daytime shifts), or workers who are required to be on night call duty.....**2**

Shift means the daily or weekly change of working hours in the sense of alternation of morning/afternoon. Return to work– including those of teaching staff- in the afternoon is not considered shift.

O) Mobility or subsequent dismissal at 1st January 2025 fixed term contracts of less than 6 months, precarious workers with occasional tasks or occasional self-employment. Workers with permanent employment contracts in companies subject to court-ordered asset liquidation, or workers on temporary lay-off schemes.....**8**

The scores related to the reliability of grandparents of the child are counted 80%.

N.B.: for precarious workers the activity must be documented and ongoing at the time of the application or, at least, acquired by the application deadline. Score incompatible with that of point G

Q) Unemployed and/or awaiting employment:

a) Registered with the Employment centre by the **initial term** for enrolment..... **5**

b) Registration in ranking list for substitutions or assignments or substitute documents in case of ranking list of Office VIII Territorial area of the Province of Modena
5

The scores relating to the reliability of the grandparents of the child are counted 80%.

R) Students who are not working or who are enrolled in mandatory courses required for registration in professional associations (excluding second degrees, post graduate specialisation courses, evening courses, etc...), in progress with obligatory attendance:..... **8**

The scores relating to the reliability of the grandparents of the child are not counted.

N.B.: the scores related to situations of mobility or dismissal (O), situations of unemployment (Q) and non-working student (R) cannot be accumulated with one another and with the situations of stable work at points (G).

GRANDPARENTS RELIABILITY

Reasons why the declaring party cannot entrust the child to the grandparents:

N.B. This criterion is not applicable if the parent is in the conditions of point R (non-working student) or in a non-working condition (situation of voluntary non-employment): in these cases, the score related to the reliability of the grandparents is not counted.

S) Condition of **impossibility** to entrust, or significant difficulty in entrusting the child, if at least one of the following situations exists..... **3**

- deceased, no family ties as documented by a court ruling, untraceable in the civil registry, or living outside the municipality of residence of the child for whom this application is made.
- with medium or serious disability or not self-sufficient, as defined by Annex 3 of Italian Prime Ministerial Decree (159/2013);
- aged 75 and older;
- cares for parent, spouse or other cohabiting relation over eighty-five years of age or with medium-serious disability or not self-sufficient, as defined in Annex 3 of Italian Prime Ministerial Decree 159/2013).
- employed full time with a work contract or self-employed worker

N.B.:

- The 75th year must be celebrated in the calendar year in which the call is issued;
- For each grandparent it is necessary to consider only one score.

EQUAL SCORE

In the event of equal score between two or more applicants, priority to access will be given to the child who is older. In the event of further equal scoring lots will be drawn.

APPLICATION CONTROL PROCEDURES

Among those applying for the nursery service, the Department pursuant to **art. 71** et seq. of **Italian Presidential Decree 445 dated 28/12/2000**, will proceed to carrying out random controls and in all cases in which justifiable doubts arise, to ascertain the truthfulness of the declarations made in their application on the basis of the following principles:

- The scores obtained with the self-declarations on the application form will be compared with those resulting from the subsequent presentation of the documents from a minimum share of 5% to a maximum share of 30% of those potentially admitted, identified according to a system of casual selection supplemented by the cases on which justifiable doubts arise on the declarations;
- The control can also be carried out during submission of earning and finance documents for calculating ISEE to determine the fee;
- The Municipal Administration, in any case, reserves the right to check situations which in any case need to be reviewed or better examined, besides the 30% of the share mentioned above.
- If the score deriving from the declarations turns out to be higher than that deriving from the production of documents in a measure **greater than 12%**, **the relevant position will be put to the back of the ranking list of all the applicants**, or the user will be dismissed if he/she was already admitted into the service; if the difference were **equal to or less than 12%**, **the score will be lowered accordingly**; this reduction may result in the **withdrawal from the Service and re-introduction on the waiting lists with possible admission to another nursery**;
- Controls can be preventive (before exiting the ranking list, when the procedure is in progress) or subsequent (after exiting ranking list, or in any case after the provision of admission); in both cases, it is mandatory for the individual to deliver in full the documentation requested for the control procedure **by the deadline communicated by the head of the procedure**. Failure to do so, will result in the **cancellation of the application or cancellation of the provision of admission**, in addition to reporting the fact to the competent Judicial Authority **according to article 76 of Italian Presidential Decree 445 of 28/12/2000**. In any case, **the settling-in phase will not begin until the control procedure has been completed**;
- Once the school year has begun, the verification of false statements, as well as the tacit or evident refusal of the user to submit the relevant evidence requested within the term communicated by the competent office, will result in the official dismissal from the service, in addition to the reporting of the fact to the competent Judicial Authority according to article 76 of the Italian Presidential Decree 445 of 28/12/2000;
- Controls will end within 90 days from the date of initiation of the procedure communicated to the interested users;

The person responsible for the control procedure is the Manager of the "Servizio scolastico e giovani generazioni" Office

ALLOCATION OF PLACES AND RENUNCIATION

PUBLICATION OF RANKING LIST AND ADMISSION

The admission ranking lists and waiting lists for each single nursery will be compiled based on the applications and scores obtained; the requests by families to access the service will be ordered according to the highest score assigned to each.

Each applicant will receive a communication of publication of the ranking list.

Your position in the ranking can be viewed either by logging in using your SPID/CIE/CNS credentials in the “Pratiche” section of the “Area personale” on www.comune.modena.it, or anonymously, by school location.

As indicated previously, the names of the **children allegedly born after 15 June 2026** will, nevertheless, be inserted into the ranking list only from **the 3rd month**: from that moment the child can be admitted to the nursery school exclusively in the presence of places available and the name will be made visible in the waiting list. Consequently, the waiting list of infants will be “dynamic”, namely the various positions will be updated every month following insertion, according to the score, of the children that are 3 months of age in that particular month (e.g. if an infant with 55 points in July is found in 2nd place in the ranking list for nursery school “X”, in the month of August he/she could be re-allocated, for example, to 3rd place because a child who is 3 months old in August with 60 points goes into the ranking list in 2nd place). **Reference will be made to the presumed date of birth declared in the application.**

All the ranking lists (infants, toddlers and older) of the waiting lists are also constantly updated following any renunciation by users and substitutions carried out by the office.

For **disabled** children and for children in **difficult social situations** (even if not resident in the Municipality of Modena), the Director of ‘Servizio scolastico e Giovani Generazioni’ will assess the possibility of a privileged entry to the Service at any time of the enrolment procedure and during the school year.

The competent Social Welfare Assistant will document the quality of the social situation through the assessment file defined together with the Social Services Department of the Municipality of Modena and by the Nursery Admissions Office. It will only be possible to depart from the assessment of the Social Welfare Assistant by adequately motivating the decision.

Disabled children and those in difficult social situations **can be assigned, based on the opinion of the Nursery Pedagogical Coordination Team, in a different choice from the first preference or to different services from those chosen**, to safeguard a correct formation of the sections and the optimal settling-in of the minor. The Director of ‘Servizio scolastico e Giovani Generazioni’ can also provide for the privileged admission for other cases of handicap or social-family problems of particular severity that do not fall within the cases reported by the competent social services.

Upon provision of the Director of the Department, children living in households where one member belongs to the FF.AA (Armed Forces), the State Service corps, the Police forces and the national body of VV.FF. (Fire brigade) can be placed with priority on the ranking list *outside the deadline* if, for compulsory work needs, the household has had to transfer residence or domicile to the Municipality of Modena after the deadline for the application to the nursery service.

The ranking list will be published within 120 days from the deadline date of the call for enrolment.

The admission allows the child to continue attending until the end of the nursery cycle, which coincides with the third year of age. Therefore, it is not necessary to submit the application for admission every year.

From the publication date of the ranking list, the admitted user considers himself/herself the assignee of the place. If he/she should decide to **renounce**, he/she can do so in writing without charge **within 15 days from the issue of the ranking list. The renunciation in case of admission results in the cancellation of the application and cancellation from all the waiting lists.**

Renunciation communicated after this deadline and until the day before the settling-in date implies a penalty of € 50 as reimbursement of administrative procedure costs. For renunciations arrived after this date the provisions of paragraph "Renunciations" are applied.

ADMISSION FROM WAITING LISTS

If there is no possibility to be assigned to one of the chosen nurseries, the application will be placed on the waiting lists of all the nurseries listed. These lists will be used to fill the places that become available following renunciations of previously admitted children. Children who renounce will be replaced until 31 March 2027.

In general, before proceeding to the offer set out below (at points 1, 2, 3 and 4), the Nursery Admissions Office can offer any available places (for exhaustion of the waiting lists of applicants) to children of different ages from that required for the place made available, if the nursery foresees an organisation of the sections which allows for it (mixed age sections).

Once the Nursery Admissions Office has exhausted the waiting list of a nursery, it can periodically offer any available places to applicants on the waiting list for other nurseries, with the following order of precedence:

1. resident children requesting the service within the deadlines of annual enrolments (in decreasing score order);
2. resident children requesting the service beyond the deadlines of annual enrolments (in decreasing score order);
3. non-resident children applying for the service by and after the deadline (in descending order of score);
4. Children requesting the service exclusively in chronological order of presentation of the application.

The user on the waiting list to whom one of the chosen nurseries is proposed, including **by phone**, will have **24 hours to accept or renounce** without charge. Once this term has expired, the user who has not accepted the place or renounced to it in writing, will be cancelled from all waiting lists.

If it is impossible to reach the person by phone, the office will get in contact by mail (using the email address indicated in the application form). **Once two weekdays have expired from the communication without the user having contacted the office, the latter will proceed to the cancellation of the user from the waiting lists.**

Users are required to provide an active email address and telephone number which guarantee availability in each phase of the admission procedure, including the period of issue of the ranking list and during the stay at the nursery.

The lack of availability on the numbers and addresses provided to the Nursery Admissions Office through the application form will result in the cancellation from the admission lists and waiting lists.

In case of acceptance and subsequent renunciation, the user will be charged, by way of reimbursement, the costs of the procedure and any costs related to the organisation of the service, as follows:

- from the date of acceptance of the place, if the user decides to **renounce** to it, he/she can do so in writing without charge **within 1 day**;
 - if the renunciation is done subsequently, and until the day prior to the start of the settling-in period, the user is required to pay **€ 25** as reimbursement of the procedure costs. As of the start of the settling-in phase, in case of renunciation of the service, the provisions set forth in paragraph “RENUNCIATIONS” below will apply.

RENUNCIATION

Renunciation presented by a parent or by another delegated person (authorisation on unstamped paper duly signed with attached copy of an identity document of the delegating party) of the place assigned in one of the nurseries requested **must be made in writing to the Nursery Admissions Office or by sending an email to nidi.infanzia@comune.modena.it or a certified email to casellaistituzionale049@cert.comune.modena.it mandatorily attaching a scanned copy of the document of the requesting parent.**

The renunciation of any of the chosen nurseries in case of admission results in the cancellation of the application and cancellation from all the waiting lists.

The user who has renounced can subsequently re-submit a new application - **just once** — in the calls “after the deadline”, which will be ordered in descending order of score, or “After the deadline — chronological order”, which instead, will be ordered chronologically.

If the user intends to renounce the nursery service during the year, he/she must communicate it in the ways indicated above by the 25th of the month to avoid being charged half of the fee of the subsequent month.

For municipal nurseries and of the Fondazione Cresci@mo, renunciation for the months of April, May and June implies the payment of half the fee assigned, regardless of the date of renunciation. For nurseries that have an agreement with the municipality/contracted out it is necessary to ask the service operator for information.

SETTLING-IN PHASE

The children admitted from the initial ranking list will start the settling-in period according to a schedule established by the nursery. The date will be communicated directly to the interested party by the admissions office.

The settling-in schedule can only be modified for organisational needs of the nursery or to exchange date with another family.

The exchange of the settling-in dates, due to organisational needs of the family, is possible only in the form of reciprocity exclusively during a meeting between the interested parties and must respect the organisational needs of the nursery.

For all those admitted from the initial ranking list and in any case for all those admitted and to whom a settling-in start date has been communicated, the obligation of payment of the fee is effective from the settling-in start date.

For those admitted from the waiting list during the year the obligation of payment of the fee is effective from the 15th calendar day subsequent to the date of acceptance of the place.

NOTICE: the Magenta nursery shall come into service in the school year 2026/27. Since all children will be admitted for the first time, settling-in procedures may take longer than usual. Further information will be provided before the opening date of variations (from 4 to 10 May).

OFFICIAL DISMISSAL

If an admitted user does not start attending from the day scheduled for the start of the settling-in phase and in the next 10 days, he/she can be officially dismissed in the absence of a justified reason.

If a child shows highly irregular attendance (repeated absences totalling more than 3/5 of the service days over a period of at least 2 months), or a continuous absence of more than one month without a justified reason or prior authorization to 'retain their place', they may be dismissed automatically. Managers of affiliated nursery schools may carry out such dismissal, following the mandatory approval of the Director of the 'Servizio Scolastico e Giovani Generazioni' of the Municipality of Modena.

Retention of the place, which will be granted only for health reasons or serious impediments (adequately documented), must be requested in advance in writing by the parent:

- to the Nursery School Admissions Office for municipal nursery schools;
- to the manager of the affiliated nursery school/Fondazione Cresci@mo attended for affiliated nursery schools, subject to the prior mandatory approval of the Director of the 'Servizio Scolastico e Giovani Generazioni' of the Municipality of Modena.

Health reasons cover cases such as a medical certificate or hospitalization certificate, inpatient care, or convalescence related to the child's health. **Serious impediments** are situations affecting one or more members of the child's registered family, making it impossible for the child to attend the assigned school.

This is without prejudice to the Department's right to officially dismiss users in the event of serious or repeated breaches of the terms of service, or for non-payment of outstanding debts relating to the service for which payment has already been requested.

RULES OF OPERATION OF THE SERVICE

NURSERY OPENING HOURS

The nurseries are open between **8 am** and **4 pm** from Monday to Friday, from early September to late June.

The *part-time* sections operate from **8 am** to **1.15 pm**, with lunch, from Monday to Friday.

For municipal nurseries and those of Fondazione Cresci@mo, the drop-off time is between 7:30 AM and 9:00 AM and must be strictly adhered to. To access the early drop-off window from 7:30 AM to 8:00 AM (free of charge), the parent must make arrangements directly with the staff of the attended service.

For information about early drop-off at affiliated and contracted nurseries, please contact the relevant provider.

The Raisini and Stella nurseries, which have an agreement with the municipality, close at 4.30

In general, nurseries that have an agreement with the municipality can have a slightly different closing time and it is recommended to ask the operator directly for information.

EXTENDED HOURS

In municipal nurseries and those of Fondazione Cresciamo, the extended hours service beyond 4 pm will be activated if there is the need, in the presence of a minimum request from the users of the service, in the forms that will be communicated at a later date.

In nurseries which have an agreement with the municipality/contracted out the extended hours service can be activated in agreement with the operator, in the presence of a minimum request from the users of the service, and can be interrupted by the operator in the absence of the minimum number required. Anticipated start and extension times can differ (please contact the operator for information).

The presence of past arrears regarding the services provided by the Department (pre-schools, school canteen, transport, etc.) also related to other children, implies the refusal of the request for extended time until full payment of the debt.

MONTHLY FEES

The attendance fees are currently defined based on resolution no. 579/2025 of the Town Council, subject to any changes.

By way of information, for the current school year the participation in the cost of the service for **municipal nurseries**, determined on the ISEE values of the household (as regulated by the Prime Minister Decree 159/2013), is as follows

- **Full time service:** monthly fee with a minimum of € 71.25 and a maximum of € 498.00;
- **Ordinary part time service:** monthly fee of 70% of that of the full-time service, with a minimum of € 60.00 and a maximum of € 345.00;

To the amounts listed above, for municipal nursery schools and Fondazione Cresciamo, € 3 per month must be added to finance the initiatives promoted by the social management.

For nurseries that have an agreement with the municipalities/contracted out, the monthly participation in the cost of the full time or part time service is established according to the ISEE values of the household (as regulated by Presidential Decree 159/2013).

For the school year 2025/2026, the methods of calculation and percentages applied to the ISEE (Equivalent economic status indicator) values of the household have been the same as those established for the nurseries managed by the municipality.

The minimum and maximum amounts of the monthly fees are generally the same; nonetheless, several operators may have different minimum and maximum fees, based on the conditions set out in the agreements or in the special specifications that regulate the management of services.

The fees of the service (reductions for poor attendance, discounts for large families, etc.) may vary depending on the chosen facility and, therefore, when making the choice families should contact the operator directly for information, also on open days and through the relevant websites.

The rates can be reduced, as has occurred in the last years, in case of confirmation for the school year 2026/2027 of the manouvre of the Emilia Romagna Regional Authority "Misura per la riduzione degli oneri a carico delle famiglie e favorire l'accesso ai servizi educativi per l'infanzia 0-3 anni" for families with Isee up to € 26,000.00.

The information set out above is **indicative** and for the school year 2026/2027 may be subject to variations.

All the above fees can be consulted on page:
www.comune.modena.it/argomenti/istruzione/rette-e-tariffe/tariffe-nidi-dinfanzia

USER SATISFACTION

When submitting an application for admission to the Service, the applicant makes himself/herself available to the administration of a *user satisfaction questionnaire* regarding the Admission Service and the Nursery Service, by the **Studies and Research Office of the Municipality**. The questionnaire can also be administered using the telephone contact numbers and e-mail address stated on the application.

HEAD OF THE PROCEDURE

The head of the procedure is the Director of “Servizio scolastico e Giovani generazioni”, Dott. Roberto Montagnani.

Data processing – PRIVACY NOTICE provided pursuant to art. 13 and 14 of the GDPR (General Data Protection Regulation) 2016/679

As the data subject, we provide you with the following information regarding the processing of your personal data by the Municipality of Modena within the Admissions Office:

1. CONTACT DETAILS OF THE DATA CONTROLLER AND DATA PROTECTION OFFICER (DPO)

The Data Controller is the Municipality of Modena, represented by its Mayor pro tempore, with registered office in Piazza Grande 16, 41121 Modena (MO), and, on its behalf, the Education and Sport Sector, located at Via V. Santi 14, represented by its Director pro tempore. You may contact the Data Controller by writing to the address indicated above or by email at: segreteria.istruzione@comune.modena.it.

2. CATEGORIES OF PERSONAL DATA PROCESSED

Processing concerns the following categories of personal data:

1. Common personal data, such as identification details (first name, last name, tax code) and contact information (telephone number, email address, postal address);
2. Special categories of personal data pursuant to Article 9 of the GDPR: data revealing racial or ethnic origin, religious or philosophical beliefs, health information, and data concerning sex life or sexual orientation;
3. Data concerning criminal convictions and offences or associated security measures pursuant to Article 10 of the GDPR.

3. PURPOSE AND LEGAL BASIS OF THE PROCESSING

Your personal data is processed by the Data Controller in order to carry out the institutional activities of the Municipality of Modena. In particular, data is processed for purposes of public interest, specifically for the performance of administrative activities related to enrolment and attendance at educational and school services, as well as any related or ancillary services. This includes compliance with legal requirements on vaccination and the documentation and dissemination of educational activities carried out in nurseries and kindergartens, including audio-visual and photographic material, which will be used only where the relevant consent has been given. For the performance of these administrative tasks, the Municipality acts as a single data collection centre for applications to both public and private affiliated educational services and for the preparation of school assignment rankings. The legal basis for the processing is the Municipal Council Resolution approving the call for applications.

4. NATURE OF THE PROVISION

Providing the above personal data is mandatory. Without it, the procedure/service cannot be initiated.

5 METHOD OF PROCESSING AND DATA RETENTION PERIOD

Your personal data will be processed in accordance with current legislation and the principles of fairness, lawfulness, transparency, minimisation, and confidentiality set out in Article 5 of the GDPR. Processing will be carried out using tools and procedures designed to prevent the risk of loss, unauthorised access and unlawful use or disclosure of personal data. Your data will be processed using IT, telematic, and/or paper-based tools to ensure confidentiality and security. Only authorised personnel of the Data Controller, including employees and collaborators, will process your data in accordance with Article 29 of the GDPR and Article 2-quaterdecies of Legislative Decree No. 196/2003 as amended.

Personal data will be retained only as long as necessary to achieve the purposes outlined, typically for a maximum of 3 years (the duration of the educational/school cycle).

At the end of this period, the data may be retained, in accordance with applicable legislation and in compliance with relevant legal provisions, whether this is required by law or for purposes of archiving in the public interest, scientific or historical research, or statistical purposes.

6. COMMUNICATION AND DISSEMINATION OF PERSONAL DATA

Your personal data may be shared solely for the purposes outlined above. This includes disclosure to Data Controller's employees and collaborators (both internal and external), as well as service providers instrumental to the purposes described above, such as technical service providers, catering services, ecc. These subjects act as authorised data processors and system administrators. Where necessary for legal compliance, the personal data collected, including any health information regarding the child for whom the application is submitted, may be shared with the private managers of affiliated schools to which the child has been assigned.

Your position in the ranking can be viewed on the Municipality of Modena website using your SPID/CIE/CNS credentials or anonymously, by school location.

Your personal data will not be disclosed publicly.

7. TRANSFER OF DATA TO THIRD COUNTRIES

Your personal data will not be transferred outside the European Economic Area (EEA: EU, Norway, Liechtenstein, Iceland) or to any international organisation. If a transfer is necessary, the Data Controller guarantees an equivalent level of data protection, applying the safeguards under Articles 44 et seq. of the GDPR.

8. RIGHTS OF THE DATA SUBJECT

As data subject, you may exercise the rights under Articles 15 et seq. of the GDPR, including the right to:

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- request access to your personal data and receive a copy (Art. 15 GDPR);
- request the rectification or completion of inaccurate or incomplete personal data (Art. 16 GDPR);
- request the erasure of personal data under the circumstances provided by law (Art. 17 GDPR);
- request, under the circumstances provided by law, the restriction of processing and to be notified before such restrictions are lifted (Art. 18 GDPR);
- receive the personal data in a structured, commonly used, and machine-readable format (Art. 20 GDPR);
- object to the processing of personal data and to automated decision-making (Arts. 21 and 22 GDPR).

If you believe that the processing of your personal data breaches the provisions of the GDPR, you have the right to lodge a complaint with the Data Protection Authority pursuant to Article 77 of the GDPR, or to take appropriate legal action, as provided for in Article 79 of the GDPR.

To check the conditions and procedures for exercising these rights, please refer to the full text of the GDPR available at www.garanteprivacy.it. Requests may be submitted directly to the Data Controller or the Data Protection Officer using the contact details listed in Paragraph 1. You may also be contacted for the purpose of conducting a user satisfaction survey relating to the Service by the Research and Studies Office of the Municipality of Modena. The survey may also be administered by telephone or email using the contact information you provided in the application form. Additionally, the Research and Studies Office (ufficioricerche@comune.modena.it) of the Municipality of Modena may contact you to request your participation in other satisfaction and opinion surveys carried out by the Municipality.

If you do not wish to participate in any surveys beyond those directly relating to the Service requested or provided, please notify us promptly at ufficioricerche@comune.modena.it.

Following this notification, the processing of your personal data for satisfaction and opinion surveys will be strictly limited to the purposes outlined in the previous section.