

# How to apply for a Nursery School place

Nursery schools are educational services that welcome children from three months to three years old and which, as part of an early childhood education policy, contribute to their formation along with the family.

The nursery is a social context in which children build their identity and knowledge through the contribution of exchanges that take place between child and child, between children and the environment.

The nursery aims to promote the balanced development of the cognitive, emotional and social potential of each child, in the perspective of his well-being and harmonious development.

In Cesena there are n. 8 municipal nurseries and n. 9 private nurseries (8 of which have places in agreement). See the list of schools under the specific section.

The nursery schools are open to attendance from about mid-September of each year to June 30 of the following year.

In order to access municipal nursery places or private nursery places in agreement, the admission application must be submitted.

The places in agreement at the private nurseries are usable only by children residing in the Municipality of Cesena.

Applications relating to non-resident children (only for municipal nurseries) may be taken into consideration only upon exhaustion of the rankings, including the reserve list (late applications submitted by residents).

Children enrolled in municipal nurseries and private nurseries on places in agreement are automatically reconfirmed for the following years of the nursery. The teachers in the period of March / April will ask the families whether or not to reconfirm their child for the following year.

## VACCINATION OBLIGATION

In compliance with the provisions of Law no. 119 of 31/07/2017, **children must have been previously vaccinated in order to access educational services.** The Municipal Administration follows the verification procedure indicated in the MIUR circular no. 14659 of 13/11/2017.

For further details, please view the informative from the AUSL, in attachment.

## ATTENTION!

For applications to the nursery submitted by June 30, 2021 it will not be necessary to present the vaccination certificate. The nursery office will send the list of new children enrolled directly to the AUSL which in turn will respond with the names of the children who do not comply with the vaccination obligation. After June 30, 2021 it will be necessary to attach the updated vaccination certification to the application.

## How does it work?

Applications must be submitted **exclusively online**, under penalty of INADMISSIBILITY.

For the 2021/22 school year, the application must be submitted in the period **from April 12<sup>TH</sup> , May 20<sup>TH</sup>, 2021.**

For those born from April 1<sup>st</sup>, 2021 to 15 June 2021, enrolment is possible by June 17, 2021.

The application must indicate the data relating to the child, the family, the work situation of the parents, the situation of the grandparents and the choices of the nurseries where the family is willing to accept the place, without limits on the number of choices (nor obligation to enrol to the nurseries in the area where the family lives) in order of priority.

Families will compete only and exclusively for the places indicated at the time of submitting the application.

Only applications from children of age for the nursery indicated at the time of application are considered in case a spot becomes available.

In case of difficulties in accessing the operating system, the Front Office (Sportello Facile), located inside the municipal building (entrance on the Rocca side) makes its operators available to assist users in completing the application online **BY APOINTMENT ONLY**. For information on how to access municipal services, please consult the website [www.comune.cesena.fc.it/uffici](http://www.comune.cesena.fc.it/uffici).

### Late applications

Applications can be submitted after the deadline of 20 May 2021, they will be part of a reserve ranking list.

### ATTENTION!

For applications submitted after 30 June it will be necessary to attach the updated vaccination certification.

The Isee certificate can only be presented in one of the following ways:

1. On line at the link <http://www.comune.cesena.fc.it/servizionline/scuola> using fedERa or SPID access credentials and submitting a new request for "Tariffe agevolate e contributi diritto allo studio" (Subsidised fees and contributions for the right to education). The corresponding Isee indicator must be inserted in the application, it is not necessary to attach the file or the scan of the Isee. After inserting the Isee indicator on the terminal, the family will receive a confirmation email with no. protocol of the submitted application.

2. At the Front Office (Sportello Facile del Comune) in P.tta dei cesenati del 1377 n.1 Tel. 0547 356235 BY APOINTMENT ONLY. For information on how to access municipal services, please consult the website [www.comune.cesena.fc.it/uffici](http://www.comune.cesena.fc.it/uffici).

Isee certificates sent by e-mail or fax will not be taken into consideration.

# Nursery school of BORA

## A nursery for two Municipalities

The next opening of the nursery school of Bora is planned, a collaboration between the Municipality of Cesena and the Municipality of Mercato Saraceno.

The nursery, located in Via Anna Frank n. 12 in Bora di Mercato Saraceno, will host n. 14 children from 12 to 36 months of age.

In the event of excess applications, a ranking will be formulated with the criteria indicated on pages 6/7 of this information circular with priority given to residents in the Municipality of Mercato Saraceno and in the Borello, San Carlo and San Vittore basin.

The nursery school is expected to open from September 2021

A special ranking will be drawn up with the same dates indicated on pages 8/9.

### What is needed?

- Personal data and fiscal code of the members of the family

ONLY if not residing in Cesena;

- Contact information (e-mail address, telephone number/ mobile phone number/fax)
- Information on the working schedule and job place of the parents

Name and telephone number of the Company, type of contract, weekly time schedule, details on possible business trips or shifts, and information on the grandparents ;

- Any medical certification attesting to the pregnancy of the mother, the invalidity of cohabiting relatives or the physical impediment of the child's grandparents (only if not falling within categories a, b, c or d - see information circular)
- Valid ISEE certificate

(for those who intend to present it)

### How much does it cost?

The submission of the application is free.

All information about the determination and payment of tuition fees is available [on the dedicated page](#) .

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## **ISEE**

The Isee certificate is not a compulsory document, but it is indispensable if requiring the **subsidised fee**, and can be filled in at any Centro di assistenza fiscale (CAAF) (the list of the CAAF is available in the circulars below).

**If the ISEE certification is lower than € 25,000.00, it can be taken into consideration both for an additional score for the ranking and for the request for a subsidized fee, i.e. lower than the maximum.**

The ISEE certification higher than € 25,000.00 and lower than € 60,000.00 can be taken into consideration only for the request for a subsidized fee and must be submitted by October 15, 2021.

If submitting the Isee certificate both for the score and for the request for a subsidized fee, **the valid Isee Certificate must be received by the deadline of the call:** by May 20, 2021 (for those born from April 1<sup>st</sup>, 2021 to June 15, 2021, by June 17, 2021).

**The Isee certification - whether it is presented at the same time as the application for admission, or whether it is presented later - must be submitted in one of the following ways:**

- Inserted and registered on line at the link [www.comune.cesena.fc.it/servizionline/scuola](http://www.comune.cesena.fc.it/servizionline/scuola)

- At the Front Office (Sportello Facile del Comune) in P.tta dei cesenati del 1377 n.1 Tel. 0547 356235 BY APOINTMENT ONLY. For information on how to access municipal services, please consult the website [www.comune.cesena.fc.it/uffici](http://www.comune.cesena.fc.it/uffici).