



MUNICIPALITY OF MODENA  
EDUCATIONAL SERVICES AND EQUAL OPPORTUNITIES SECTOR

## CRITERIA, PROCEDURES AND TIMING FOR ADMISSION TO NURSERIES SCHOOL YEAR 2025/2026



ENROLMENTS FOR NURSERIES 2025/26  
17 MARCH - 17 APRIL 2025

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 2023 to 31 October 2025** can be enrolled by an application submitted exclusively by a parent or guardian.

**The names of children born after 30 April 2025 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.

### HOW AND WHEN TO SUBMIT THE APPLICATION

The applications, for both residents and non-residents, can be submitted **between 17 March and 17 April 2025, EXCLUSIVELY** using SPID, CNS or C.I.E. (Electronic Identity Card) credentials filling in the online form on the website of the Educational Services Department of the Municipality of Modena, at the address [www.comune.modena.it/servizi/educazione-e-formazione](http://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.

**The parents of the children to be born** will have to send the compiled form, found on the information page of the call for admissions, to [nidi.infanzia@comune.modena.it](mailto:nidi.infanzia@comune.modena.it) with a copy of the declarant's identity document attached.

**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 reserved area of the "Citizen Portal" (Portale del Cittadino) at <https://portalecittadino.comune.modena.it/home> using their SPID/CIE/CNS credentials.

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, through the reserved area of "Citizen Portal".

Please note that such a score is provisional and may be subject to variations due to the controls carried out by the Office (see paragraph "Application control procedures").

Any documentation to attach to the online application can be uploaded directly during the procedure or sent via email to [nidi.infanzia@comune.modena.it](mailto:nidi.infanzia@comune.modena.it) **by 15 May 2025**.

For further information, it is possible to send an e-mail to the dedicated email address: [nidi.infanzia@comune.modena.it](mailto: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.

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?  
uid=16bc00f946be47beab8760800d8f6281&booking\\_type=](http://www.comune.modena.it/prenotazione-appuntamenti-uffici?uid=16bc00f946be47beab8760800d8f6281&booking_type=)

**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 exclusively via ordinary email ([nidi.infanzia@comune.modena.it](mailto:nidi.infanzia@comune.modena.it)) or certified email ([casellaistituzionale049@cert.comune.modena.it](mailto:casellaistituzionale049@cert.comune.modena.it)) **between 05 May and 14 May 2025**.

This is without prejudice to the possibility of correcting any errors made when filling in the application, to be documented, as well as any errors made by office staff when transferring the data into digital format for those who submitted the application by paper exclusively via ordinary or certified email **by 14.05.2025**.

**N.B.: The *chronological* order and the *method* 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 17 March and 17 April 2025**.

**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 **14 May 2025** 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 2025/2026**. 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 2025** will it be possible, losing the original place, to remain in the waiting list for the requested nurseries until 31 March 2026.

**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 2025**, 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 **from 21 July 2025 to 31 October 2025** 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 2025** can choose the nursery provided with **infant section, without limit of choice between municipal services and nurseries that have an agreement with the municipality.**

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 2025-2026

**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 **2025-2026**, taking account of the characteristics of the different facilities and of the internal organisation, is as follows:

Nurseries	Management	NUMBER OF PLACES PER AGE		
		2025 Infants	2024 Young toddlers	2023 Older toddlers
		Born and due from 01/01/2025 to 31/10/2025	Born from 01/01/2024 to 31/12/2024	Born from 01/01/2023 to 31/12/2023
Amendola full time	municipal	10	8	0
Amendola part time		/	4	0
Barchetta full time	municipal	10	8	4
Cipì full time	Fondazione Cresciamo	10	8	4
Civiale full time	municipal	10	8	4
Edison full time	municipal	10	3	3
Forghieri full time	municipal	10	13	3
Forghieri part time		/	6	0
Gambero full time	Fondazione Cresciamo	15	3	4

Marcello full time	municipal	15	4	8
Parco XX Aprile full time	Fondazione Cresciamo	10	8	4
Parco XX Aprile part time		/	7	0
Pellico full time	municipal	10	8	4
Piazza full time	Fondazione Cresciamo	10	12	8
Piazza part time		/	0	0
Sagittario full time	Fondazione Cresciamo	10	6	4
Sagittario part time		/	2	0
San Paolo full time	municipal	10	8	4
Vaciglio full time	municipal	10	8	4
Vaciglio part time		/	7	0
Villaggio Giardino full time	municipal	10	3	3

Nurseries	Management	NUMBER OF PLACES PER AGE		
		2025 Infants	2024 Young toddlers	2023 Older toddlers
		Born and due from 01/01/2025 to 31/10/2025	Born from 01/01/2024 to 31/12/2024	Born from 01/01/2023 to 31/12/2023
Arcobaleno full time	Agreement with municipality: Il Grillo Parlante Snc of Frasca Tiziana & C	/	16	6
Arcobaleno part time		/	3	1
Baloo full time	Agreement with municipality: RTI Serv.Int social cooperative	/	10	2
Baloo part time		/	2	1
Bper(company) full time	Agreement with municipality: Bper Banca	2 (*)	1	1
Bper (company) part time		/	4	1
La Carovana 1 full time	Agreement with municipality: Social Cooperative "La Carovana"	1(*)	9	1
La Carovana 1 part time		1(*)	0	0
La Carovana 2 full time	Agreement with municipality: Social Cooperative "La Carovana"	0 (*)	14	0
La Carovana 2 part time		0 (*)	2	0
Cittadella full time	Agreement with municipality: Social Cooperative Domus Assistenza	/	16	5
Cittadella part time		/	2	1
Dante Alighieri full time	Contracted out: Gulliver Social Cooperative	/	11	4
Don Milani full time	Agreement with municipality: Fondazione Don Milani	/	/	13
Don Milani part time		/	/	7
La Casa by Education Nest via Monte Sabotino tempo pieno	Convenzionata: EducatioNest Snc	/	5	1
La Casa by Education Nest via Monte Sabotino part time		/	0	1
Education Nest via Sgarzeria		/	1	0

Nurseries	Management	NUMBER OF PLACES PER AGE		
		2025 Infants	2024 Young toddlers	2023 Older toddlers
		Born and due from 01/01/2025 to 31/10/2025	Born from 01/01/2024 to 31/12/2024	Born from 01/01/2023 to 31/12/2023
E. Giovanardi full time	Agreement with municipality: Fondazione E. Giovanardi	/	12	1
E. Giovanardi part time		/	1	0
Famigli full time	Contracted out: Gulliver Social Cooperative	13	4	2
Famigli part time		/	4	2
Le Fate full time	Agreement with municipality: "Le Fate of Fava Rossana"	/	8	0
Le Fate part time		/	2	0
Il Girasole 1 full time	Agreement with municipality: Met Srl	/	11	2
Il Girasole 1 part time		/	1	0
Il Girasole 2 full time	Agreement with municipality: Met Srl	/	8	2
Il Girasole 2 part time		/	1	0
Ludus full time	Agreement with municipality: Social Cooperative Ludus	/	14	4
Ludus part time		/	0	0
Madonna Pellegrina full time	Agreement with municipality: Parish Madonna Pellegrina	/	11	2
Mamitù full time	Contracted out: Gulliver Social Cooperative	/	14	4
Mamitù part time		/	1	0
Melograno full time	Contracted out: Gulliver Social Cooperative	5	8	2
Melograno part time		/	2	1
Mondogiocondo full time	Agreement with municipality: Social Cooperative Mondogiocondo	/	13	5
Mondogiocondo part time		/	2	1
Le Nuvole full time	Agreement with municipality: Le Nuvole of Giuliana Toschi	/	5	2
Le Nuvole part time		/	1	1
La Pantera Azzurra (company) full time	Agreement with municipality: Questura di Modena	/	6	2
Piazza Liberazione full time	Contracted out: Gulliver Social Cooperative	/	15	3
Piazza Liberazione part time		/	4	1
Il Piccolo Principe full time	Agreement with municipality: Il Piccolo Principe of Sara Bega	/	6	2
Il Piccolo Principe part time		/	1	0
La Pimpa (company) full time	Agreement with municipality: con University Hospital of Modena	/	7	1
La Pimpa (company) part time		/	0	0
Pozzo (company) full time	Agreement with municipality: University Hospital of Modena	/	10	2
Pozzo (company) part time		/	2	1
Prontonido full time	Agreement with	/	20	3

Nurseries	Management	NUMBER OF PLACES PER AGE		
		2025 Infants	2024 Young toddlers	2023 Older toddlers
		Born and due from 01/01/2025 to 31/10/2025	Born from 01/01/2024 to 31/12/2024	Born from 01/01/2023 to 31/12/2023
Prontonido part time		/	3	1
Raisini full time	Agreement with municipality: Fondazione Raisini	/	6	2
Raisini part time		/	6	2
San Giovanni Battista full time	Agreement with municipality: Parish S. Giovanni Battista	/	/	8
San Giovanni Battista part time		/	/	2
S. Maddalena di Canossa	Agreement with municipality: Domus Assistenza	/	0	0
San Benedetto Abate	Agreement with municipality: Fondazione Opera Pia Pini	/	2	/
Stella (company) full time	Agreement with municipality: Tetra Pak	/	3	2
Stella (aziendale) part time	Agreement with municipality: Tetra Pak	/	1	0
Sacro Cuore Ganaceto	Agreement with municipality: Parrocchia San Giorgio Martire	/	2	/
San Faustino tempo pieno	Agreement with municipality: Parrocchia dei Santi Faustino e Giuditta	/	/	2
Trottola full time	Contracted out: Gulliver Social Cooperative	/	10	2
Trottola part time		/	1	1

(\*) For the nurseries of Bper, La Carovana 1 and La Carovana 2, 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, 2025).

**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**

**Grillo Parlante** nursery, authorized to operate and accredited by Municipality, have an agreement without places with the Municipality of Modena. In this nursery the rates can be reduced in case of confirmation, even for the school year 2025/26, of the manouevre of the Emilia Romagna Regional Authority “Measure to reduce the costs on families and to promote access to early childhood education services for children aged 0-3 years” for families with Isee up to € 26,000.00.

## **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 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 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 **immediate** vicinity ..... **points 14**

The list of schools identified as **adjacent** or in the **immediate 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 2025/2026 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:**

<b>n° children up to 3 years of age:</b>	<b>n° children from 4 to 9 years of age:</b>	<b>n° children from 10 to 12 years of age:</b>	<b>n° children from 13 to 16 years of age:</b>
1 .....6	1 .....5	1 .....4	1 .....3
2 .....10	2 .....8	2 .....6	2 .....4
3 .....13	3 .....11	3 .....9	3 .....7
more .....16	more .....14	more .....12	more .....10

**Situations of disability within the registered family unit certified by Health Institutions or Public Social Services stating the level of disability** (certification TO BE PRESENTED when submitting the application).

**B) Child for whom the application is submitted:**

1. Not self-sufficient (school integration certification, certificate of diagnosis of Local Public Health

Service).....	36
2. Report of the INPS invalidity committee (Law 104).....	25
3. Hospital documentation related to a potentially disabling disease .....	20

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

1. medium disability.....	10
2. serious disability or not self-sufficient.....	25

**C) Other relations up to 3rd degree (grandparents, great grandparents, uncles/aunts of the child) with disability, as long as already cohabiting with the child's family as at 1 January 2025:**

1. medium disability.....	10
2. serious disability or not self-sufficient .....	15

For points K) and C) the classification of disability refers to **Annex 3 of Prime Ministerial Decree 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. 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 Educational Services 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

**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. 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.....	<b>8</b>
From 15 hours to 25 hours.....	<b>12</b>
From 26 hours to 35 hours.....	<b>17</b>
More than 35hours .....	<b>23</b>

The full-time working timetable of state tenured teachers (18 hours for lower and upper secondary school teachers, 24 hours for primary school teachers) is set at 35 hours (17 points). In the event of a working timetable exceeding 18/24 hours, the score related to the "more than 35 hours" bracket (23 points) will be allocated. 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. 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**

*Points I), L), M), N), which refer to work problems, are incompatible with one another, meaning that **they cannot be summed in terms of score**. If an activity has several problematic characteristics, the characteristic with the highest score will be assigned.*

#### **I) Absence for work reasons:**

For an overall period greater than 3 months a year .....	<b>5</b>
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**N.B.** Overall period means the sum of days absent in one year.

#### **L) Travel to work/commuting without a fixed place of work.**

One-way distance in kilometers between the address in the municipality of residence and the primary workplace, applicable only if the job is located in a different municipality from the place of residence (if the municipality of residence and the municipality of workplace are the same, commuting does not apply).

For all workers, both employees and self-employed, the primary workplace is determined based on supporting documents such as an employment contract, agency agreements, hotel invoices, motorway toll receipts, recurring travel tickets (e.g., railway or public transport subscriptions), or other valid documentation, which will be reviewed by the office.

Please note that in all the cases mentioned, if the municipality of residence and the municipality of workplace are the same, there is no commuting.

**N.B.** The reference is the "shortest" one-way driving route as indicated on the Google Maps website.

Equal to or more than 20 km.....	<b>5</b>
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<b>M) Workers who work at night.....</b>	<b>6</b>
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*Night-time commitment is of at least 3 hours between 10 pm and 6 am*

<b>N) Workers employed with duties implying changes of shifts during daytime hours of at least 4 hours.....</b>	<b>2</b>
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Shift means the daily or weekly change of working hours in the sense of alternation of morning/afternoon/night. Return to work in the afternoon –including those of teaching staff - is not considered shift.

<b>O) Mobility or subsequent dismissal at 1st April 2024, fixed term contracts of less than 6 months, precarious workers with occasional tasks or occasional self-employment: .....</b>	<b>8</b>
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The scores relating to the reliability of the 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 <b>initial term</b> for enrolment.....	<b>5</b>
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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.....	<b>5</b>
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The scores relating to the reliability of the grandparents of the child are counted 80%.

<b>R) Non-working students (excluding second degrees, post-graduate specialisation courses, evening courses, etc....) on a course with compulsory attendance.....</b>	<b>8</b>
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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.

<b>S) Condition of impossibility to entrust, or significant difficulty in entrusting the child, if at least one of the following situations exists: .....</b>	<b>3</b>
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- Deceased, unavailable, unreachable, or lives more than 20 km away from the child's residence, in another region, or in a foreign country;
- With medium or serious disability or not self-sufficient, as defined in Annex 3 of Prime Ministerial Decree 159/2013;
- Aged 75 or older;
- Full time employment with a work contract of over 35 hours per week;
- Cares for parent, spouse or other cohabiting relation over eighty-five years of age with medium or serious disability or not self-sufficient (as defined in Annex 3 of Prime Ministerial Decree 159/2013).

## 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**, namely that related to the condition of greatest disadvantage;
- The distances of the grandparents from the child's household are calculated using the same methods of point L) - travel to work.

## 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 Educational Services 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% 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;
- 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 'School Services' 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.

The position on the ranking list will be visible on the website of the Municipality of Modena using personal SPID/CIE/CNS credentials or anonymously, by location.

As indicated previously, the names of the **children who will be born after the 30 April 2025** 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 the Educational Services Department 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 the School Educational System Department 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 Educational Services 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.

**This is without prejudice to the right of the Educational Services Department to proceed to official dismissal of users for serious or repeated violations of the rules of use of the service or for failure to pay debts already requested and always related to the service.**

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 2026.

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 summer 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 [rinunce.nidi@comune.modena.it](mailto:rinunce.nidi@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 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.**

## **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.

For users with a highly irregular attendance record (**repeated** absences, **overall more than 3/5 of the days of operation of the service** within a period not lower than 2 months) or a **continuous absence of more than a month, in the absence of justification or without preventive authorisation from the Admissions Office (request to “hold place”)**, the director of the “Educational-school system Service can proceed to the official dismissal of the user. For the nurseries of the Fondazione Cresciamo and affiliated/contracted nurseries, the dismissal may occur upon written request from the relevant provider, also based on a report from the Admissions Office.

The request to hold the place must be done in advance in writing to the Nursery School Admissions Office, exclusively for health reasons or serious impediments, both cases should be adequately documented

## **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 municipally affiliated 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 pm**.

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** 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 Educational Services 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. 324/2024 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**, 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 2024/2025, 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 2024/2025 of the manoeuvre 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 2025/2026 may be subject to variations.

On the website [www.comune.modena.it/servizi/educazione-e-formazione](http://www.comune.modena.it/servizi/educazione-e-formazione), under the entry “Tariffe” (Fees), user can make an indicative calculation of their fees entering their valid ISEE values.

## CITIZEN PORTAL

Inside the citizen portal it is possible to:

- view and download the different documents (receipts of applications for registration with the various services, certificates of enrolment and payment, communications, notices and PagoPa payment receipts, any payment injunctions, etc.)
- choose the method of sending the PagoPa slips (digital or printed);
- pay a PagoPa slip.

The portal can be accessed from this page: <https://portalecittadino.comune.modena.it/home> using the SPID/Cie/CNS credentials of the parent who submitted the application or the holder of the payment slip.

## 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 the School- Educational System Department, Paola Francia

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

We inform you that:

a) The data controller is the Municipality of Modena. By provision of the Mayor, Patrizia Guerra (address Via Santi, 14; email [patrizia.guerra@comune.modena.it](mailto:patrizia.guerra@comune.modena.it)), has been appointed controller of the data banks and of the processing of data of the Education Services Sector, in accordance with the principles governing local authorities and basic choices adopted by the Municipality on the matter of organisation;

b) The Data Protection Officer (DPO) can be contacted by email at [responsabileprotezionedati@comune.modena.it](mailto:responsabileprotezionedati@comune.modena.it) PEC: [casellaistituzionale042@cert.comune.modena.it](mailto:casellaistituzionale042@cert.comune.modena.it);

c) Any personal data that will come into our possession, is processed by this Authority to pursue a public interest, namely, performance of the administrative activity regarding the enrolment and attendance of the educational and school services related and consequent to it, including the fulfilment of laws and regulations on vaccine prevention, as well as the recording and dissemination of teaching activities carried out in nurseries and pre-schools with regard to any audio-visual and photographic material collected, which shall only be used if consent has been given. In the performance of the administrative activity regarding the enrolment, the collection of enrolment applications to municipal and operating within the municipal service by agreement/contracted educational services, and school ranking lists, are managed by a single centre (Admissions Office of the Municipality of Modena);

d) The provision of data is mandatory; without it, it will not be possible to start the procedure.

e) the data is processed using electronic, computer, telephone and paper means, in accordance with principles of correctness, lawfulness, transparency and protection of your privacy and rights and in a way that ensures their confidentiality and safety;

f) employees and collaborators, including external, of the controller and individuals who provide services instrumental to those above (such as, for example, technical services or operators of catering/transportation services), may acquire knowledge of the collected personal data. These individuals work as data processors, persons authorised to process data, and system administrators. If necessary for the fulfilment of legal obligations, the collected personal data, including the declared health data concerning the child for whom enrolment is requested, may also be disclosed to the private operators of services which have a special agreement with the municipality. Your personal data, including attendance at the nursery, may be communicated to the Emilia-Romagna Region for management, reporting, monitoring, and control activities required by EU regulations or to national and European regulatory authorities as part of their institutional activities. Your position in the ranking will be viewable on the Municipality of Modena website using your SPID/CIE/CNS credentials or anonymously, by location.

g) your data will be retained for the period required to conclude the procedure, at the end of which it can be stored, according to the methods and in compliance with the regulatory provisions on the matter, in the case of further retention obligations as provided for by law or regulations or for purposes of archiving in the public interest, or for scientific, historical research or statistical purposes;

h) the processing of your personal data will not be transferred to a third country or to an international organisation;

i) We also wish to inform you that:

i.1) you may be contacted to be administered a satisfaction questionnaire concerning the service by the Studies and Research Office of the Municipality of Modena. The questionnaire may also be administered via telephone or e-mail, using the contact details listed on the admission application;

i.2) you may also be contacted by the Study and Research Office ([ufficioricerche@comune.modena.it](mailto:ufficioricerche@comune.modena.it)) of the Municipality of Modena to invite you to participate in other satisfaction and opinion surveys conducted by the Municipality of Modena.

**Should you not be interested** in participating in other opinion and satisfaction surveys, concerning the service requested or offered, we invite you to timely inform the office by emailing: [ufficioricerche@comune.modena.it](mailto:ufficioricerche@comune.modena.it). Following your notification, the processing of your personal data, as regards satisfaction and opinion survey, shall be limited to the fulfilment of the purposes outlined at point i.1) above.

You are entitled to exercise your rights at any time: to access personal data according to articles 15 et seq. of the GDPR; to obtain rectification or erasure of the same or restriction of the processing of data related to you; to withdraw consent, where applicable; withdrawal of consent does not compromise the lawfulness of the processing based on the consent given before withdrawal; data portability, where applicable; to object to the processing; to lodge a complaint with the supervisory authority (Italian Data Protection Authority).