



SCUOLA MATERNA "REGINA PACIS" NURSERY SCHOOL Parents' association

Located in: via Palladio 151 36030 Novoledo di Villaverla (VI)

Phone: 0445 855507 – Tax code: 84006710242

Deed of association Inv, No. 3930

Notary Public Giorgio Gallo from Thiene

REGULATIONS

1) RIGHT OF ATTENDANCE

- a) The right of attendance at the nursery school Scuola Materna "Regina Pacis" in Novoledo shall be granted to the children aged between two-and-a-half and six years, of the Members of the Parents' Association called "Scuola Materna Regina Pacis" located in Novoledo. The maximum number of pupils per class shall not exceed 27.
- b) The admission of Members' children aged less than two-and-a-half years shall be allowed in exceptional circumstances upon resolution of the Managing Committee, subject to the binding opinion of the teaching staff, provided that the maximum number of pupils enrolled has not yet been reached.
- c) Members' handicapped children shall be admitted without limits. Yet, the admission shall be regulated by an *ad-hoc* convention with the municipal offices in the place of residence and with other public bodies.

2) ENROLLMENT

- a) Enrollment forms for the subsequent school year shall be collected by the School Director during the second half of January.
- b) The enrollment fee due is established year by year by the School Managing Committee based on budget needs. Parents having more than one child attending the school shall pay only one enrollment fee.
- c) A list will be drawn of the pupils already enrolled, obviously excluding those to be enrolled to primary school as well as those announcing their withdrawal. Said list shall be completed with the pupils newly enrolled, indicated in chronological order. Should the total number of enrolled pupils included in the list exceed the maximum allowed of 54, the Managing Committee shall call a meeting of the Parents of the children included in the list, to assess the availability of resources for opening a third class, involving both the Municipality and the Parish. Should the prerequisites for opening a third class not be fulfilled, in addition to the pupils regularly enrolled to the second and third year, the pupils newly enrolled will include children turning two by April, 30 of the year of interest, with preference being given to:
 - handicapped children;
 - children living in the territory of the Municipality with which the School has a convention, whereby these children shall be admitted to school in chronological order of enrollment, up to the maximum number of 54 pupils.

The children possibly excluded will be included in a waiting list and may be called in case of withdrawal of pupils.

3) SCHOOL CALENDAR AND TIMES

- a) The school year will begin on the second Monday of September and will end on the last Wednesday of June of the subsequent year.

The School will be closed on the holidays days as set out in the school calendar of public nursery schools.

- b) Pupils will be received at school according to the following times:

- from 7:30 to 08:00 a.m. for pupils making use of the anticipated-entry service, provided that the teaching staff is available and costs permitting;

- from 08:30 to 09:00 a.m. for all other pupils.

Pupils shall not be received after these times, unless in case of justified delay.

The ordinary exit time is from 15:46 to 16:00 p.m., apart from the first week of the school year and in any other possible cases of need that will be announced in advance. In such cases the exit time shall be 11:20 a.m.. Pupils may exit the school on 12:00, provided that the request therefor is made during the morning.

The exit time for pupils making use of the delayed-exit service is until 18:00 p.m.

- c) Pupils may be received from 07:45 a.m. provided that the teaching staff is available and in case of need.

4) SCHOOL FEE

The school fee shall be fixed by the Managing Committee before the beginning of the school year, based both on the previous year's balance sheet data and on the current year's budget data, taking into account also the school fee fixed by the Scuola dell'Infanzia Materna located in Villaverla.

The school fee shall not be modified during the school year, except in the case of unexpected contingencies leading to changes in budget projections, to an extent exceeding 10%.

The school fee shall have to be paid by the 5th day of each month, even in case of reduced attendance. In case of absence from school lasting the whole month, the school fee may be reduced, and yet the reduction shall not exceed 10% of the amount fixed by the Managing Committee at the beginning of the school year.

Furthermore, at the beginning of the school year, parents shall have to pay both the monthly fee for September and the monthly fee for June of the next year.

5) SCHOOL MATERIALS

The Members shall provide their children attending the nursery school with all materials as requested by memorandum issued by the Managing Committee at the beginning of the school year.

Candies, chewing-gums and sweet or salty snacks are not welcome!

6) SCHOOL REFECTORY

The children attending the Nursery School may have lunch at the school refectory, according to the menu scheduled at the beginning of the school year following the indications provided by a dietitian.

Account shall be taken of any special dietary needs resulting from convalescent and/or pathological conditions as well as from religious beliefs.

7) TRANSPORTATION SERVICE

The transportation service is provided and paid by the Municipality alone. The Municipality may ask for a contribution to those making use of the service, subject to the contracting out of the service to a private road transport contractor.

The private road transport contractor shall be exclusively responsible for both the transportation to and from the school and for the boarding and leaving of the children, while parents shall take care of, and be responsible for, their children before they board the bus and after they leave the bus, until they reach home. The private road transport contractor is obliged neither to wait for children at the bus stop nor to stop the bus at places other than the scheduled bus stop locations.

The Parents' Association takes no responsibility for any harmful events which may have occurred during the transport or in relation therewith, and when boarding and leaving the bus, as long as a member of the school staff was present to provide assistance, whereby his/her presence is intended not to be job-related, but is only at his/her own initiative and responsibility.

8) EDUCATIONAL PROGRAMS

The school educational programs will be established by the teaching staff according to the Guidelines usually provided in nursery schools.

Said programs will be illustrated to the Parents' Association at an *ad-hoc* meeting to be called at the beginning of the school year. Parents shall have the right to suggest any possible integrations.

A personal report shall be issued for each pupil at the end of the Nursery School years.

9) RECREATIONAL AND CULTURAL ACTIVITIES

The Managing Committee shall organize cultural meetings and events open to all Members according to a calendar to be announced in a memorandum to all Members.

School trips will be organized during the year, according to the school program needs and/or for other reasons of advisability. Every child shall have to be accompanied by a parent and/or another person undertaking to control him/her and taking the responsibility of the child during the school trip and until home time.

10) ILLNESSES

Parents must keep their children at home in case of epidemic or infectious illnesses and the onset of the illness must be immediately reported to the teaching staff.

Should the period of absence from school last more than five days, the child may return to school as long as he/she brings a doctor's note stating that he/she is definitely healed.