

PUBLIC NOTICE

Registration at the kindergartens of Roma Capitale Academic Year 2017-2018

The registrations to kindergartens are open from the 10th of April until the 8th of May 2017.

Requirements for the registration

It is possible to register to kindergarten for the academic year 2017/2018 boys and girls born from 1st January 2015 and that will be born within the 31st May 2017. The kindergartens of the Capital welcome girls and boys living on the territory of Roma Capitale, belonging to households with at least a parent, a tutor, a foster who lives in the territory of Roma Capitale.

The application can be also submitted by the families not/resident on the territory of Roma Capitale at the moment of the registration and in condition of self-certifying they have a change of address in progress in Roma Capitale.

Every boy and every girl temporarily present on the territory of Roma Capitale can be registered, even without residence, relatedly to the existing national and international dispositions.

How to register

The application has to be submitted by: parent, tutor, foster, exclusively on-line starting **from the 10th April until the 8th of May 2017**, by means of the web-portal of Roma Capitale (www.comune.roma.it) following the path:

Servizi On-line – Servizi educativi e scolastici – Iscrizioni Nidi Capitolini – Domanda Nido on-line.

In order to apply online it is necessary one of the parents identifies at the Portal of Roma Capitale, following the link:
http://www.comune.roma.it/pcr/it/identificazione_al_portale.page

Applications that have been submitted first, do not have the right of way in the formation of the ranking of access to the service.

Proceeding in time is recommended, since the identification ends with a mail notification "Confirmation of identification", not earlier than 7 days from the submission of the correct documentation.

Those who have already been identified at the Portal, can directly access to the compilation of the online application, by logging in at the reserved area with **Fiscal Code** and **Password**.

Those who already have the new "universal" digital identity of the SPID system (Public System of the Digital Identity) doesn't need to do the said identification.

The residents on the territory of Roma Capitale who have never requested the identification on the website of the Capital and who have difficulties in initiating the procedure, can refer to the demographic counters of the Town Hall.

The eventual consequent acceptance of the place, in case of useful collocation in the ranking, will take place online in the same way.

How to register

As established by the Giunta Capitolina with Deliberation n. 49 of the 30/03/2017, only one Town Hall can be outlined in the application form, between:

1. the Town Hall of residence of the household (which can be made up of both the parents, only one parent, a tutor, a foster);
2. the Town Hall on the territory of which at least one of the parents works;
3. the Town Hall of residence of the grandparents;
4. the Town Hall of residence of the parent whom the underage doesn't live with;
5. any other Town Hall of Roma Capitale.

The choice of one of the first two options guarantees a higher score in the ranking of access to the service (see table attached at the end of the present Public Notice, concerning the requirements and the scores for the ranking of access to kindergartens):

In the case in which the family is bound to change residence within the territory of Roma Capitale it is allowed to outline, in the application, the Town Hall where the family is moving to, attaching the declaration that self-certifies the ongoing relocation (in relation to the D.P.R. n. 445/2000 about facts or acts concerning relocation).

In addition to the kindergartens directly managed by Roma Capitale, it is possible to require registration also:

- for the kindergartens leased to privates (only present in some Town Halls);
- for the kindergartens on finance project (only present in some Town Halls);

Only alternatively, if there is no availability of seats in the kindergartens of which at the previous bulletpoints, it will also be possible to apply up to a maximum of 3 (three) kindergartens, in convention.

These facilities ensure the same quality standards of the directly-managed kindergartens of the capital (with municipal personnel) and the contributions fees paid by the families are same as the ones established for the same directly-managed kindergartens.

Up to a maximum of six kindergartens of the Capital and/or conventioned listed in the ban can be outlined, in in a decreasing order of preference (taking into account the working hours of the kindergartens).

The first 3 (three) kindergartens chosen will compulsorily have to be directly-managed, in lease or in finance project, while the remaining 3 (three) kindergartens can be chosen within the conventioned kindergartens of Roma Capitale.

The said obligation of priority choice in favour of the kindergartens of the capital is not to be applied in the following cases:

- The girl or the boy whose registration for the kindergarten service is requested is disabled;
- The girl or the boy whose registration for the kindergarten service is requested has a disabled brother/sister;
- The girl or the boy whose registration for the kindergarten service is requested has a brother/sister already registered and attending a conventioned kindergarten in the academic year 2017/2018; in this case it will be possible to request the registration for the same kindergarten as the brother/ sister as a matter of priority;
- The girl or the boy whose registration to the kindergarten service is requested is resident at a distance amounting to or not exceeding 300 metres from a conventioned kindergarten, in relation to the shortest pedestrian path from the same property of residence of the boy/girl, situation that will have to be self-certified according to the D.P.R. n.445/2000; the self-certification will have to take into account that "shortest pedestrian path" is to say the one ordinarily viable with a normal ambulation, without particular natural obstacles (for ex., the pedestrian path can include stairs or steps, but not the overcome of a fence, even if practically not impossible), while the thorough observation of the administrative disposition concerning pedestrian passages are not included, by necessity; the pedestrian path, consequently, can be independent from the reported pedestrian crossings, unless practical circumstances are real material obstacles for the crossings out of the established places (for example the crossing of a highway, that exposes to high risks,

hence comparable to a real obstacle); the derogation is not to be applied if there is a kindergarten of the Capital situated at a distance amounting to or not exceeding 300 metres from the residence of the boy/girl.

Additionally, it will be possible to express the option for the attendance at the Section Ponte of the nursery school or to indicate the preference for the Spaces Be.Bi., where one of these structures is active in the considered Town Hall.

The Section Ponte is a particular facility, of passage between the kindergarten and the nursery school, that welcomes girls and boys between the ages of 24 and 36 months, born in the period between the 1st January and the 31st August 2015.

The Section Ponte follows the calendar of the Nursery School, both regarding the openings -from 15th September and not 1st September- and the rest of the schoolyear; so the service ends on 30th June and is not active in July.

The Spaces Be.Bi. are structures accessible for girls and boys between the ages of 18 and 36 months (born in the period between the 1st January 2015 and the 31st August 2016 or having turned 18 months at the moment of acceptance, if convocated later on for the scrolling of the waiting list) and where a daily antemeridian or postmeridian permanence of 5 hours without the consumption of the meal is established.

If the application contains more options within the bounds of the 3 types of service (kindergarten, Space Be.Bi. and Section Ponte), the order of preference regarding the different types of service outlined will have to be specified.

Moreover it is possible to submit the application to the educational services, that is to say: kindergarten, micro-kindergarten, Spaces Be.Bi. and Section Ponte even for the girls and boys who will turn three within 30th April 2018 and who have already submitted the application for the nursery school.

If the said early-attenders of the Nursery School result as usefully collocated in the ranking of the kindergarten service and, subsequently, having accepted the place, they won't be able to accede in the academic year 2017/2018 to the Nursery School.

It will be responsibility of the competent Offices of the Socio-Educational Direction of the Town Hall to provide any useful information concerning the educational structures of interest.

The admission to the kindergarten

Score criteria for the formulation of the ranking

A score that takes into account the familiar situation of the boy/girl will be given to the submitted application (see tab attached to the present Public Notice).

On the basis of these scores each Town Hall will sort the applications in a ranking valid for the access to the service.

The ranking will be the only one in the Town Hall and divided into age groups: little, medium, big.

- Small: boys and girls born from 1/09/2016 to 31/05/2017 are registered in the section.
- Medium: boys and girls born from 1/11/2015 to 31/08/2016 are registered in the section.
- Big: boys and girls born from 1/01/2015 to 31/10/2015 are registered in the section.

The said rankings will be formulated on the basis of the priorities established by the Regulation of the Kindergartens approved by the City Council with Deliberation n.45/1996, and according to the scores annexed to the present Notice.

Attention is drawn about the correct and complete compilation of the application form in each field of interest.

Those who will fill in the form will have to mark with a tick- *flag*- every part of interest for the recognition of the right score.

Upon appeal there will not be the possibility to correct any mistake or omission made by the applicant.

If scores happen to be equal, for the formation of the ranking, the application that has that the lowest Indicator of the Equivalent Economic Situation (ISEE) will prevail.

In case of equality of both score and ISEE, the elder boy/girl will be given precedence.

The provisional ranking, determined by informatic means, will be published in municipal sites and on the institutional website **on 24th May 2017**.

If the parent, tutor, foster encounters mistakes of evaluation, he will be able to lodge a complaint to the Town Hall competent for the territory of the kindergarten for which the application was submitted, **within 10 days from the date of publication of the said ranking**, with a note destined to the Director of Socio-Educative Direction, in which motivations will have to be specified.

The Director of the Socio-Educative Direction will have to provide feedback within the following 10 days.

The final ranking, approved by the Director of the Socio-Educative Direction of each Town Hall after the analysis of the complaints will be published on **16th June 2017** on municipal sites and on the website www.comune.roma.it/dipscuola.

In order to facilitate as far as possible the meeting between demand and supply, at the exhaustion of the ranking, the insertion in the “big” section of the so said “medium-big” girls and boys who have turned 20 months within the 31st August of the academic year of the registration and who, at the same date, are not elder than 32 months, is established.

Similarly, the same discipline will be applied to the so said “little-medium” girls and boys who have turned at least 10 months within the 31st August 2017 and not more than 20 months on 1st September 2017, who will be put in the section of “medium” children.

This management measure is in conformity with the Educational Model of Roma Capitale- approved by Executive Determination n. 781 of the 2nd May 2013 by the Director of the competent Educational and Scholar Facilities Department – that establishes the functioning in open sections of the educational structures.

The families who are willing to put their child in the section that immediately follows the one planned for his/her age, will have to express their consent for it during the application.

Every requirement declared in the application for the registration will have to be possessed on the expiry date of the ban, with the only exceptions made for the unborn children (boys and girls whose birth has to take place within the 31st May 2017) and for residence or domicile changes in perfecting process.

As far as boys and girls in course of adoption and waiting for the adoption decree are concerned, the ultimate date of regulation will be the 31st August 2017.

It is to be remembered that, in relation and as consequence to the artt. 75 and 76 of the D.P.R. 445/2000, in case of non-truthfulness of the self-certifications, one is to incur in the penalty established by the art. 483 of the Penal Code “Ideologic falsity committed by a private in a public document” (punished with a two-years reclusion) and by the Special Laws and in the revocation of the benefit eventually obtained.

With this aim the competent municipal Offices of Roma Capitale, as to the law, have the right to check and make sure of the provided information.

Admission and inclusion to the service

The inclusion of girls and boys with certified disability and of users assisted by social services operating in territorial public structures takes place during the entire academic year, with priority, regardless of the waiting list and in compliance with the availability of seats (art. 6 of the said Regulation of kindergartens).

The allocation of the seat connected with the change of domicile or residence of the household becomes ultimate with the verification of the effective transfer, which has to occur within the 31st August 2017 or, in any case, within the date of admission to the service for the ones recalled later from the waiting list.

Also the allocation of the seat for boys and girls in course of adoption becomes ultimate with the act of effective adoption, that has to intervene within the 31st August 2017 or in any case within the date of admission to the service for the ones who are recalled later from the waiting list.

The user admitted to the attendance is to formally accept the offered seat, with simultaneous delivery of the receipt of payment of the first fee within the mandatory date of 26th June 2017.

The non-enforcement of the said deadline for the acceptance of the registration, will imply the revocation of the registration to the service.

If the application was submitted online, the acceptance of the registration and the delivery of the receipt of payment of the first fee can take place in the same way.

It is suggested families take action in order to ascertain the position in the ranking and formally accept the seat eventually available, not to incur in the exclusion from the ranking itself.

Also, the refusal of the seat implies the revocation of the registration to the service.

The refusal of the seat offered, doesn't imply the revocation only in case of admission to the ranking of siblings, applicants for the same structure but resulted winners in different kindergartens; this derogation operates also in the case of siblings already attending in kindergartens different from the one offered.

In this case, it is allowed to accept the seat, even after the deadline, for both the children or for one of them, when the Town Hall -on the basis of the results of the acceptance procedure and/or of the scroll of the waiting list- will be able to offer the inclusion of the siblings in the same structure.

In case of non-acceptance of the seat offered, or of non-completion of the application form, **the user will be considered renouncer of the service** with the consequent exclusion from the ranking, as established by the Deliberation of the Municipal Council n. 148/2007.

This user will not be offered any further seat that becomes available in public or private conventional structures, afterwards.

For girls and boys on the waiting list

Girls and boys remaining on the waiting list will be given seats that eventually become available afterwards in the structures chosen during the fase of application, which is in other structures usable during the year, with due regard for priority criteria as depicted above.

The seat offered with specific communication by the Town Hall will have to be formally accepted **within the mandatory date of 2 days starting from the date of the communication itself**, with simultaneous delivery of the copy of the receipt of the due payments.

In case of non-acceptance of the seat offered in the way said above, the user will be considered renouncer of the service and will be excluded from the related ranking, as established by Deliberation of the Municipal Council n. 148/2007 e s.m.i.

How does the kindergarten work

Time and calendar

Structures are open from 1st September to 31st July, from Monday to Friday; the working hours of the kindergartens of the Capital, established by the Municipal Council with Deliberation n. 33 of the 11/02/2009, are:

- 8,00/16,30;
- 7,00/18,00 for a limited number of kindergartens, where active, according to necessities;
- 7,30/17,00, where active;

The maximum working hours of private accredited and conventional structures is 8,00/16,30.

Municipal Notices will indicate all the structures, public and private accredited and conventional, operating on the territory with the related working hours.

In these maximum working hours at the moment of acceptance it will also be possible to choose different intermediate time slots of entrance and exit (for ex. 9,00 in entrance and 14,30 in exit)

N.B. It will not be possible to accept preferences for time slots longer than the ones established in the kindergarten chosen.

For organisational reasons under no circumstance will it be possible to change the time slot chosen at the moment of registration.

In order to optimise the service, on the basis of the analysis of the effective attendance of the girls and boys, recorded from the previous year, the Administration of the Capital has the right to change, year per year, the working hours of each kindergarten for the users in general, even in reference to the structures that are conventional for the municipal users.

Christmas and Easter holidays

The service is suspended in the period of Christmas and Easter holidays starting from the date of school closures following the regional calendar.

The contribution fee of the months of reference are entirely due.

For the conventional structures, there is the chance of suspension of the service, in the academic year, up to a max of 15 days concurrently with holidays (Christmas, Easter and others), keeping still the contribution fee each user has to pay, upon adequate information to the families at the beginning of the year, following the regional calendar that is to be previously communicated.

Month of July

In order to respond to the different necessities of the families, it is possibile, during the phase of acceptance of the seat, to request the usage of the service also for the entire month of July, or half the month (specifying if the attendance requested is for the first or the second fortnight of the month).

In this last case, the participation fee to be paid by the user will be reduced of the 50%.

No contribution fee is due if families don't put forward any request regarding the considered month.

The users who are interested in using the service in July, will have to confirm the related request within the deadline established by the specific Notice.

The admission to the attendance during the month of July is subject to the presentation of the registration form together with the copy of receipt of the payment due.

Accordingly to the number of requests, the service can be organised in kindergartens non directly-managed and different from the ones attended by the boys and girls during the year and with reduced working hours.

In this period, in the directly-managed kindergartens active in July, in order to respect the existing contractual rules that regulate the personnel of the educational sector, the Administration may ensure the service with a personnel different from the one used during the academic year.

Inclusive kindergarten

Roma Capitale welcomes and protects the right to treatment, to education and to sanity of the boys/girls with special educational needs, in accordance to the constitutional principles and to the existing norm (L.104/92).

The inclusion of the children certified with the statement of the medico-legal Commission of the ASL law 104/92, takes place as a matter of priority.

In this field measures aimed at ensuring the full inclusion of the children with special educational needs are fundamental.

So, each kindergarten formulates an inclusive educational project, aimed at the wealth and at the individual and collective growth of all the children, in accordance with the potential of everybody and with a view to support learning, sociality, identity and autonomy.

Disabled boys and girls

In particular, for children with disability, the kindergartens of Roma Capitale outline an educational and individualised project, according to the institutional pedagogic model, shared with parents and aimed at the wealth and at the individual and collective growth, in order to reach, in accordance with everyone's possibility, high levels of learning, sociality, identity and autonomy.

In order to guarantee and protect the rights to education of the children with disability and enhance the measures, families are to present, within the mandatory date of 22nd May 2017, in relation to the existing norm, the following documentation:

- A. The Statement of the medico-legal Commission released by the ASL law 104/92. The parents of the children with disability during the examination will be able to, in relation to the art.25, comma 4 of the law 144/2014, request the provisional certificate valid until the emission of the ultimate Statement. *The presentation of the Statement of the medico-legal commission is waived for children with Down's Syndrome in relation to the law 289/2002 all'art.94, comma 3, that establishes that for this specific pathology, the certificate for the recognition of the handicap can be released, upon request, also by the family doctor, upon vision of the cariotype.*
- B. The certification released by the TSMREE service of the ASL of residence of the child. In the certification, the diagnosis and the eventual request of the resource of support to the educational group has to be reported, together with its date of update.
- C. The functional diagnosis, the document that describes the potential of the child and the functional aspects to be enforced, can be written down both by the TSMREE service of the ASL and by the specialistic/rehabilitation Centres acknowledged by the Regional Sanitary System, Hospitals, Universities and Scientific Research and Treatment Institutes (IRCCS), where the children with disability are under diagnostic/rehabilitation treatment.
- D. The request for the educator in support of the educational group, subscribed by the parents.

The compliance with the deadline fixed for the delivery of the entire documentation will permit an adequate organisation of the service.

In order to give effect to the the right for boys/girls to develop relations, receive attentions and use adequate time and spaces, and to make it possible for the educational group to program and make individualised educational projects, in each section of the kindergarten not more than 2 disabled children can be present. So, if a superior number of requests are submitted, the municipal Integrated Disability Group- GID will redirect the family to another kindergarten, as close as possible to the one requested.

Period of child's orientation

In order to permit an enhancing educational experience and a peaceful detachment from the parental figures, the kindergartens of Roma Capitale plan an initial period of orientation on the basis of the necessities, the needs and the times of each child, with flexible and variable timetables and the presence of a parent or of a familiar figure of reference to follow this delicate process.

A staggered and personalised inclusion, which will take place in continuity **during the first ten days from the opening** of the structure, is planned.

In relation to the rhythms and the needs of the children, the period of orientation will have to come to an **end for everybody within the month of September**.

With this aim, each Kindergarten elaborates a personal project of reception, taking into account the pedagogic lines of the competent Department, approved by the Management Committee at the end of the previous academic year, that establishes the plan of the inclusions.

How much and how to pay

How much to pay

For the attendance at the kindergarten of the Capital or at the private conventional structure, the payment of a contribution that varies according to the Indicator of the Equivalent Economic Situation (ISEE) of the family and to the time slot of the service fruition is established.

If the user doesn't provide the Substitutional Unique Declaration (DSU) the maximum rate is to be paid. The rates approved by the Assembly of the Capital with deliberation n. 4 of the 25th January 2017 are reported in attachment to present Public Notice.

In order to know the amount to be paid, a function that, with the insertion of the chosen time slot and of the ISEE, calculates the monthly contribution fee is available on the website of Roma Capitale (www.comune.roma.it).

The path to be followed is the one that follows:

Elenco Servizi On-line – Servizi Scolastici – Offerta scolastica – Prospetto quote – Servizi 0-3 anni

Users belonging to households assisted and reported by social services are exempted by the payment. Moreover the following discount is to be applied: established by Deliberation of the Assembly of the Capital n.11 of 18th March 2015 and subsequently confirmed by deliberation of the Assembly of the Capital n.4 of the 25th January 2017.

- a) For two sons attending the kindergarten: reduction of the 30% on the total of the fees due in accordance with the ISEE and the attendance time slot chosen;
- b) For the son of a household with other two sons in scholastic age and with an ISEE minor than Euro 20.000,00: exemption;
- c) For the son of a household with other two sons in scholastic age and with an ISEE between Euro 20.000,00 and Euro 40.000,00: discount of 30% on the fee due in accordance with the ISEE and the attendance time slot chosen.

The discounts mentioned in the letters b) and c) are to be applied also for the households with four or more sons, following the same rules mentioned above.

The period of orientation is part of the service, so there are no reductions of the contribution fee that, in any case, will have to be paid regardless of the attendance.

For conventional kindergartens and micro-kindergartens the measure of the contribution responds to the one that, according to the time slot chosen and the ISEE, the user would have to pay for the attendance to the kindergartens.

How to pay

The payment of the contribution fee will take place in the following ways:

- Payment of a first anticipated fee to be paid in any case regardless of the attendance. This first payment, together with the communication of the seat offered, is a fundamental condition for the final admission to the service. With this aim, a copy of the receipt will have to be annexed to the act of the formal acceptance, on pain of exclusion from the ultimate ranking.

- Payment of the second fee, referred to the month of October, within the 30th September.
- The remaining fees will have to be paid within the end of the month previous to the one they're referred to, by means of the Service Rome Payments (Rid online or credit card), Sisal and authorized ATMs, or bank bulletin. For the private conventional structures the user will have to provide the payment directly to the subject manager.
- Regarding July, what previously said is recalled, concerning the eventual reduction of the contribution fee, which is to say the non-payment of it.

The first fee is never given back, even in case of total absence of attendance.

The second fee is given back if the formal renounce by the user intervenes within the day 20 of September.

The contribution fee is always due, even in case of the child's absence, is it justified or not, and in case of interruption of the service for major reasons, for a continuous period not superior than 10 working days.

In accordance to what established by the Deliberation of the Assembly of the Capital n. 9 of the 12th March 2015, of transposition of the DPCM n. 159/2013, the ISEE referred during the presentation of the application to the kindergarten service for the year 2017/2018, can be calculated again only in case of variations superior than the 25% of the same ISEE produced after this Public Notice.

It is remembered that, in relation to the art.7 "contributions and exemptions", commi 3 and 4, of the Regulation of the kindergartens of Roma Capitale "the non-contribution within the end of July implies the automatic revocation for the following year, which will have to be announced (ten days of notice in advance) both to the kindergarten and to the parents of the child user. The payment will be in any case collected by Administration of the Capital in the ways established by the law". Obviously, this will happen also for June, in absence of inscriptions in any of the fortnights of July.

Indicator of the Equivalent Economic Situation (ISEE)

The Indicator of the Equivalent Economic Situation (ISEE) is the instrument of evaluation, by means of unified criteria, of the economic situation of those who require social preferential benefits and it takes into account both the income referred to the solar year 2015 and the estate referred to 31st December 2016 in relation to each member of the family.

This instrument is regulated by the DPCM n. 159/2013 entered into force from the 1st January 2015 that at the art. 7, regulates in detail the ISEE for benefits for underages, with the inclusion in the household of the non-cohabiting partner, non-married with the other parent, in condition that the related recognition has intervened, except for the cases regulated in the same article.

In order to obtain the benefits eventually consequent to the evaluation of the effective economic situation (better placement in the ranking in case of equality of scores and preferential fees for the attendance to the kindergarten), the applicant will have to specify he wants to use the presentation of the specific ISEE for underages with the compilation of the information required in the form.

Otherwise the said applicants will acquire the score obtained on the basis of the selected access criteria and will be placed last between those who have the same score; in case of admission, he will be able to use the service by paying the maximum fee.

The applicants willing to use the benefits related to the presentation of the ISEE will have to:

- If they have the attestation released by the INPS, indicate in the application the value of the ISEE, the protocol and the date of attestation;
- If they haven't got the attestation yet because it's still being worked by the INPS, indicate in the application the protocol of the receipt released by CAFs or by the INPS.

The applicant must control the process of acquisition of the ISEE, by directly connecting to the online platform of insertion of the applications.

It is suggested users interested in presenting the ISEE start in time the process of its releasement by the INPS, also by the CAFs, because it requires time amounting to at least 10 working days starting from the presentation of the DSU.

Waivers and revocations

in case of waiver, families whose children are admitted to the services of the kindergartens, as described in the present Public Notice, will have to present the written declaration of waiver, directed to the Town Hall competent on the territory, **within the day 20 of the month previous to the one in which they intend to interrupt the attendance.**

In this case, the obligation of contribution stops starting from the first day of the following month.

For the waivers presented after the deadline indicated above, the obligation stops from the second following month.

The absences of the little users, superior than 10 consecutive days and non-justified in writing, imply the revocation of the seat, with no other formality.

Warning about the compilation of the application form

It is necessary to pay attention to the compilation of the application, and to provide every information requested and the whole documentation useful for the calculation of the score.

- The registration form will not be admitted if it doesn't have all the information and requirements requested;
- Any modification and/or add to the already presented applications, will have to be done within the 8th May 2017, expiry date of the ban. The competent municipal Offices, listed in the attachment, accordingly to their opening hours, as indicated in their websites, are available for further clarifications about the presentation of the instance and to ensure the support necessary to send it;
- It is recommended to those who will fill in the application, to mark with a tick *-flag-* every field of interest for the recognition of the correct score; any mistake or omission will not be corrected upon appeal;
- The Town Hall has the right to require any documentation that ascertains what has been declared in respect of the existing norm.

For further information

The Official of the Educational Service- POSES, where present, is available in the school in the days and in the times established, to provide further information and clarifications to the families.

- For assistance in the procedure of identification at the portal Roma Capitale: contact the number 060606;
- For technical aspects concerning the online application, contact the help-desk Mesis at the following number: 06/671070239/70240;
- For further administrative information contact the Office URP of the Department of Educational and Scholastic Services, Family and Childhood Policy at the following number 06/671070353 or the **Offices for the Management of municipal kindergartens here listed.**

TOWN HALL	ADDRESS	TELEPHONE
I	Circonvallazione Trionfale, 19	06/69617610-611-640

II	Via Tripoli, 136	06/69602614
III	Via Umberto Fracchia, 45	06/69604611-612
IV	Via del Frantoio, 46	06/4065033-40814420
V	Viale Palmiro Togliatti, 983	06/69607672-673
VI	Via Duilio Cambellotti, 11	06/69608622
VII	Via Tommaso Fiortifiocca, 71/73 Piazza Cinecittà, 11	06/69609621-622 06/69610610-611-612
VIII	Via Benedetto Croce, 50	06/69611612-613-614
IX	Via Ignazio Silone, 2° ponte	06/69612232-652-697-698
X	Viale del Lido, 6	06/69613581-587-682
XI	Via Lupatelli, 7	06/69615656-613
XII	Via Fabiola, 14	06/69616603-621
XIII	Via Aurelia, 470	06/69618602-624
XIV	Piazza Santa Maria della Pietà, 5	06/69619401-409-625
XV	Via Flaminia, 872	06/69620620

ACCESS CRITERIA			Kindergarten points of residence or one parent's workplace	Kindergarten points of residence of grandparents or parent non-cohabiting, or of another Town Hall
1	Disabled child recognised by the statement of the medico legal Committee law 104/1992. Attach certification.	<input type="checkbox"/>	Score 450	Score 450
2	Child with particularly burdensome familiar social and/or economic situation documented and verified by a report of the municipal Social Service, by a competent sociosanitary structure, by the territorial ASL or by public hospitals. Attach certification.	<input type="checkbox"/>	Score to be given based on the gravity upon evaluation of the social services up to a max of 120 points	Score to be given based on the gravity upon evaluation of the social services up to a max of 120 points
3	Child orphan of both parents (attach report of the social services or disposition by the Juvenile Court).	<input type="checkbox"/>	80	80
4	Foster, adopted or in-course-of-adoption child (attach act of disposition by the Juvenile Court).	<input type="checkbox"/>	60	55
5	Child belonging to a monoparental family or son of separated parents (also non-married and non-cohabiting), in possess of formal act of full custody (att. Act of Juv. Court) and cohabiting with only one employed parent.	<input type="checkbox"/>	50	45
6	Child belonging to a monoparental family or son of separated parents (even if non-married and non-cohabiting), in possess of formal act of full custody (att. Act of Juv. Court) and cohabiting with only one unemployed parent.	<input type="checkbox"/>	45	40
7	Child with both full-time-employed parents (also non-married and non-cohabiting).	<input type="checkbox"/>	40	35
8	Child with both parents employed of whom one part-time (equal or inferior to 50% of the hours established by the employment contract) also separated, non-married and non-cohabiting.	<input type="checkbox"/>	20	18
9	Child with both parents employed (also separated, non-married and non-cohabiting) of whom one doing internship, training or having a scholarship.	<input type="checkbox"/>	16	14
10	Child with both part-time-employed parents (equal or inferior to 50% of the hours established by the employment contract) also non-married and non-cohabiting.	<input type="checkbox"/>	13	11
11	Child with one full-time-employed parent and the other one unemployed (also separated, non-married and non-cohabiting).	<input type="checkbox"/>	10	9
12	Child with one part-time-employed parent and the other one unemployed (also separated, non-married and non-cohabiting).	<input type="checkbox"/>	7	6
13	Child with both unemployed parents (also separated, non-married and non-cohabiting).	<input type="checkbox"/>	5	4
14	Child with a disabled or invalid parent (minimum 74% o L.104/92 art. 3 comma 3) Child belonging to a household including effectively cohabiting disabled or invalid members, parents excluded. (min. 74% o L.104 art. 3 comma 3) Attach documentation.	<input type="checkbox"/>	45	40
		<input type="checkbox"/>	25	20
		<input type="checkbox"/>	Cannot be cumulated to each other	Cannot be cumulated to each other
15	Child with n. siblings n. _____ 0/3 years old (not turned 3 yet), with the exception in the case of the siblings being twins with the applicant.	<input type="checkbox"/>	6	6
	Child with n. siblings _____ 3 years old (already turned 3)/14 years old (not turned 14 yet)	<input type="checkbox"/>	3	3
16	Twin children n. _____ (the applicant included)	<input type="checkbox"/>	For each twin (including the applicant) 9	For each twin (including the applicant) 9
17	Child with both employed parents, of whom one working for a continuous period of at least 6 months out of Italy, except for Vatican City.	<input type="checkbox"/>	2	2

N B the scores from 14 to 17 can be cumulated to each other and to one between the ones from 3 to 13, except for the 15, which can be cumulated to the scores 1 and 2.