

## REGULATION FOR ADMISSION TO THE CRÈCHE

(approved with modified by the School Administration Board with acts no. 13/2015)

**ART. 1** In order to be put on the application list, the families must hand in an application by the deadlines indicated by the Institution (usually February 28<sup>th</sup> for babies, while for unweaned babies such deadline is June 30<sup>th</sup> for admissions in September, and November 15<sup>th</sup> for admissions in January); the Institution, in turn, will provide any specific information to the applicant families. Unless differently stated in regulation, the information provided by the families must be correct and updated at the time of handing in the application.

Applications are either received by the Ufficio Relazioni con il Pubblico (URP) or by the Ufficio ISECS.

**ART. 2** Applications received after the deadline up to the publication of the application list will be evaluated and placed at the bottom of the list. As a consequence, the applications received before the deadline will be dealt with first and further places, if any are still available, will be offered to the late applicants.

Applications received after the publication of the list and before June 30<sup>th</sup> of every year will also duly be evaluated and placed at the bottom of the above list, while those received after that date will be entered in the list following the order of presentation.

Even if some families, already living in Correggio on the date of the deadline, were unable to hand in their application duly documented by such date for any unforeseeable event, but were entitled to the maximum score provided for by art. 4 paragraph 1, will take precedence over other applicants (either by the deadline or after it) following the order of presentation.

Families of non-residents in Correggio by the deadline date, and presenting their application after deadline date, but applying for residence in Correggio before such date and being entitled to the maximum score provided for by art. 4 paragraph 1, will take precedence in the list of after-the-deadline applicants, following the order of presentation.

For the above mentioned occurrences, in case more than one family were entitled to the maximum score, precedence is first given according to presentation date, and subsequently through the holding of a draw.

**ART. 3** Applications for children residing outside the municipal district of Correggio are placed at the bottom of the list and can be only be considered when all other applications, handed in both by and after the headline, for babies residing in Correggio have been taken into consideration.

**ART. 4** Among all those families who have handed in an application, a list is made up according to a score given on the basis of the family situations, as indicated below.

### ITEMS

### POINTS

#### 1. INFORMATION REGARDING CHILD

1.1. Child with a disability certified (to be attached)

Maximum

It is not possible to insert more than 2 disabled in the same section, in which case we will proceed with priority given to the gravity of the cases and subsequently to the calculation of the scores of families; those who remain excluded will be inserted in the nearest school, also in agreement with the family.

1.2. Family in serious difficulty, by indications from the Social Services (one parent family, absence of mother or father, death of one parent, one parent in prison); child in foster care “

1.3. 100 % invalidity in one parent needing continual assistance “

1.4. 100 % invalidity in another child needing continual assistance “

Children who fall into these series are entitled to the inclusion in the nearest creche

## 2. INFORMATION REGARDING THE FAMILY

### 2.1. COMPOSITION OF THE FAMILY: ADULTS

2.1.1. single-parent family 18

### 2.2. COMPOSITION OF THE FAMILY: CHILDREN

2.2.1. mother expecting a baby 6  
2.2.2. one or more babies aged 0-2 attending crèche 6  
2.2.3. one or more babies aged 0-2 not attending crèche 9  
2.2.4. one or more children aged 3-5 attending infant school 4  
2.2.5. one or more children aged 3-5 not attending infant school 7  
2.2.6. one or more children of compulsory school age 4  
2.2.7. one or more children aged 15-18 1

### 2.3. PARENT'S WORKING HOURS (maximum 28 points) FATHER MOTHER

2.3.1. up to 20 hours per week	8	8
2.3.2. up to 25 hours per week	10	10
2.3.3. up to 36 hours per week	12	12
2.3.4. over 36 hours per week	14	14

### TEMPORARY EMPLOYMENT (up to a maximum of 3 months) FATHER MOTHER

2.3.5. up to 20 hours per week	0.5	0.5
2.3.6. up to 25 hours per week	0.8	0.8
2.3.7. up to 36 hours per week	1	1
2.3.8. over 36 hours per week	1.5	1.5
2.3.9. student, practitioner and trainee	2	2
2.3.10 unemployed	4	4
2.3.11 housewife		0

### 2.4. WORKPLACE OF PARENTS (maximum 6 points) FATHER MOTHER

2.4.1. from 15 to 30 km from the town of residence	1	1
2.4.2. from 30 to 50 km from the town of residence	2	2
2.4.3. more than 50 km from the town of residence	3	3

### 2.5. WORK SHIFTS OF PARENTS (maximum 6 points) FATHER MOTHER

2.5.1 including evening shifts (till 10.00 p.m.)	1	1
2.5.2. including night shifts (later than 10.00 p.m.)	3	3

### 2.6. ABSENCE FROM THE FAMILY (maximum 6 points) FATHER MOTHER

2.6.1. from 2 to 4 days per week	2	2
2.6.2. for entire working weeks	3	3

### 2.7 FAMILY IN DIFFICULTY (must provide proper documentation)

2.7.1. Father / mother needing continual assistance for 2/3 invalidity (66% and over) 19  
2.7.2. Father / mother offer continual assistance for 2/3 invalidity (66% and over) of others living in family 10

### 3. INFORMATION REGARDING THE GRANDPARENTS

(max. 3 points per grandparent; max. 12 points altogether)

	Paternal grandfather	Paternal grandmother	Maternal grandfather	Maternal grandmother
3.1 Deceased (non-existent)	2	2	2	2
3.2 Over 2/3 invalid (resident in commune or neighbouring commune)	3	3	3	3
3.3 Aged over 70 years	2	2	2	2
3.4 Cares for family invalid with over 2/3 invalidity	1.5	1.5	1.5	1.5
3.5 Cares for family long-term patient	0.5	0.5	0.5	0.5
3.6 Worker	1	1	1	1
3.7 Employed part-time	0.5	0.5	0.5	0.5
3.8 Resident in another commune up to 25 km away	0.5	0.5	0.5	0.5
3.9 Resident in another commune more than 25 km away	2	2	2	2

Part-time workers are those who make a different time than full-time

- A maximum of 3 points per person can be scored, and the total score cannot exceed 12 points.
- What is considered is the most favourable situation concerning each component.
- In working out the distances from one commune to another, reference is made to technical tables and maps.

#### FEATURES TO BE EVALUATED ONLY IN CASE OF EQUAL SCORES:

Parent's type of work:	Points (for each parent)
- Entrepreneur	2
- Artisan/Trader (with employees)	4
- Other types of self-employed work (without employees)	6
- Employee	8
- Unemployed	10

In case of further situation of equality between applicants in the list, firstly the condition of a baby with only one parent is preferred, and subsequently one might proceed to the holding of a draw.

The allocation of the places available is made according to the following order of criteria:

- score obtained
- age of the baby
- kind of hours required (full time, part time, ...)
- kind of crèche applied for.

The articulation of the sections, the available seats and modules times frequency (normal time and part-time) are defined by annual resolution of the CdA, due to the trend of enrollment.

The babies' adaptation in the crèche at the beginning of the school year will be organized according to their position in the access list, except for different agreements that may be taken between the families.

**ART. 5** For admissions in January of unweaned babies prior consideration is given to applications concerning babies being aged 6 months or older at the beginning of January. Once such applications have been satisfied, babies younger than 6 months at the end of January may be admitted.

**ART. 6** On the one hand, all the requests of moving from one crèche previously attended by a baby to another, and afterwards also for the applications of changing one's baby's attendance hours (from part time to full time or vice versa) are given priority over the allocation the places available according to the applicants' list; on the other hand, such shifts can only be allowed if one or more of the following occurrences are documented:

1. changed family conditions, or worsened health condition of some member of the family (grandparents included),
2. changed working conditions;
3. need to carry one's baby to the same (or to a nearby) structure where the baby's brother or sister is already.

Provided that the applications should exceed the number of posts available, for cases presenting equal conditions, precedence will be given according to the access list.

For newcomers babies, shifts from a crèche already allocated to another being asked for is usually allowed and given priority over the allocation the places available according to the applicants' list, provided that the babies' insertion in the crèche has not yet started, to the condition of the new structure.

A baby's insertion in the course of the school year can usually be made if another baby's withdrawal takes place by January 7<sup>th</sup> in the 3<sup>rd</sup> section, or by the end of February for the 2<sup>nd</sup> section or for unweaned babies. Exception is made for serious social cases and/or duly documented cases.

**ART: 7** As far as the crèche attendance is concerned with regards to those babies who started attending in entirely part time divisions ("non unweaned" at Gramsci and "unweaned" at Mongolfiera), one should remember that:

- the part time users who subscribed for the "senior" division at Gramsci are allowed to attend according to the same part time schedule of the "non unweaned" division (i.e.: until 1.30 p.m.);
- the "unweaned" division users of Mongolfiera, opening in January, the following years will either be allowed to keep attending according to the same part time schedule (i.e. until 1.00 p.m.) or move to the full time division simply by handing in a written request, thus making an exception to what is stated by clause n. 6.

Rete/doc/op nidi-sci/regulation for admission to the creche