



Comune di Modena

Settore Servizi Educativi
e Pari Opportunità

Enrolment in the nursery schools - school year 2025-26

The system of nursery schools in the Municipality of Modena

In the municipality of Modena there is an integrated system of nursery schools formed by the municipal nursery schools, those of Fondazione Cresciamo, contracted out, those which have an agreement with the municipality, in which it is possible to enrol children through the single municipal enrolment centre.

Who can enrol

Children and (or those who will be born) **from 1 January 2023 to 31 October 2025**, compliant with the vaccination obligations, resident with at least one parent in the Municipality of Modena, can be enrolled. **The names of the children who will be born after 30 April 2024 will be entered** into the ranking list from the **3rd month**: from that moment on, the child can be admitted to the nursery school only 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 "dynamic", namely the various positions will be updated monthly following insertion, according to the score, of the children who reach the 3rd month in that particular month. **Reference is made to the presumed date of birth declared when making the application.**

All the rankings (infants, toddlers and older children) of the waiting lists are constantly updated following any renunciation by users and substitutions made by the office.

Children who are not resident can also be enrolled, but these applications will be met, subject to availability of places, after having exhausted the ranking lists of applications submitted by the deadline and after the deadline of the residents.

When and how to enrol

The applications for residents and non-residents can be submitted from 17.03.25 to 17.04.25, exclusively online using the SPID, CIE (Electronic Identity Card) or CNS (National Services Card) credentials, on the website www.comune.modena.it/servizi/educazione-e-formazione.

Only parents of **children to be born** will have to send the form filled in to nidi.infanzia@comune.modena.it with a copy of the declarant's identity document attached.

During the application phase, it will be possible to indicate up to a maximum of 6 nursery schools in order of preference (3 municipal/Fondazione, 3 with which there is an agreement in force with the municipality/contracted out).

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.

Assistance with enrolments

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

Visit the page www.comune.modena.it/servizi/educazione-e-formazione/supporto-e-assistenza-per-i-servizi-scolastici-online to get to know the methods of access, days and times of opening.

Open day

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

Criteria of admission and allocation of places

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

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

The criteria for allocation of the score relate to:

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

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

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

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

The ranking list will be viewable on the website of the Municipality of Modena, inside the “Portale del cittadino” at the address <https://portalecittadino.comune.modena.it/home>, by using the SPID/CIE/CNS credentials of the parent who submitted the application.

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

Renouncing the admission (both from the ranking list and waiting list) will imply the cancellation from all waiting lists. The renunciation, which must always be submitted in written form to nidi.infanzia@comune.modena.it with the copy of

identity document of the declaring party attached, is free within the deadline communicated by the office; otherwise, an administrative expense is envisaged.

Applications outside the deadline

Up to 30.06.25, it is possible to submit an application outside of the deadline, object of a subsequent ranking list, formed with the same methods of the ranking list of the applications within the deadline.

The applications submitted after 21.07.25 and by 31.10.25 will be accepted in chronological order.

Portale del cittadino

Inside the parent portal it is possible to:

- view the admission ranking list, once published by the office;
- view and download the different documents (receipts of applications for registration with the various services, certificates of payment, notices and PagoPa payment receipts, 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.

Operation of nursery schools.

The full-time nursery schools usually operate from 8 am to 4 pm, part-time nursery schools from 8 am to 1.15 pm, with lunch, from Monday to Friday, with the possibility, in both cases, to request entry at 7.30 am. In some schools, it is possible to request the extension of the time, usually until 6 pm.

Attendance fees

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

The attendance fees for the school year 2025/2026 are defined based on resolution n°725/2024 of the Town Council, subject to any changes. By way of indication, the fees of the municipal nursery schools and of the Fondazione Cresciamo range from a minimum of € 74,25 to a maximum of € 501,00 for the full-time service, and from a minimum of € 63,00 to a maximum of € 348,00 for the part-time service. The fees of the contracted nursery schools and those with an agreement with the municipality can vary slightly compared to the municipal schools.

Information

For any additional information, refer to the call for enrolment consultable on the website www.comune.modena.it/argomenti/istruzione/nidi-dinfanzia-0-3-anni

To contact the Nursery School Admissions office it is possible to send an email to nidi.infanzia@comune.modena.it; alternatively, phone 059.2032786-2033867-2032708 on Monday and Thursday from 8:30 am -1 pm and 2:30 pm - 18:00 pm; Wednesday 8:30 am -1 pm

It is also possible to make an office appointment using the online digital agenda at the following address:

www.comune.modena.it/prenotazione-appuntamenti-uffici?uid=681793689b104616980902691dde1b70&booking_type=