

# Inscriptions Nests Roma Capitale School Year 2015-2016

Enrolments nests are open from 23 April to 22 May 2015.

## **The submission of the application**

### **Requirements for enrollment**

They can be enrolled in the nest for the school year 2015/2016 girls and boys born between 1 January 2013 and who will be born no later than 31 May 2015. The nests Capitoline accommodate boys and girls residing in Rome Capital, belonging to families with at least one parent/guardian/caregiver residing in the territory of Rome Capital.

May apply even families not residing in of Rome Capital at the time of enrollment and who are able to self-certify to have ongoing change of residence to Roma Capitale.

Can be enrolled all children temporarily in the territory of of Rome Capital, though deprived of residence, in relation to current international standards, national and regulations.

### **How to enroll:**

Must be identified to the Institutional Portal [www.comune.roma.it](http://www.comune.roma.it). Those who have already completed the steps above, and positive and therefore has already identified to online services, can go directly to the completion of the application. If none of the parents concerned were still identified for services online, it is sufficient that one of them beginning the process of identification on the homepage of the portal, in the section on the upper left "Online Services", by following the link "identification of the portal" consultation, if necessary, the guide page "preliminary information". Recommended, therefore, proceed to time since the procedure ends, usually within 7 days of sending the correct documentation, with an e-mail notification of the identification.

For any further information or assistance please contact our Contact Center ChiamaRoma 060606

Applications may be submitted:

- through the portal of Rome Capital ([www.comune.roma.it](http://www.comune.roma.it)) following the path: List of On-line Services - Academic Services - Registrations Nests Capitoline - Application online. Who uses the online enrollment will also take place later by the same method

if usefully placed on the list. Any subsequent acceptance will take place with the same on-line mode;

The Capitoline Administration reserves the right to verify the statements contained in the application and to require the submission of supporting documents.

### How does the enrollment

In the application may be indicated only one Municipality to choose from:

1. the Municipality of residence of the family (which may consist of both parents, a single parent, a guardian or custodial);
2. the Municipality in the territory of at least one of the parents carry out work;
3. the Municipality of the residence of the grandparents;
4. the Municipality of residence of the parent with whom the child does not reside.

**The choice of one of the first two options guarantee a higher score in the ranking of access to the service** (see table attached at the end of this booklet which provides the criteria for the ranking and scores of access to the nests).

In the event that the family is in the process of changing residence within the territory of Rome Capital is allowed to indicate in the application, the Municipality where the family intends to move, attaching the presentation of self-certification statement that the current transfer (within the meaning of Presidential Decree n. 445/2000 in order to facts or documents concerning the transfer).

In addition to the nests directly managed by Roma Capitale, you can also apply for entry:

- Nests Capitoline privately operated under concession (where such service is activated);
- Nests accredited private and agreement with Roma Capitale;
- Spaces to Be.Bi., facilities can access the children who are aged between 18 and 36 months (born, that is, by 28 February 2014 or who are at least 18 months at the time of acceptance, if called at a later time by sliding the waiting list) and at which there is a permanent daily AM or PM for 5 hours does not include the consumption of the meal..

These structures provide the same standards of quality of the nests Capitoline and the contribution rates paid by families are the same as those for the nests Capitoline.

In the application may be indicated in decreasing order of preference, **up to six nests Capitoline and/or agreement** listed in the notice (taking into account the hours of operation of the nests); you can also specify any preferences for spaces Be.Bi.

In the application to the nest will also be possible to express the option to attend the Bridge Section of kindergarten, when activated. The bridge section is a particular service, passing between the nursery and infant school, which accepts children aged between 24 to 36 months (born by 31 August 2013).

It is also recalled that they can apply for enrollment on-line educational services (nursery, micronido, Space Be.Bi. and Bridge Section) the parents/guardians/carers of children who will turn three years old by April 30, 2016 and that have already applied for enrollment to the Nursery School.

It is the responsibility of the Municipality to provide any additional information related to educational facilities.

## **Admission to the nest**

### **Scoring criteria for the issue a graded list**

The application submitted will be assigned a score that takes into account the family situation of the child (see details in the appendix of this booklet). Based on these scores, each municipality will sort the applications received in a list valid for access to the service.

The list will be only at the municipal level and subdivided by age groups: small, medium, big.

- ❖ **Small:** are enrolled children born from 01/09/2014 to 31/05/2015.
- ❖ **Medium:** are enrolled children born from 1/11/2013 to 31/08/2014.
- ❖ **Big:** are enrolled children born from 1/01/2013 to 31/10/2013.

The council Capitolina, on the basis of the priorities established by Article 6 of the Regulations of the Capitoline Nests, establishes the scores attributed to each criterion of access to the nest. Same score for the formation of the list, prevailing application that presents the Equivalent Economic Situation Indicator (ISEE) lower.

The provisional list, determined in a computer, will be published in the municipal offices and on the institutional website **approximately the end of May**.

In case the parent/guardian/caregiver finds errors of assessment may bring an action at the Municipality, **within ten days from the date of posting the above ratings**, with a note addressed to the Director of the Organizational Unit Socio Educational Cultural Sport (U.O.S.E.C.S) which must be specified motivations. The Manager will give feedback within the next ten days.

The final list was approved by the Executive U.O.S.E.C.S of each Municipality after the examination of the applications, will be published **July 1** in the municipal offices and on the website [www.comune.roma.it/dipscuola](http://www.comune.roma.it/dipscuola). This list will include the allocation of all available positions in public and some private.

In the event of exhaustion of the list of great, will be able to draw on the ranking of the medium in order to enter by age meanwhile acquired (ie, those who at the moment when it becomes available the place have made or do 24 months before December 31, 2015), taking into account the position occupied in the ranking list itself.

Similarly, in the case runs out of ranking of the medium, you can draw from that of small in order to insert holders according to the age meanwhile gained.

**All requirements stated in the application for registration must be held on the date of expiry of the notice**, the only exceptions being relating to unborn children (children whose birth must be done by the deadline of May 31, 2015) and changes of residence or domicile in progress of refinement. As for the children being adopted and pending the adoption decree, the latest date for regularization will be August 31, 2015.

It should be noted that, pursuant to and for the purposes of articles 75 and 76 of Presidential Decree 445/2000, if not the truthfulness of the self-certification will be liable to the penalties provided by art. 483 of the Criminal Code "Ideological fraud committed by a private act in public" (which provides for the penalty of imprisonment up to two years) and by special laws as well as the loss of the benefit may be obtained.

For this purpose the Administration Capitolina reserves, as required by law, to carry out checks intended to verify the information provided. **It should also be noted that failure to completeness or incorrectness of data compared with the requirements in each section of the application involves the non-recognition of its expected score.**

### **Admission to the service**

The assignment to the nest Capitoline, Section Bridge, the Space Be.Bi. or credited to the nest and arrangement chosen will be consistent with the places available and on the basis of the score obtained in the classification of the service.

The inclusion of children with disabilities certified and that of the users followed by social services operating at public facilities territorial takes place throughout the school year, with priority, regardless of the waiting list and subject to the availability of places (art. 6 of the Regulations of the nests).

The assignment of the place connected to the change of domicile or residence of the family becomes final of the actual transfer, which must take place by the date of 31 August 2015, or not later than the date of admission to the service for those are called at a later time from the waiting list. Well as earmarking of the place willing for children under adoption becomes final with the actual act of adoption, which must be within the date of 31 August 2014, or not later than the date of admission to the service for those are called to a second time from the waiting list.

The user is admitted to the frequency requires a formally accept the place offered, with the simultaneous delivery of the receipt of first payment of contributions due, within a deadline of 8 (eight) days from the date of publication of the final planned for **July 1**.

If the application has been submitted on-line acceptance may be made in the same way. If the application has been forwarded by the CAAF acceptance must be completed at the Municipality responsible.

### **Families are invited to take steps to ascertain the position in the ranking and formally accept the place, if available, in order to avoid exclusion from the ranking itself.**

The refusal of the place offered not result in the exclusion only in the case of admission in the list of brothers (twins and no, both in the case of new subscriptions to the nest, or when one of the brothers already attending) aspiring to the same structure, but placed in different nests. In this case it is allowed the opportunity to accept the place, even after the deadline, when the Municipality will offer the inclusion of the brothers in the same structure.

In the event of non-acceptance of the place offered or do not complete the enrollment, **you will be considered renouncer to the service** with the consequent exclusion from the list (ex Municipal Council resolution n. 148/2007). To do this you will not, therefore, subsequently offered places for whatever reason become available in public facilities or any private.

### **For children waiting lists**

Children who remain on the waiting list will be allocated any places that for whatever reason they become available later in the structures chosen in application phase or in other facilities used during the year.

The Capitoline Administration reserves the right to take any action aimed at facilitating access to places that may still be available, in order to ensure the most effective match between demand and supply of the service.

The place offered with special communication from the Municipality to be formally accepted by the final deadline of **2** days from the date of the letter, with the simultaneous delivery of a copy of the receipt for payment of dues. In the event of non-acceptance of the place offered in the manner aforesaid, the user will be considered renouncer to the service with the exception of the relative ranking (ex Municipal Council resolution n. 148/2007e amended).

## **How works the nest**

### **Timetable and calendar**

The facilities are open from 1st September to 31st July, Monday to Friday; hours of operation of the nests Capitoline, established by the Municipal Council by resolution n. 33, 11/02/2009 are:

7,00/18,00 for a limited number of nests according to need;

7,30/17,00;

8,00/16,30.

The maximum hours of operation of accredited private facilities and affiliated is 8,00/16,30.

The municipal notices will indicate all public and private accredited and affiliated operating in the area with its hours of operation.

As part of the pre-established maximum hours of operation for each nest put out to tender, families will require registration in order of preference to the nests that best meet their needs slots. In these times of maximum operating at the time the will can also choose different time slots intermediate input and output (eg., 9.00 incoming and 14.30 outgoing).

**N.B. Cannot be met preferences for longer time periods than the maximum provided in the nest chosen.**

**For reasons organizational and management can not in any case be permitted to change the time periods selected on enrollment.**

The Administration Capitolina in order to optimize the service, based on the analysis of the actual frequencies of the children, identified in the previous year, reserves from year to year may change the operating hours of each nest for the generality of users, also with reference to structures, to municipal users.

### **Christmas and Easter**

The service is suspended during periods of Christmas and Easter from the date of closure of schools according to the regional calendar. The contribution rates for the months of reference are due in full.

For affiliated facilities is the possibility of suspension of service, in the school year, for a maximum of 15 days to coincide with holidays (Christmas, Easter and others), while maintaining the integrity percentage of contributions payable by each user, after appropriate information to families at the beginning of the year, according to the calendar prior notice to themselves.

### **Month of July**

In order to meet the diverse needs of the families it is possible to request **special enrollment** for the entire month of July or middle of the month (please, if you choose the frequency of the first or second half). In the latter case, the fee of charge to the user will be reduced by 50%. No fee to pay for that month is due if the families do not carry the relevant inscriptions.

**Interested users to use the service for the month of July will have to submit the application form by the deadline that each municipality to this end establish through appropriate notice.**

**The application shall be submitted to the Management Office in the case of municipal Nests frequency of a nest Capitoline or at the nest private agreement in the case of frequency of the latter.**

**The admission frequency in July is subject to the submission of the application form along with a copy of the receipt for payment of contributions due.**

In this period, for compliance with the applicable contractual provisions governing the staff of the education sector, the Administration will ensure the service provided by other staff than the one used during the school year. Based on the quantities requested, the service can be arranged at nests than those frequented by children during the year, with hours of operation reduced.

### **Children with disabilities**

Roma Capitale protect the rights of children and promotes in particular the right to health and socialization. In this context, we believe the fundamental importance of targeted interventions to ensure the full integration of disabled children. To ensure the right of children to form

relationships, get attention and use of adequate time and space to their needs and to make it possible to group educational programming and implementation of individualized educational projects in each section cannot be more than two children with disabilities.

In the case in which is received in relation to a single structure a higher number of requests, the GID municipal (Group Integrated Disability) will direct the family at another nest, as close as possible to that required.

To ensure more effective integration of children with disabilities is provided a pedagogical model targeted to the welfare and individual and collective growth, including through the use of teaching staff in addition to that already provided in the organic. In this case within a maximum period of 29 May 2015, families are required to submit a certificate issued by the local health authorities ASL, or by a public health facility, covering explicitly the need of educational support.

Compliance with the period prescribed to delivery all documentation will allow the appropriate organization of the service.

The inclusion of children with disabilities certified takes priority, regardless of the waiting list, and throughout the school year compatibly with the available places.

## **Il periodo di ambientamento del bambino**

There is an initial period of acclimatization to the nest with flexible hours and variable duration, depending on the needs and the timing of each child.

To allow a separation from parental figures of reference as calm as possible is essential to the presence of a parent or a familiar point of reference that follows this delicate phase.

The inclusion of the child to the nest is programmed with the Officer of Educational Services and the group's educational section.

## **Cancellations and forfeitures**

The families whose children are admitted to the nest Capitoline, the private facility agreement or Section Bridge are required to provide, in case of renunciation service, written statement addressed to the Municipality territorial jurisdiction **by the 20th of the month preceding that in which they intend to stop frequency.** In this case, the duty of the contribution falls from the first of the next month. For cancellations made later than the date indicated on the obligation falls from the second month following.

The absence of small users, more than 10 consecutive days and not justified in writing despite the reminder of the Municipality, or the managers of private, involving the loss of the place, without further formality.

## How and how much you pay

### How much you pay

To attend the nest Capitoline or private facility agreement is expected to pay a contribution which varies according to the value of the Indicator of Equivalent Economic Situation of the family (ISEE) and the second time period to use the service. If you do not present the Declaration Single Substitute (DSU) applies the maximum fare.

In order to know the amount to be paid is available on the portal of Roma Capital ([www.comune.roma.it](http://www.comune.roma.it)), a feature that, by the time period chosen and the ISEE value, calculate the percentage of contributions on a monthly basis. The path to follow is: List of On-line Services - Academic Services - Offer school - Prospectus fees - Services 0-3 years.

The Administration reserves the right, in order to optimize the service, to restructure the tariff system by making public the new contribution rates within the period of completion of registration.

Are exempted from payment of the amount of the contribution users living in households followed by social services and reported to do so by them.

The period of acclimatization is an integral part of the service, are not expected reductions in the percentage of contributions that, in any case, must be paid regardless of the frequency.

For nests and micronidi affiliated the measurement of contribution corresponds that according to the time period chosen and the ISEE value, the user should be entitled to be paid for attendance at the Capitoline nests.

### How to pay

The payment of the contribution will be in the following ways:

- ❖ Advance payment of the first tranche to be paid in each case regardless of frequency. This first payment constitutes, together with the communication of the place offered, an indispensable condition for the definitive admission to the service. For this purpose a copy of the deposit receipt must be attached when the formal acceptance will be excluded from the final list.
- ❖ Second tranche, referring to the month of October, by 30 September.
- ❖ The remaining tranches must to be paid by the end of the month before the month in which they relate, using to the nests Capitoline the special bulletins delivered directly to you or through alternative channels: through the Service Payments Rome available to authorized users of the portal Roma Capital (Rid online or credit card), Sisal and ATM authorized. For private contracted facilities the user must make the payment directly to the manager.



- ❖ For the month of July, reference should be made clear earlier in a possible reduction of the contribution rate or the non-payment thereof.

With regard to the Capitoline nests, ic/c will be pre-payable to the person who has signed the application form (parent, guardian or carer).

**The first tranche is not returned even in the absence of absolute frequency. The second tranche is returned with the condition that the user attended by a formal renunciation by the 20th day of the month of September.**

The contribution rate is always due, even in the absence of the child, justified or no justified, and in the event of service interruption for reasons of force, for a continuous period not exceeding ten working days.

It should be noted that, pursuant to art. 7 "contributions and exemptions", paragraphs 3 and 4 of the Regulations for Kindergartens Roma Capital "the lack of contribution by the end of July involves the automatic revocation for the following year, which shall be promptly announced (ten days notice) to the nest and to the parents of the child user. Payments will still be collected by the Administration Capitoline in the manner provided by law." This, of course, will also be valid for the month of June, in the absence of entries in any of the two fortnights of the month of July.

## For more information

**For any further information or assistance in the identification process of the portal you can contact the Contact Center ChiamaRoma 060606;**

For the technical aspects relating to the application on-line, contact the help-desk Mesis at the following number: 06/671070123;

For more information, contact the Public Relations Office of the Department of Educational Services and School, Youth and Equal Opportunities at the following number: 06/671070353 Offices and Municipal Management Nests listed below.

For further information please visit website of Rome Capital [www.comune.roma.it](http://www.comune.roma.it)

**LIST OF OFFICES MUNICIPAL NEST**

<b>Municipality</b>	<b>Address</b>	<b>Telephone</b>
1 (ex 1- ex 17)	Via Luigi Petroselli, 50 Circonvallazione Trionfale, 19	06/69601625-626 06/69617607-610-640
2 (ex 2 – ex 3)	Via Tripoli, 136 Via Goito, 35	06/69602330-333 06/69603613-648
3 (ex 4)	Via Umberto Fracchia, 45	06/69604611-612
4 (ex 5)	Via Tiburtina, 1163	06/69605625-626
5 (ex 6 – ex 7)	Via dell'Acqua Bullicante, 28 bis Viale Palmiro Togliatti, 983	06/69606638-639-662 06/69607614-619-654
6 (ex 8)	Via Duilio Cambellotti, 11	06/69608622
7 (ex 9 – ex 10)	Via Tommaso Fiortifiocca, 71/73 Piazza Cinecittà, 11	06/69609620-621 06/69610610-611-612
8 (ex 11)	Via Benedetto Croce, 50	06/69611612-613-614
9 (ex 12)	Via Ignazio Silone, 2° ponte	06/69612-612-697-698-232
10 (ex 13)	Viale del Lido, 6	06/69613581-587-682
11 (ex 15)	Via Lupatelli, 7	06/69615613
12 (ex 16)	Via Fabiola, 14	06/69616603-621
13 (ex 18)	Via Aurelia, 470	06/69618602-624
14 (ex 19)	Piazza Santa Maria della Pietà, 5	06/69619607-608-609-625
15 (ex 20)	Via Flaminia, 872	06/69620620

	<b>ACCESS CRITERIA</b>		<b>Points nest of residence or place of business of a parent</b>	<b>Points nest of residence grandparents or parent not cohabiting</b>
1	Child with a disability recognized by the following public health facility ..... Attach medical certificate.		<b>Score 450</b>	<b>Score 450</b>
2	Child with family situation social and environment particularly burdensome, documented by a report from the Municipal Social Services or by the competent territorial structure of ASL (attach report).		Score to be assigned depending on the severity of evaluation of social services up to a <b>maximum 120</b> points	Score to be assigned depending on the severity of evaluation of social services up to a <b>maximum 120</b> points
3	Orphan of both parents (attach report or provision of social services by the Juvenile Court).		<b>80</b>	<b>80</b>
4	Child in foster care, adopted or being adopted (attach the act of disposal by the Juvenile Court).		<b>60</b>	<b>55</b>
5	Child who belongs single parent family or child of "divorced parents" (even if unmarried and not cohabiting), in possession of a formal act of sole custody (attach act of the Court), and living with just one parent worker.		<b>50</b>	<b>45</b>
6	Child who belongs single parent family or child of "separated parents" (even if unmarried and not cohabiting), in possession of a formal act of sole custody (attach act of the Court), and living with a single parent is not employed.		<b>45</b>	<b>40</b>
7	Child with both parents working full-time (also separated, unmarried and not cohabiting).		<b>40</b>	<b>35</b>
8	Child with both parents working of which one part-time (less than or equal to 50% of the work required by the contract) also separated, unmarried and not cohabiting.		<b>20</b>	<b>18</b>
9	Child with both parents working (also separated, unmarried and not cohabiting), of which one that carries on a practical training, internship, or in possession of the scholarship.		<b>16</b>	<b>14</b>
10	Child with both parents working part-time (less than or equal to 50% of the work required by the contract) also separated, unmarried and not cohabiting.		<b>13</b>	<b>11</b>
11	Child with a parent employed full-time and the other does not (even separated, unmarried and not cohabiting).		<b>10</b>	<b>9</b>
12	Child with a parent employed part-time and the other does not (even separated, unmarried and not cohabiting).		<b>7</b>	<b>6</b>

13	Child with both parents not working (even separated, unmarried and not cohabiting).		<b>5</b>	<b>4</b>
14	Child with disabled parent or invalid (minimum 74% or L.104/92 art. 3 paragraph 3) Child belonging to a family in which there are actually members living with disabilities or disabled persons, excluding parents (minimum 74% or L.104/92 art. 3 paragraph 3) Attach documentation.		<b>45</b>	<b>40</b>
			<b>25</b>	<b>20</b>
			Not cumulative	Not cumulative
15	Child with n. brothers _____ 0/3 years (not completed), with the exception the case when the brothers are twins of the applicant.		<b>6</b>	<b>6</b>
	Child with n. brothers _____ 3 years (completed) / 14 years (not completed)		<b>3</b>	<b>3</b>
16	Children twins n. _____ (Including applicant)		For each twin (including applicant) <b>9</b>	For each twin (including applicant) <b>9</b>
17	Child with both parents working, one of which works continuously for at least 6 months out of Italy except the Vatican City.		<b>2</b>	<b>2</b>
18	Child with both parents working, one of which works continuously for at least 6 months out of the region, excluding the self-employed and excluding the Vatican City.		<b>1</b>	<b>1</b>

N.B. Scores from 14 to 18 are cumulative each other and with one of those from 3 to 13, with the exception of 15, which can also be combined with the scores 1 and 2.