



Comune di Modena

Settore Servizi Educativi
e Pari Opportunità

Modena, 18/08/2022

Prot. 305804

To families of students enrolled in state pre-schools of Modena

To families of students enrolled in state primary schools of Modena

To School Principals of the Unified Institutes of Modena

To School caretakers of the Unified Institutes of Modena

Re: information on before-school childcare in the state pre-schools and primary schools – school year 2022/2023.

The Educational Services Department in compliance with the strategic indications to mitigate infections from Covid-19 in state pre-schools and primary schools, published on 12.08.2022 and 05.08.22 respectively, intends to activate the before-school childcare service in state primary schools and pre-schools, in agreement with the competent School Principals to reconcile parents' work schedules and school entry times.

The service will be provided in a common area and based on the organisational and management experience of 2020/2021 and 2021/2022; it envisages a minimum/maximum number of users for *each primary school complex*, admitted from a public ranking list on the basis of admission criteria that give priority to the need for reconciling family life and work, and a minimum number *for each state pre-school*, in which - if the pandemic situation should get worse - it could become necessary to reintroduce precautional distancing measures or further provisions, also following any measures ordered by national or local authorities.

The before-school childcare service will be activated from **19 September 2022** in all schools which have reached the minimum number required of ten applications for primary schools and five applications for state pre-schools.

The applications to access the service can only be submitted online, by Spid (Digital Identity) CNS (National Services Card) or CIE (Electronic Identity Card) on the website www.comune.modena.it/servizi/educazione-e-formazione, up to **8 September 2022** for primary schools (but applications may also be submitted from 9 September, which will be accepted based on the score obtained and the remaining availability of places) and until 31 March 2023 for pre-schools.

The application submitted is valid only for the school year to which it refers.

In order to facilitate families with the submission, a local network of offices has been set up at which it is possible to request assistance for filling in the form online and for obtaining SPID credentials; for details please refer to the webpage: www.comune.modena.it/servizi/educazione-e-formazione/supporto-e-assistenza-per-i-servizi-scolastici-online/assistenza-alliscrizione-online-e-per-lacquisizione-delle-credenziali-spid.

The rate for the before-school childcare service in the primary school is €150.

For registrations from January to February the annual rate is reduced to €130, while for registrations after 1 March 2022 the rate is reduced to €110, subject to the availability of places in the school for which the service is requested. Children who are driven to school on municipal school transport vehicles are excluded from the payment.

Any use of the service in the absence of registration and admission, highlighted by office controls, will imply, in the absence of a waiting list for the school, official registration and **the administrative fine of €70**; in case of a waiting list, an administrative fine of €70, plus suspension from the service; the possibility to submit the application after the deadline remains.

For the state pre-school, the service is free.

Once admitted, the fee must be paid, regardless of start date or actual use of the service. **Any renunciation to the service** during the year must be presented in writing by email to the address:

prescuola@comune.modena.it, by the 25th day of the month preceding that for which the user intends to forego the service, to obtain a refund of payment from the month following the renunciation. Late renunciations (beyond the 25th day of the month) exclude from calculation of the refund the subsequent month. Failure to communicate the renunciation in writing will result in the obligation to pay the rate even if the service is not used. The renunciation implies a monthly refund (discounted directly on the notification of annual payment) equal to €10 /month. For refund calculation purposes, the month of June is not considered.

Payment must be made using the dedicated notification of PagoPa payment which will be issued by the Canteen Office and forwarded directly to the family at the end of the school year or, alternatively, for those who have activated the payment method, by direct debit to current account (SEPA).

ON PARENT PORTAL

www.comune.modena.it/servizi/educazione-e-formazione/rette-e-tariffe/pagamento-e-consultazione-delle-rette-scolastiche

it is possible to choose **to send the aforementioned documents in digital format instead of the hard copy** and to download payment slips, SDD accounts, payment certifications, etc.

ATTENTION

The Educational Services Department, with a view to digital transition and dematerialisation of the services offered, finalised at simplification and reduction of the environmental impact, has envisaged that **from January 2023 the notification of pagopa payments and the notification of direct debit to a current account shall be sent online as preferred option.**

Therefore, parents can independently choose, by 31 December 2022, to send the documents in digital format, accessing the parent's portal with SPID/CIE/CNS credentials, indicating the email to which the digital notifications will be sent. **For those who still want to receive paper notifications by ordinary post, from January 2023 a charge of €1 will be levied for each single postage, applying it to all services for which the user can choose dematerialisation of payment notification.**

To make use of the *before-school* childcare service it is necessary ***to be up to date with payments*** of the educational and school services provided by the Educational Services Department; in case of non-payment or past defaults, the School Educational System Department can ***suspend the before-school childcare service based on office controls.***

For information on the before-school childcare at the **primary** school it is possible to contact the Canteen Office: Tel 059.2032768/69, e-mail: prescuola@comune.modena.it; for information on before-school childcare at **state pre-school** it is possible to contact the Pre-School Admissions office: 059.2032708-2771-2775, e-mail: scuole.infanzia@comune.modena.it or book an appointment with the offices in Via Galaverna 8, 3rd floor, using the digital agenda (<https://prenotazionerisorse.comune.modena.it/prenotazionerisorse/istruzione.jsp#>).

For more information, you can scan the QR code below to read an extract of the "Criteria applied to the rates of educational and school services for the school year 2022-2023".



Best regards,

the Head of the School Educational
System Department

Paola Francia

Digitally signed document according to Leg. Dec.
82/2005 as amended.