

RULES AND REGULATIONS IN THE NURSERY SCHOOLS

To the kind attention of the
families

HOURS

- The following hours of entry and exit must be rigorously observed:
- **ENTRY:** 7,30 - 9,00
- **I EXIT:** 12,00 - 13,00
- **II EXIT:** 15,45- 16,00
- **EXTENSION:** 16,00 – 18,15
- For a good functioning of the school it is necessary to comply with the below time regulation:
 - Those who do not enjoy the meal enters after 8,30 and leaves before 11,30, hours in which the canteen starts.
 - Those who remain beyond 1 o'clock are obliged to siesta, scheduled until 15,00:

ENTRANCE AND PICK UP

- Those who take the child to school must accompany him inside the school premises and inform the teacher about his arrival.
- For a good functioning of the school, the entry hours in the morning must be compulsorily respected.
- In case of lateness in the morning due to real predictable needs such as medical check-ups, vaccination, etc) the parent is required to inform in advance the teacher. The child, for the same reasons mentioned above , can be picked up by the parent during school hours, by just filling an appropriate form. The child may however not be readmitted in the school beyond 11 o'clock.
- In case the child is being picked up by people different from the parents (grandparents, uncles, friends), it is required the filling of the form "modello delega" which relieves the school from any responsibility.
- For legal reasons it is not absolutely possible entrusting the child to a minor.
- The adult who picks up the child everyday is required to inform the teacher when going out of the school's premises.
- For security reasons and the charge of responsibility, parents at the time of entry and the pick up of their child are required not to hang around the internal and external premises of the school.
- Parents are required always to close the gate and not to allow their children to get used to opening it.

- The time of exit must take place strictly, not later than 16,00, after this time it is actuated a municipal service upon regular registration. After repeated lateness, parents will be urged to regular payment of the service.

HEALTH, SOCIAL AND FEEDING PROVISIONS

- In any case reference is been made to the health norms of the health service in the Emilia Romagna Region.
- If the child comes to school with symptoms of poor health or disease, the teachers are required to inform the parents to pick up the child.
- In case of injury, the teacher will need to file a report and the parent within 3 days, is required to submit to the school's management the medical report of the emergency department.
- The teaching staff cannot administer medicines of any kind to the children. In the presence of particular cases , arrangements will be made with a doctor.
- It is understood that the child who attends school must be in good health and therefore fit to participate in all the school's activities (including going out in the garden).
- The meal and the snacks are determined by a precised and measured nutritional table. Particular nutritional uses, for health reasons, must be negotiated with the "ASL".
- Following current sanitary provisions, it is forbidden to bring to school food prepared at home.
- For organizational reasons of the school, and for the respect of other children, it is not possible to bring to school groceries such as: (snacks, chocolate, fruit juice, etc).
- For security reasons it is absolutely forbidden to give chewingum or candys to the child. If eventually you want to give candys to the child, it is necessary to give them to the teacher.

CLOTHING

- It is important that the clothes of the child is easy to loosen (example coveralls)
 - Belts, overalls, body are strongly not recommended.
- Personale clothes should always be available at school. It should ofetn be checked and suitable for the season; It should be taking home if dirty and replaced the following day.
- The clothes that the school gives to the children should be washed and returned.
- To prevent lost, all the clothes of the child should be marked or identified.
- In order to avoid conflicts between the children, it is preferable not to bring toys to school. Harmful toys will absolutely not be accepted. The teachers are however excluded from any responsibility in case of lost or breakage.

- **N.B** It is necessary to take note for an effective application of this regulation, parents and those who normally accompany and pick up the child from school (grandparents, uncles, friends, baby sitter). We therefore ask parents to notify and to recommend a strict compliance. Thanks!