

ROMA



*Dipartimento Scuola, Lavoro e Formazione Professionale*

# **PUBLIC NOTICE**

**Registration  
at the 0-3 Educational Services  
of the Capital of Rome  
Educational year 2022-2023**

**Registration is open from February 15<sup>th</sup>, to March 21<sup>st</sup>, 2022**

## 1. REQUIREMENTS FOR REGISTRATION

- Girls and boys born from 1st January 2020 to 31 May 2022,
- Fulfillment of mandatory vaccinations established by Law no.119 of 31 July 2017,
- Girls and boys resident in Rome Capital territory together with at least one parent, a guardian, a custodian resident in Rome Capital territory as well,

Families who are not resident in Rome Capital territory at the time of registration can also apply with proof of having a change of residence in progress in the Capital of Rome.

All girls and boys temporarily present in Rome Capital territory, even if they do not have residence, can be enrolled in accordance with the current National and International regulations.

Those who have not been met the requirements within the deadline mentioned in this Public Notice, may submit an out-of-term application to the 0-3 Educational Services of Rome Capital in the context of specific calls, which will be subsequently communicated on the Institutional Portal.

## 2. HOW TO APPLY

The application can be submitted exclusively Online from February 15th to March 21st 2022, through the Institutional Portal of Roma Capitale ([www.comune.roma.it](http://www.comune.roma.it)) following the path:

**Services > School > Registration at Kindergartens of Rome Capital and Bridge Sections > Online Application**

You can follow the information regarding your application through “Reserved Area” section on the Institutional Portal: [www.comune.roma.it/web/it/area-riservata.page](http://www.comune.roma.it/web/it/area-riservata.page).

There is no ranking precedence to access to the service for the applications arrived first.

Any acceptance of the place, in case of full placement in the ranking, will always take place online.

### 3. HOW THE SERVICE WORKS

#### 3.1 Timetable and calendar

Facilities are open from 1st September to 30th June, Monday to Friday;  
(For timetable of the month of July, please see the paragraph 3.2 below.)

The working hours of the **direct-operated nursery** (see the list of structures attached to this Notice) established by the City Council with Deliberation no. 33 of 11/02/2009, are:

- **8.00 / 16.30**
- **7.00 / 18.00**
- **7.30 / 17.00**

Within these maximum operating hours, specified for each structure, at the time of acceptance it will also be possible to choose, for the purpose of the definition of rates, delayed entry times until 9.00 and early exit times at 2:30 pm. The rate due will be calculated according to the chosen time schedule as per tables attached to this Notice (Annex B).

It is clear that preferences for time schedule longer than the maximum ones set for the chosen nursery cannot be accepted.

Regarding the structures with working hours 7.00/18.00, the maximum operating hours can not be more than 10 hours a day, as it specified by the Regional Law no. 7 of 5 August 2020 and the City Council with Deliberation no. 672 of 19 October 2021.

Time schedule for **indirect management facilities**, for the purposes of the definition of tariffs, in addition to the hours 8.00/16.30 and 8.00/14,30, while remaining the flexibility in and out allowed in relation to the different needs of families.

For organizational and management reasons, the chosen time at the time of enrollment must be maintained for the entire educational year, except for exceptions, due to justified documented family needs, subject to the favorable opinion of the poses of the directly managed nursery or the Private Structure Manager Subject under convention.

#### 3.2 Month of July

In order to respond to the diversified needs of families, a special Notice for nursery attendance will be published in the month of July. Applications for enrollment can be presented approximately from April 15 to May 20, 2023.

In the directly managed nursery schools active in July, in order to comply with the current contractual rules of Rome Capital governing staff in the educational sector, the Administration could ensure the service rendered with educational staff other than that used during the year.

Based on the extent of the requests, the service can also be organized at private nursery schools that have an agreement with and other than those frequented by girls and boys during the year and with shorter operating hours.

If the use of a half of the month is chosen, the participation fee of the expense charged to the user will be reduced by 50%. No contribution fee is due if families do not make the specific registration.

Please refer to the Notice for further details.

#### 3.3 Christmas and Easter holidays

The service is suspended during the Christmas and Easter holidays from the closure of the schools according to the Regional calendar. The contributions for the reference months are due in full.

### 3.4 Typology of Educational Structures

#### 3.4.1 Direct Management

**Capital Kindergartens:** municipal structures managed directly by Capital of Rome which accept girls and boys at age between 3 month to 3 year-old.

#### 3.4.2 Indirect Management

This type of structures accept girls and boys at age between 3 month to 3 year-old, divided in:

**Private Kindergartens in Agreement:** private structures in agreement with the Capital of Rome.

**Kindergartens in Project Financing:** public nurseries founded and managed by private entities.

**Kindergartens in Contract:** municipal educational structures based on municipal territory, under management of third parties contracts.

#### 3.4.3 Alternative services

##### **BRIDGE SECTION**

The Bridge Section is an educational service set up within the Nursery School, of which the school calendar follows and is therefore open from 15 September to 30 June of each educational year.

It welcomes girls and boys born from 01/01/2020 to 08/31/2020, or who have completed 24 months by 08/31/2022.

The activation of this service is subject to the achievement of a minimum number of 16 children registered at the moment from the constitution of the temporary list .

##### **SPACE BE. Bi.**

It is an educational service that offers each child a maximum daily stay of 5 hours in the morning or afternoon. In any case, there is no lunch but only a snack. This type of service is not managed directly by the Administration but offered in some privately contracted facilities.

It welcomes girls and boys born from 01/01/2020 to 02/28/2021, that is, that they have completed 18 months by 08/31/2022. Those who have not completed the required age, may submit an out-of-term application in the context of specific calls, which will be subsequently communicated on the Institutional Portal of the Capital of Rome.

### 3.5 Period of acclimatization of girl and boy (period of child's orientation)

In order to allow an enriching educational experience and a detachment as fair as possible from the reference parent figures, the Nurseries' of Rome Capital plan an initial period of setting according to the needs, needs and times of each child, providing flexible schedules and variable duration and the presence of a parent or a family reference figure to follow this delicate phase.

The insertion will be staggered, personalized and carried out continuously, respecting the rhythms and needs of the children and will last approximately two weeks from the moment of insertion. Each educational service draws up its own welcome project - on the basis of the pedagogical guidelines of the Department of School, Work and Professional Training - with the related insertion plan, which will be approved by the Management Committee at the end of the previous educational year.

## **4. INCLUSION**

The Capital of Rome is committed to ensuring the full participation in the educational life for all girls and boys regardless of their personal and social conditions, considering the rights of each child in accordance with constitutional principles.

The administration of Capital is also committed to ensuring the best integration of minors with different citizenship than Italian one.

Inclusion ensures the full participation in educational life in the prospective of achieving the maximum possible in terms of learning and socialization through personalized paths of growth and training.

Inclusive 0-3 services educate the value of diversity as an exchange that enriches and overcomes preconceptions. This process is the result of the collegiate initiative which is carried out by the entire educating community.

### **4.1 Minors with disabilities**

The Administration of the Capital of Rome protects the rights to care, education and health of children with special educational needs, in accordance with constitutional principles and existing legislation (L. 104/92).

In particular, for children with disabilities, the Educational Services 0-3 years of Rome Capital outline - on the basis of an interactive and organizational pedagogical model - an inclusive educational and an individualized educational project shared with parents, with the ASL and/or Accredited Centers, which follow children. The project is aimed at individual and collective well-being and growth, it is aimed at achieving - in relation to the possibilities of each child - high levels of learning, sociality, identity, autonomy and ensuring a harmonious development of the person within a coherent life project promoted in collaboration with families.

Disability must be recognized with a report or a provisional certificate from the medical-legal commission (Law 104/92), or with certification issued by public health structures (ASL or Hospital Bodies).

For the purpose of scoring, this documentation must be submitted to the application within the deadline mentioned in this Public Notice, or should be subsequently handed in to the competent City Hall office within 30 March 2022, in view of the publication of the provisional ranking set for April 7, 2022.

Without prejudice to the availability of places, children with disabilities can be admitted at any time of the year through the competent City Hall.

## 4.2 Possible assignment of staff for school integration

In relation to the current legislations, for the possibility of assignment of staff for school integration, you need to submit for each year a specific request duly signed by the parent or guardian or by the custodian, in the competent City Hall, attaching the following valid certificates:

- Assessment report of the ASL Medical Commission L.104 / 92; the recognition of Law 104/92 establishes a term of validity of the disability within which it must eventually be renewed;
- Certification for school integration issued by the TSMREE service of the ASL of residence of the child. The cited certification must include the clinical diagnosis and indicate any need for an adjunct and / or specialist educator for sensory disabilities, as well as the time required for updating the same;
- Functional diagnosis drawn up by the ASL TSMREE service or by the rehabilitation center recognized by the Regional Health System, by the specialist center of hospitals, universities, by scientific research and treatment institutes (IRCCS), where the child is undergoing diagnostic / rehabilitative treatment;
- The request for integration staff, signed by the parents.

In the services to children 0-3 years of Rome Capital, the continuity and stability of the educational path of children with disabilities, is guaranteed by the educators who hold the section.

It is the task of the Educational Group, to engage in the path of inclusion and implementation of the *Individualized Educational Plan* of the child with disabilities, sharing with any new additional professional roles the path to start.

For the integration of children with particularly serious diagnoses, it's possible to set the appointment with additional staff. Additional educators for integration are assigned for the entire section as Educational Group and not exclusively to the individual child. (D.G.C. 128/2005), as the individual relationship could reduce the effectiveness of the educational processes put in place, if not invalidate it.

In each section of educational service, there can not be more than two children with disability in order to ensure the rights of children in a relationship, to receive enough attention and take advantage of time and space suited to their needs and making it possible for Educational Group to plan and to implement the individualized educational projects.

Therefore, in the event that a greater number of requests are received, the City Hall will agree with the family on the possible inclusion in another structure, as close as possible to the request.

## 5. HOW TO FULFILL THE APPLICATION

All the requirements declared for the application must be met by the deadline mentioned in this Public Notice with the only exceptions relating to the unborn children (girls and boys whose birth must take place by 31 May 2022), and to changes of residence or domicile in progress.

Remember that according to the Articles no. 75 and 76 of the Presidential Decree 445/2000, in case of falsity of what is declared in the application, the penalties provided by Article no. 483 of the penal code "Ideological falsity committed by the individual private in a public act" and by the special laws on the matter are incurred as well as the forfeiture of any benefit obtained. To this end, the competent City Hall offices of Rome Capital reserve the right to carry out the checks required by Law aimed at ascertaining the provided information.

**Once the application has been sent, the system will issue a receipt.**

For further edits and integrations on the submitted application, however doable only within the deadline of the Notice, it's necessary to contact the competent City Hall.

The criteria for compiling and assigning the useful score for placing in the ranking are established by the Resolution of the Capital Council no. 22 of 7 February 2020 and previous provisions on the subject.

### 5.1 Choice of City Hall

In the application, every City Hall of the Rome Capital can be chosen.

**It's possible to obtain higher score in the service access ranking (see Annex A in this Notice) by choosing one of the three options below:**

- the City Hall of residence of the family unit (which can be made up of both parents, a singleparent, a guardian / guardian or an / or custodian);
- the City Hall in whose territory at least one of the parents works (including the parent with whose the minor does not live);
- the City Hall to which the family is changing residence;

Regarding the last option above, in case that the family is about to change residence, it is allowed to indicate in the application the City Hall where to which changing residence is in progress, specifying the new residence address.

### 5.2 Choice of the Educational Structures

The number of available places indicated in the list of educational facilities may be subject to subsequent changes due to priority insertions by other eligible users or due to force majeure unexpected at the time of publication of this Public Notice.

#### 5.2.1 Kindergartens

In the application for enrollment in the Educational Services 0-3 years of the Capital of Rome a maximum of 6 options may be indicated in order of preference among those listed in this Notice (considering the relative operating hours) by choosing between Direct-managed and Indirect-managed structures. It should be noted that the indirect-managed structures ensure the same quality standards as the direct-managed Capital nurseries against the same contributions paid by the families.

**The first 2 options must necessarily refer to direct-managed kindergartens, or to kindergartens in contract or financing projects.** In City Hall II, it is also possible to indicate the "Regina Margherita" kindergarten in Via dei Campani as it is considered as a public structure (Azienda di Servizi alla Persona – ASP).

The general rule does not apply in the following cases:

1. if the girl or boy whose enrollment in the nursery service is requested is in a condition of disability, or has a parent with a disability, or has a brother/sister with a disability, the choice is free;
2. in the event that the girl or boy whose nursery registration is requested has a brother / sister already registered as a user from the rankings of Rome Capital in an approved and reconfirmed nursery school in the 2022/23 educational year, it is possible to request the same structure as the first option;
3. if within 500 m of the shortest pedestrian path from the user's dwelling, defined as the one normally walk able by normal walking, without particular natural obstacles (the possible pedestrian crossings unless there are real physical obstacles such as in the case of a motorway),
  - a. there is no direct-managed or concession nest or finance project, but there are instead one or more private nests in convention, also these can be listed in the first two options;
  - b. there is only one nursery under direct-managed or concession or finance. this must be indicated as the first option, but starting from the second it is possible to indicate any nest on the list in the order you want;
4. if within a 4,750 km radius of the vehicle's driveway,
  - a. there is no direct-managed or concession or finance project nursery, the choice is free;
  - b. there is only one nursery direct-managed or under concession or in a finance project, this must be indicated as the first option, but starting from the second it is possible indicate any nest on the list in the order you want;

The self-certification of distances can be supported by graphic documentation (obtainable from the distance detection systems available online) attached to the application or delivered to the City Hall, which can verify its correctness.

It is also possible to insert a seventh choice option, indicating an educational service present in another City Hall. This choice will be taken into consideration only if the user has not been usefully placed in the chosen City Hall and there are still places available within the structure indicated as the seventh option.

### **5.2.2 Alternative Services: Bridge Section and Be.Bi Space**

In the application process of Educational Services 0-3 years of the Capital of Rome, it will also be possible to express the option for frequency to a Bridge Section or a Be.Bi Space, based on the order of preference, where these structures are activated in the chosen City Hall.

In this case you need to indicate the order of preference between the different types of service indicated (Kindergartens - Be.Bi Space - Bridge Section). Because activating each Bridge Section is conditioned to a minimum number of inscriptions, it is recommended to not naming it as the only option.

## **6. ASSIGNMENT OF SCORES**

The submitted applications will receive an assignment of scores based on the criteria indicated in the form attached to this Public Notice (Annex A).

Together with the score, the application that presents the lowest Equivalent Economic Situation Indicator (ISEE) prevails for the formation of the ranking. According to score and ISEE together, priority will be given to the older child.

Based on these scores, a ranking will be generated in a computerized manner for each City Hall, divided by age groups:

- **Little:** the section includes girls and boys born between 01/11/2021 and 31/05/2022 (from 3 to 10 months not completed by August 31, 2022)
- **Medium:** the section includes girls and boys born between 01/01/2021 and 31/10/2021 (from 10 to 20 months not completed by August 31, 2022)
- **Large:** the section includes girls and boys born between 01/01/2020 and 31/12/2020 (from 20 to 32 months completed by August 31, 2022)

In order to guarantee an optimal management of the sections, the structure provides mixed sections for both male and female in a class of different age: the age difference becomes a resource of a flexible educational context, organized to accommodate better the different levels of autonomy and development of individual children.

Those who have not submitted an application in the context of this Public Notice due to lacking the requirements, may submit an out-of-term application to the 0-3 Educational Services of Roma Capital in the context of specific calls, which will be subsequently communicated on the Institutional Portal.

## 7. ADMISSION RANKING AND WAITING LIST

### 7.1 Rankings

The provisional rankings will be published on **04/07/2022** and interested families will be able to consult them online in their Reserved Area or alternatively in the City Hall offices.

If the parent, guardian or custodian finds errors of assessment, he can **appeal** to the City Hall, territorial competent with respect to the nursery for which the application was submitted, **within 10 days from the date of publication of the aforementioned ranking**, i.e. **within day 04/21/2022** with note addressed to the Director of Social and Educational Management, in which the reasons must be specified; the Director must give feedback within the following 10 days.

**Any errors or omissions on the part of the applicant cannot be remedied during the appeal.**

The final ranking, approved by the Director of Social-Educational Management of each City Hall after examining the appeals, will be published on **05/18/2022** and can be consulted online in the Reserved Area or alternatively in the City Hall offices.

The families will be informed about ranking publication through a notice published on the Institutional Portal of Rome Capital, they also can receive communication regarding the general progress of the procedure at their contact info indicated in the application, also by sending communicative SMS.

Both provisional and definitive rankings are accessible on the Institutional Portal of Rome Capital following the paths:

**Services > School > Registration at Kindergartens of Rome Capital and Bridge Sections > Rankings**

Or visit the link:

<https://www.comune.roma.it/web/it/scheda-servizi.page?contentId=INF83683>.

## 7.2 Place Acceptance and Contextual Payment

Those who have submitted the applications are required to:

- verify in time their position in the final ranking: formally accept, in case of admission, the place offered by following the procedure available on the Reserved Area of the Institutional Portal of Roma Capital, in order not to incur exclusion from the ranking itself.

The procedure provides within the peremptory term of **05/28/2022**, under penalty of forfeiture:

- the declaration of the vaccination status of the child,
- the generation of the payment title (IUV), corresponding to the first installment relating to the month of September,
- the payment of the IUV

For unborn children as provided by the Resolution of The Capitoline Junta no. 25 of 13 February 2019, the peremptory deadline for the acceptance of the place is **10 June 2022**, so by that date it is necessary to go to the City Hall to follow the formal process of acceptance of the place. Failure to comply with the above-mentioned acceptance deadline will result in the decline from the ranking and the user will be considered as having renounced.

**The refusal of the place offered excludes also the other nursery, if any, in the application.**

The non-acceptance of the offered place does not result in the decline only in the case of admission in the ranking of siblings who have been found to be winners in different nests, but aspiring to the same structure; this waiver also works in the case of a sibling, who is already attending nests other than the one offered.

In this case, it is possible to accept the place, even after the deadline, for both children or for one of the two, by filling out a special declaration of consent at the appropriate City Hall office before the deadline. The City Hall may then offers the inclusion of both children or the one who is still waiting.

## 7.3 Admission to the service

Before starting the educational year, the data of the children attending and enrolling will be transmitted to the Lazio Region for verification through the Vaccinal Registry of the obligations required by Law no. 119/2017.

For children who do not comply with the prescribed vaccination obligations, a precautionary denial of access to the service and finally forfeiture of registration is envisaged, without refunding the fee paid in the acceptance phase. Furthermore, since when completing the application, the certification of vaccination regularity is required, in case of false declarations, pursuant to and for the purposes of Articles no. 75 and 76 of the Presidential Decree n. 445/2000, the sanctions of Article 483 of the Criminal Code are envisaged.

The insertion of children with certified disabilities and that of users followed by social services operating in local public facilities, takes place throughout the entire educational year with priority, without taking into account the list but is compatible with the availability of seats under the current Rules of the Service.

The definitive assignment of the place for unborn girls and boys whose birth must take place by 31 May 2022 is subject to the birth of the child by the aforementioned date and the relative communication to the City Hall by 10 June 2022, under penalty of forfeiture.

The assignment of the place connected to the change of residence or domicile of the family unit becomes definitive with the verification of the effective transfer, which must take place by 31 August 2022 or in any case by the date of admission to the service for those who are called later from the waiting list.

The assignment of the place arranged for girls and boys in the process of being adopted also becomes definitive with the act of effective adoption, which must take place by 31 August 2022, or in any case by the date of admission to the service for those called in a second time from the waiting list.

## 7.4 Waiting Lists

Any children who remain on the waiting list will be assigned to available places in the structures selected during the application phase, or in other available structures during the year, in compliance with the priority criteria in this Public Notice. In this case, the City Hall will inform the user inviting him to make the declaration of the vaccination status of the minor and to collect the payment certificate (IUV), which must be duly paid within the peremptory term of 5 days from the date of the communication itself for the purpose of completing the registration, as required by the Resolution of the Capital Council no. 22/2020 and subsequent amendments. In case of non-acceptance of the offered place through the methods described above, the user will be considered a renouncer of the service with exclusion from the waiting list.

## 8. PAYMENTS AND PROVIDED FACILITIES

### 8.1 How much to pay

For attendance at the service, the payment of a contribution is provided that varies according to the value of the Equivalent Economic Situation Indicator of the family (ISEE) and according to the time schedule of the service. If you intend to take advantage of the reduced fees, the ISEE must be indicated when completing the application for access to the service (and not subsequently). If you are not yet in possession of the INPS certificate, simply enter the data of the started procedure to obtain the indicator. If the user does not present the ISEE, the full rate will apply.

The rates provided at the service, presented in Annex B of this Public Notice, are approved by the Capital Council with Resolution no. 7 of 11 January 2022, which changed the rate framework starting from the 2022/2023 educational year, based on the provisions contained in the Regional Council Resolution no. 672 of 19 October 2021.

The new monthly tuition fees that need to be paid by families are reduced by merging the pre-existing 71 ISEE ranges into 10 new ranges.

A zeroing is applied to the quota relating to the first ISEE range up to € 5,000.00, the exemption from the payment of the fee for children with serious disabilities (certified pursuant to Art. No 3 of L.104/1992) for the ISEE up to € 50,000.00, and the general reduction of tariffs for all the new ranges.

For the agreed kindergartens and microns, the contribution measure corresponds to that which, according to the chosen time table and the ISEE value, the user would be entitled to pay for the attendance at the Capital nurseries.

To find out the amount to be paid, an online instrument is available on the Roma Capital Institutional Portal that allows you to calculate the relative monthly contribution by selecting the type of service, the chosen time table and the ISEE value.

The instrument is available at the following link:

[www.comune.roma.it/web/it/scheda-servizi.page?contentId=INF80749](http://www.comune.roma.it/web/it/scheda-servizi.page?contentId=INF80749)

or by following the path: [www.comune.roma.it](http://www.comune.roma.it)

#### **Services > School > Kindergartens > Schedule of participation fees for services 0-3.**

Users belonging to families followed and signed by social services are exempt from paying contributions. In application of the Deliberation of the Regional Council n. 672 of 19 October 2021, children with severe disabilities (certified in accordance with art. 3 paragraph 3 of Law no. 04/1992) are also exempt from payments up to the ISEE of € 50,000.00.

In addition, the following reductions apply, provided for by the Capital Assembly Resolution no. 11 of 18 March 2015 and reconfirmed in subsequent Capital Assembly Resolutions no. 4 of 25 January 2017 and n. 141 of 12 December 2018:

- a) for two children attending the nursery: 30% reduction on the total fees due according to the ISEE indicator and the chosen attendance time;

- b) for the child of a family with two or more dependent children of school age and with an ISEE indicator of less than Euro 20,000.00: exemption;
- c) for the child of a family with two or more dependent children of school age and with an ISEE indicator between € 20,000.00 and € 40,000.00: 30% reduction on the fees according to the ISEE indicator and the chosen frequency;

The school age means up to 19-year-old not completed at the date of acceptance of place in the nursery by the user, or on the date of reconfirmation of the place for subsequent years.

According to the same rules, the reductions referred to in letters (b) and (c) are applied also in favor of families with four or more dependent children.

The first rate for the month of September is never refundable even in absolute absence of attendance as it has the value of registration.

The acclimatization period, in which attendance is reduced, is an integral part of the service. Therefore, there are no reductions in the contribution rate, which is due in full.

The contribution rate is always needed to pay in case absence of child, whether unjustified or justified, as well as in case of interruption of the service due to force majeure for a continuous period of less than or equal to ten working days.

It should be remembered that users can take advantage of a State Contribution paid by INPS and obtain a partial or total refund by requesting the "Asylum Nursery Bonus". Find more information on: [www.inps.it](http://www.inps.it)

Applications can be submitted according to the methods indicated therein by 12/31/2022 by the parent who made the payment; further information can be asked directly from the competent INPS offices.

## 8.2 How to pay

From 20 November 2019, the new payment process for educational and school services is active, which fulfills the provisions of the Capitoline Assembly with Resolution no. 123/2018.

The new procedure provides for the abolition of the printing and delivery system of paper c / c bulletins at the users home address and the possibility for the latter to choose the periodicity of payment of the fees due. Within its own reserved area, starting from the "Payment of contribution fees" page, each user has all the monthly fees to be paid for the requested service (nest, bridge, restaurant, transport). It is the user's option to choose the months to be paid, thus defining a personalized payment plan (monthly, bimonthly, quarterly, annual, etc.). In the event that the user chooses to pay single monthly payments, the fee must be paid within the first day of the reference month. In the event that the user chooses a payment plan consisting of several months, the fees must be paid within the first day of the first month of the plan. In case of renunciation of the service, if several monthly fees have been paid in advance for the month of October and subsequent months, they will be returned only for the months for which the renunciation took place by the 20th of the month preceding that from which the attendance will be interrupted.

After selecting the rates to be paid, the user must create the payment title accompanied by IUV (Unique Payment Identifier) using the "Generate payment title (IUV)" button. The IUV thus created allows you to proceed with the payment of the associated monthly payments, through:

- **direct online payment**, through the "pay online" button next to the IUV created;
- **online payment through the "Payment Services" section of the Roma Capital portal**, both as an identified user and as an unidentified user;
- **through the channels (online and physical) of banks and other Payment Service Providers (PSP)**, as envisaged by PagoPA (home banking, ATMs if enabled, SISAL, Lottomatica and Banca 5, Post Offices), using the IUV and the information present in the AGID notification, which can be downloaded from the appropriate button next to the IUV in your own Reserved Area.

The complete list of operators and channels authorized to receive payments via pagoPA is available at <https://www.pagopa.gov.it/>

**For accredited private structures with an agreement, and in a finance project**, the user will have to pay the contribution rates directly to the Manager of the Structure, starting from the first rate.

In case of renunciation of the service, if several monthly rates have been paid in advance for the month of October and subsequent ones, they will be refunded only if the renunciation is made within the 20th of the month preceding the one from which the frequency is to be interrupted.

### 8.3 Equivalent Economic Situation indicator (ISEE)

The Equivalent Economic Situation Indicator (ISEE) is the tool for evaluating, through unified criteria, the economic situation of those who request subsidized social benefits and takes into account both the income situation referring to the calendar year 2020, and the balance sheet, referring to 31 December 2020 in relation to family members.

This tool is regulated by the DPCM n. 159/2013, which came into force on January 1, 2015 which, in art. 7, (include annual income of the family) regulates in detail the ISEE for facilitated services aimed at minors, including the non-cohabiting parent, not married to the other parent, in the family unit, provided that the relative recognition has taken place, except for the exceptions governed by the same article.

In order to obtain the benefits that may derive from the assessment of the actual economic situation (better position in the ranking with the same score and reduced rate for nursery attendance), the applicant must indicate that he wishes to make use of the presentation of the appropriate ISEE, referred to in the DPCM n. 159/2013, filling in the section dedicated to families with minors, unless otherwise indicated in the reference legislation.

Otherwise, the applicant will acquire the score obtained on the basis of the selected access criteria and will be placed last among those with the same score; in case of admission, you will take advantage of the service by paying the maximum rate.

Applicants who intend to take advantage of the benefits deriving from the presentation of the ISEE must:

- if they are in possession of the certificate issued by the INPS, indicate in the application the value of the ISEE Indicator, the protocol and the date of the certificate;
- if you do not yet have the certificate, as it is still being processed at the INPS, indicate in the application the DSU protocol, reported in the receipt issued by the CAF or INPS.

The Administration verifies the declared ISEE electronically, through the INPS portal and therefore the applicant is required to monitor the successful completion of the ISEE acquisition process, periodically connecting to the on-line application insertion dashboard where the wording is present "*ISEE indicator verification status*" of which the value of annual income ISEE is valid till 30 March 2022.

In cases where the ISEE acquisition process fails and the relevant Municipal Office detects, therefore, during routine checks, irregularities/inconsistencies in the ISEE claim submitted during the application, users are required to submit a new ISEE certificate that is valid by the deadline set for the publication of the provisional rankings.

Please note that users who do not resubmit an ISEE claim valid in a reasonable amount of time, from the communication received by the municipal office in charge, should be considered as those who have not submitted it and, therefore, fallen from the benefits associated with it (better ranking at the same score and facilitated rate for attendance at the nursery).

Users interested in the presentation of the ISEE are invited to promptly begin the process of issuing the same by the INPS, also through the CAF, since the same provides for a timing of at least 10 working days from the moment of the presentation of the DSU.

The Single Substitute Declaration (DSU), useful for the purposes of the ISEE, presented must be valid at the time of submitting the request for the provision of the nursery service.

In case of changes in income of more than 25% and therefore in the ISEE value recognized when submitting the application for enrollment in the nursery service for the 2022/2023 educational year, according to the provisions of the Deliberation of the Capital Assembly n. 9 of 12 March 2015, implementing the Prime Ministerial Decree no. 159/2013, it is possible to request the calculation of the "*current ISEE*" and present it for the purpose of recalculating the contributions rates.

## 9. Forfeiture – Absences – Renunciation of Service

The forfeiture is a legal institution, independent of the will of the user, by virtue of which the place acquired in the nursery is lost.

It is considered a reason for forfeiture:

1. Failure to formally accept the place to be made online by May 28, 2022.
2. User absences more than 10 consecutive days and not justified in writing.

In line with the indications of Ministerial Decree no. 80 of 03/08/2020, confirmed in the 2021/2022 School Plan approved with DM n. 257 of 06/08/2021, after absence due to illness of more than 3 days (without counting the final and initial holidays of the absence), re-admission to the school services of children will be allowed "upon presentation of the valid certification from the Pediatrician of Libera Choice (PLS) or general practitioner (GP), certifying the absence of infectious or diffusive diseases and suitability for reintegration into the school community".

In the case of pupils with confirmed SARS-COV-2 virus infection, the PLS/GPs provide the necessary certification for returning to school, in accordance with Ordinance 65/2020 and DGR 17 November 2020, n. 852.

Absences due to other different reasons than illness must be communicated in advance by the family to the school, if then, only in this case, will not have to request the certificate for re-admission.

Failure to make regular contributions by the end of June of the child's year of attendance means that the following year will automatically decline, which will be communicated promptly to both the nursery and the parents of the child/user. The payments will still be collected by the Capital Administration in the forms provided by the law.

The renunciation is the formal act by which the parent/guardian/custodian expresses the will to discontinue the use of the service. The written act is necessary to allow the correct management of the availability of seats and the consequent sliding of the ranking.

To renounce of the service, a written declaration must be submitted to the territorially competent City Hall, using the form on the Institutional Portal of Roma Capital: [www.comune.roma.it](http://www.comune.roma.it)

following the path:

**Services > School > Kindergartens Forms > Kindergarten form for renunciation of the service**

If the renunciation is submitted by the 20th of the month preceding the one in which you intend to stop using the service, the contribution is needed to pay until the last month of attendance. For renunciations submitted after the 20th of the month, however, the obligation to pay the contribution extends the end of the following month.

## WARNING ON FILLING OUT THE APPLICATION FORM

Users are advised to proceed in advance of the submitting the online application in order to have sufficient time to resolve the problems that have arisen or clarify any doubts within the deadlines set out in this Public Notice.

You should pay special attention when filling out your application, indicating all the required data and all the documentation you need to score. The application cannot be refined unless all the required data is entered in the fields marked with the character \*.

It is recommended to mark with a check mark - *flag* - all fields of interest for the recognition of the correct score; **errors or omissions cannot be remedied in appeal**;

It should be noted that any decision on the submitting the application must be made in accordance with the parental liability provisions of Articles 316, 337 ter and 337 quater of the Civil Code, which require the consent of both parents.

Users are informed that the data of the children attending and enrolling will be transmitted to the Lazio Region for verification through the Vaccinal Registry of the obligations required by Law no. 119/2017. For children who do not comply with the prescribed vaccination obligations, a precautionary denial of access to the service is envisaged, and will result in forfeiture of registration.

In this regard, it should be noted that, since when completing the application, the certification of vaccination regularity is required, in case of false declarations, pursuant to and for the purposes of Articles no. 75 and 76 of the Presidential Decree n. 445/2000, the sanctions of art. 483 of the Criminal Code "Ideological falsity committed by the private in a public act" are envisaged, as well as the forfeiture of the obtained benefit. To this end, the competent City Hall offices reserve, as required by law, checks aimed at ascertaining the provided information.

The City Hall has the right to request any documentation proving what is stated in accordance with the current legislation;

The relevant Municipality Offices, referred to in the annex list, are available according to the respective opening times to the public, as indicated on their web pages, to provide any clarification on the submission of the application.

Pursuant to the General Data Protection Regulation (RPGD) - (EU) 2016/679, articles 13 and 14, the data provided with the compilation of the application are acquired for the institutional purposes provided by law for the only purposes of the administrative procedure for which are required, and will be used exclusively for this purpose.

### FOR MORE INFORMATION

The POSES Education Service Officer - where present - is available to provide further information and clarifications to families. For administrative clarifications and on completing the online application, you can contact:

- **City Hall Nursery's management offices:** by the info contacts indicated in the list below;
- **U.R.P. (Public Relation Offices)** of the Department of School, Job and Professional Training by the following phone number: 06/671070353, or via the e-mail address [urpscuola@comune.roma.it](mailto:urpscuola@comune.roma.it), specifying name, surname and personal Fiscal Code and of the interested parties.

For families who find themselves in conditions of fragility, difficulty or social disease, each City Hall will dedicate particular care and attention, ensuring dedicated spaces and times, based on its own organizational reality, to provide concrete assistance in completing the registration procedure at the City Hall offices.

### MUNICIPAL KINDERGARTEN MANAGEMENT OFFICES

Municipality	Address	E-mail and phone numbers
I	Circonvallazione Trionfale, 19	06/69617610-611 <a href="mailto:municipio01.nidi@comune.roma.it">municipio01.nidi@comune.roma.it</a>
II	Via Tripoli, 136	06/69602614 <a href="mailto:asilinido.mun02@comune.roma.it">asilinido.mun02@comune.roma.it</a>
III	Via Umberto Fracchia, 45	06/69604611-612-738 <a href="mailto:asilinidocapitolini.mun03@comune.roma.it">asilinidocapitolini.mun03@comune.roma.it</a>
IV	Via di Scorticabove, 77	06/69605671-674-676 <a href="mailto:ufficioscuola.mun04@comune.roma.it">ufficioscuola.mun04@comune.roma.it</a>
V	Via Prenestina, 510	06/69607672/673/629 <a href="mailto:asilinido.mun05@comune.roma.it">asilinido.mun05@comune.roma.it</a>
VI	Viale Duilio Cambellotti, 11	06/69608622-651 <a href="mailto:gestioneasilinido.mun06@comune.roma.it">gestioneasilinido.mun06@comune.roma.it</a>
VII	Via Tommaso Fortificocca, 71/73 Piazza Cinecittà, 11	06/69609608-616-621-627 <a href="mailto:gestione0-6.mun07@comune.roma.it">gestione0-6.mun07@comune.roma.it</a>
VIII	Via Benedetto Croce, 50	06/69611370-612-614-816 <a href="mailto:ufficiogestionenidi.mun08@comune.roma.it">ufficiogestionenidi.mun08@comune.roma.it</a>
IX	Via Ignazio Silone, 2° ponte	06/69612612-214-232-455-652-698 <a href="mailto:utenzanido.mun09@comune.roma.it">utenzanido.mun09@comune.roma.it</a>

X	Viale del Lido, 6	06/69613682-615-945 <a href="mailto:angela.bruzzese@comune.roma.it">angela.bruzzese@comune.roma.it</a> <a href="mailto:rita.pandolfi@comune.roma.it">rita.pandolfi@comune.roma.it</a>
XI	Via della Magliana, 296	06/69615613-687-688 <a href="mailto:asilonido.mun11@comune.roma.it">asilonido.mun11@comune.roma.it</a>
XII	Via Fabiola, 14	06/69616621/603 <a href="mailto:franca.digiacomio@comune.roma.it">franca.digiacomio@comune.roma.it</a> <a href="mailto:roberta.olivanti@comune.roma.it">roberta.olivanti@comune.roma.it</a>
XIII	Via Aurelia, 470	06/69618602-624-658-661-393 <a href="mailto:gestione.asilinido18@comune.roma.it">gestione.asilinido18@comune.roma.it</a>
XIV	Piazza Santa Maria della Pietà, 5, Pad. 30 stanza 42	06/69619-409-625-634-662-687 <a href="mailto:gestioneasilinido.mun14@comune.roma.it">gestioneasilinido.mun14@comune.roma.it</a>
XV	Via Flaminia, 872	06/69620618-620 <a href="mailto:ufficioasilinido.mun15@comune.roma.it">ufficioasilinido.mun15@comune.roma.it</a>

Due to the ongoing Covid emergency, users are advised to contact the municipalities with the appropriate institutional emails.

It should be remembered that users can take advantage of a State Contribution paid by INPS "Asylum Nursery Bonus" ([www.inps.it](http://www.inps.it)); further information can be asked directly from the competent INPS offices.

**ANNEX A**

	<b>ACCESS POLICIES</b>		<b>Nursery points awarded for a parent's residence or place of work</b>	<b>Nurseries points attributed for other Town Hall</b>
1	Child/a with recognized disability. * Attach the minutes of the Legal Medical Commission or provisional certificate (law 104/92), or certification issued by public health structures (exclusively ASL and / or hospital bodies).	<input type="checkbox"/>	450	450
2	Child with particularly serious social and / or economic family situation, documented and proven by a report of the municipal social service or by the competent social and health structure of the local ASL or by public hospital bodies. Attach certification. Children that belong to category of parents like prisoners, orphans and children living in protected house or family house and anti violence house . they considered By the regional law 19 March 2014 N.4	<input type="checkbox"/>	Score to be awarded depending on severity on social services assessment up to a <b>maximum of 120 points</b>	Score to be awarded depending on severity on social services assessment up to a <b>maximum of 120 points</b>
3	Orphaned child of both parents (attach social services report or provision by the Children's Court).	<input type="checkbox"/>	80	80
4	Child in foster care, adopted or in the process of adoption (attach the act of provision by the Children's Court).	<input type="checkbox"/>	60	55
5	Child who belongs to a single parent family (recognized by only one of the two parents or orphan of one of the two parents) or child of "separate parents" (even if not married and not living together), in possession of a formal act of exclusive custody( attached act of the Court) and living with a single working parent.	<input type="checkbox"/>	50	45
6	Child who belongs to a single-parent family (recognized by only one of the two parents or orphaned by one of the two parents) or the child of "separate parents" (although unmarried and non-cohabiting), in possession of a formal act of exclusive foster care (attached act of the court), and cohabiting with a single non-worker parent.	<input type="checkbox"/>	45	40
7	Child with both parents working full-time (also separated, unmarried and non-cohabiting).	<input type="checkbox"/>	40	35
8	Child with both working parents of which one part-time (equal to or less than 50% of the time provided by the employment contract) also separated, unmarried and non-cohabiting.	<input type="checkbox"/>	20	18
9	Child with both working parents (also separated, unmarried and unmarried) of which one is practicing, internship or who is a worker with a scholarship contract.	<input type="checkbox"/>	16	14
10	Child with both parents working part-time (equal to or less than 50% of the time provided by the employment contract) also separated, unmarried and non-cohabiting.	<input type="checkbox"/>	13	11
11	Child with a full-time working parent and the other non-worker (also separated, unmarried and non-cohabiting).	<input type="checkbox"/>	10	9

12	Child with a part-time working parent and the other non-worker (also separated, unmarried and non-cohabiting).	<input type="checkbox"/>	7	6
13	Child with both non-working parents (also separated, unmarried and non-cohabiting).	<input type="checkbox"/>	5	4
14	Child with a parent with a disability or disability (minimum 74% or L.104/92 art. 3 paragraph 3) Child belonging to a household in which there are members actually living with disabilities or disabled conditions, excluding parents (min. 74% or L.104 art. 3 paragraph 3)	<input type="checkbox"/>	45	40
		<input type="checkbox"/>	25	20
		Not cumulative with each other		
15	Child with brothers/sisters _____ 0/3 years (not completed), except where the brothers/sisters are twins of the aspirant	<input type="checkbox"/>	8	8
	Child with brother/sister number _____ 3 years (completed)/14 years (not completed)	<input type="checkbox"/>	3	3
16	Twin children. _____ (including the aspirant)	<input type="checkbox"/>	For each twin (including the aspirant) <b>9</b>	For each twin (including the aspirant) <b>9</b>
17	Child with both working parents of which one works continuously for at least 6 months outside Italy excluding Vatican City. Fill in the application section. Attach documentation	<input type="checkbox"/>	2	2

**N B scores from 14 to 17 can be combined with one of those from 3 to 13, with the exception of p.15 which can accumulate with scores 1 and 2.**

## ANNEX B

<b>KINDERGARTENS SERVICES</b>									
<b>MONTHLY CONTRIBUTION FEES FOR FREQUENCY HOURS AND ISEE BANDS (euro)</b>									
<b>ISEE (euro)</b>	TIME SCHEDULE								
	7.00/17.00	7.00/16.30	7.30/16.30	8.00/16.30	9.00/17.00	7.00/14.30	7.30/14.30	8.00/14.30	9.00/14.30
	8.00/18.00	7.30/17.00	8.00/17.00	9.00/18.00		9.00/16.30			
	(10 hours)	(9,5 hours)	(9 hours)	(8,5 hours)	(8 hours)	(7,5 hours)	(7 hours)	(6,5 hours)	(5,5 hours)
<b>from 0 to 5000</b>	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
<b>from 5000,01 to 10000</b>	53,60	50,56	47,70	45,00	42,75	41,04	38,58	35,88	30,50
<b>from 10000,01 to 15000</b>	119,10	112,36	106,00	100,00	95,00	91,20	85,73	79,73	67,77
<b>from 15000,01 to 20000</b>	178,65	168,54	159,00	150,00	142,50	136,80	128,59	119,59	101,65
<b>from 20000,01 to 25000</b>	238,20	224,72	212,00	200,00	190,00	182,40	171,46	159,45	135,54
<b>from 25000,01 to 30000</b>	279,75	280,90	265,00	250,00	237,50	228,00	214,32	199,32	169,42
<b>from 30000,01 to 35000</b>	357,30	337,08	318,00	300,00	285,00	273,60	257,18	239,18	203,30
<b>from 35000,01 to 40000</b>	416,86	393,26	371,00	350,00	332,50	319,20	300,05	279,04	237,19
<b>from 40000,01 to 50000</b>	476,41	449,44	424,00	400,00	380,00	364,80	342,91	318,91	271,07
<b>over 50000,01</b>	524,05	494,38	466,40	440,00	418,00	401,28	377,20	350,80	298,18

<b>ALTERNATIVE SERVICES</b>				
<b>MONTHLY CONTRIBUTION FEES FOR FREQUENCY HOURS AND ISEE BANDS (euro)</b>				
<b>BRIDGE SECTION</b>			<b>SPACE BE.BI.</b>	
<b>ISEE (euro)</b>	TIME SCHEDULE	TIME SCHEDULE	<b>ISEE (euro)</b>	<b>MORNING / AFTERNOON SPACE BE.BI.</b>
	8.00/17.00 BRIDGE SECTION	8.00/14.30 BRIDGE SECTION		
<b>from 0 to 5000</b>	0,00	0,00	<b>from 0 to 5000</b>	0,00
<b>from 5000,01 to 10000</b>	24,44	18,43	<b>from 5000,01 to 10000</b>	27,45
<b>from 10000,01 to 15000</b>	54,31	40,96	<b>from 10000,01 to 15000</b>	60,99
<b>from 15000,01 to 20000</b>	81,46	61,44	<b>from 15000,01 to 20000</b>	91,49
<b>from 20000,01 to 25000</b>	105,88	79,69	<b>from 20000,01 to 25000</b>	121,98
<b>from 25000,01 to 30000</b>	132,85	100,16	<b>from 25000,01 to 30000</b>	152,48
<b>from 30000,01 to 35000</b>	176,21	132,59	<b>from 30000,01 to 35000</b>	182,97
<b>from 35000,01 to 40000</b>	202,96	142,86	<b>from 35000,01 to 40000</b>	213,47
<b>from 40000,01 to 50000</b>	232,84	175,39	<b>from 40000,01 to 50000</b>	243,96
<b>over 50000,01</b>	235,85	177,67	<b>over 50000,01</b>	255,00