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CO113569-MO528

## REGOLAMENTO DEL CENTRO INFANZIA TERRA DEI PICCOLI – PADOVA CENTRO

24/10/2023



# Cooperativa Sociale Terr.A.

## REGULATION

Childhood Centre

**Terra dei Piccoli**

Padua Centre

10/24/2023 edition

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2/2020



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## **REGOLAMENTO DEL CENTRO INFANZIA TERRA DEI PICCOLI – PADOVA CENTRO**

24/10/2023



### **INDICE**

<a href="#">ART. 1 General Principles</a>	<b>Errore. Il segnalibro non è definito.</b>
<a href="#">ART. 2 Accommodation</a>	3
<a href="#">ART. 3 School Calendar</a>	3
<a href="#">ART. 4 Opening hours and time slots</a>	3
<a href="#">ART. 5 General Admission Criteria</a>	4
<a href="#">ART. 6 Service costs</a>	4
<a href="#">ART. 7 Timing and modalities for registering for the childcare centre and criteria for the composition of rankings</a>	5
<a href="#">ART. 8 Placement of children at the childhood centre</a>	7
<a href="#">ART. 9 Recovery of the child at the end of the service</a>	8
<a href="#">ART. 10 Withdrawal from the children's centre and ex officio resignation</a>	8
<a href="#">ART. 11 Variation requests</a>	8
<a href="#">ART. 12 Criteria for the removal of children in the event of illness</a>	9
<a href="#">ART. 13 Readmission of children following absences</a>	9
<a href="#">ART. 14 Parent Assembly</a>	9
<a href="#">ART. 15 Parent representatives</a>	10
<a href="#">ART. 16 Childhood Centre Staff</a>	10
<a href="#">ART. 17 Canteen service</a>	10
<a href="#">ART. 18 Material to be paid for by parents</a>	10
<a href="#">ART. 19 Material paid for by the childhood centre</a>	11

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This update of the regulation, which replaces the CO102280 edition of 2/12/2022, take effect from 24/10/2023 and, considering that the change (Art. 4, para. 8) is more favorable to users, it applies to all members, including those who were registered before that date.

#### ART. 1 General Principles

1. The childhood centre is a socio-educational service aimed at early childhood that responds to the needs of families, especially with regard to the work needs of both parents, with the aim of realizing the full physical-psycho-relational development of children from 3 months to 6 years of age, with a special emphasis on internal educational continuity and ensuring that the family has adequate support, which allows and facilitates both parents to access work, within the framework of a social security system.

#### ART. 2 Accommodation

1. The childhood centre is structured in separate sections of nursery school and preschool; intersectional activities are provided to enhance interaction among all attending children.
2. Children enrolled in nursery school services within the childhood centre are, as a rule, divided into sections according to age and degree of psycho-physical development.

#### ART. 3 School Calendar

1. The childhood centre is open according to the hours indicated in Article 4 below throughout the year, including the month of August, with closures on holidays and on no more than 5 other days in the year, according to a calendar communicated to users and available at the office and on the service website ([www.terradeipiccoli.net](http://www.terradeipiccoli.net) - section dedicated to Padua Centre).
2. After the start of the school year, additional extraordinary service closures may be ordered due to force majeure (e.g. as a result of orders of the Prefect during weather warnings). For the prices, the days of closure due to force majeure referred to in this paragraph shall entail the reimbursement to the family of part of the monthly tuition fee in the amount specified annually in the document defining the economic conditions, for each day of forced closure, regardless of the limits indicated and the communications required for the reimbursement of extended absences referred to in paragraph 6 of Article 6 - Costs of Service.
3. The activity is organized on the basis of a school year, which is conventionally set from September to August.

#### ART. 4 Opening hours and time slots

1. The childhood centre is open Monday through Friday, 7:30 a.m. to 4:30 p.m. (6:30 p.m. if extended time is activated), with a choice of the following attendance times:

<i>registration</i>	<i>from</i>	<i>to</i>
Mornig (only nursery school)	7.30	1.30 pm
Full time	7.30	4.30 pm
Extended time	7.30	6.30 pm (if extended time)
afternoon (only nursery school sections)	12.00	4.30 pm
Long afternoon	12.00	6.30 pm (if full time activated)

2. In August and the Christmas holidays, the service is open until 4:30 p.m. instead of 6:30 p.m..
3. If necessary, a different agreed frequency can be established by combining the normal frequency bands already provided, which will imply potentially different rates.
4. The 4:30 p.m. to 6:30 p.m. opening hours will be activated upon reaching a sufficient number of applicants actually attending, and the decision as to whether or not to activate will be communicated to parents prior to the start of the service. On certain days of the year (e.g., some holidays), it is possible that service provision may be suspended during the hours beyond 1:30 p.m., with at least 7 days' notice. Such changes will not affect the amount of the monthly rate.
5. The morning entrance of children may be no later than 9:00 a.m., meaning that by that time parents must have left the childhood centre, having entrusted the children to the educational staff. Exceptions are permissible, exceptionally, for health reasons or other unpostponable needs (vaccines, medical examinations, administrative paperwork or the like) upon request by the parents and after confirmation by the service staff.
6. The Cooperative's responsibility for the child is active from the moment the child is handed over by the parents to the educational or service staff. For the time that the child is cared for by the parents

or their proxies, the responsibility remains on them, even for the time they are inside the service spaces (building and its appurtenances).

7. On arrival, parents or their proxies must limit to the strict necessary the stay within the service spaces (building and its appurtenances) and prevent the child from accessing the different rooms unless accompanied by the staff.
8. The exit of children at the end of their registration time slots is according to the following specifications:
  - a. morning: from 1 pm to 1.30 pm (after lunch);
  - b. full time or afternoon: from 4 pm to 4.30 pm ( after the afternoon nap and snack);
  - c. extended time or long afternoon: before 6.30 pm.

If needed, parents may choose to leave earlier at another registration scheduled time slot by notifying the service staff in advance.

Exceptions are permissible, exceptionally, for health reasons or other unpostponable needs (vaccines, medical examinations, administrative paperwork or the like) upon request by parents and after confirmation by the service staff. Only in these cases, the option of leaving from 3:15 to 3:30 p.m. is added.

9. If needed, it is possible to obtain an extension time, prior agreement by the structure; if accepted, that entails the payment of an additional cost for each additional hour (or fraction of an hour), established annually when defining the attendance fees (see Article 6 - Costs of the service).
10. If, at the end of the chosen time, parents have not yet arrived, if the service is still open (until 4:30 p.m. or 6:30 p.m. depending on the time actually activated in the day), the staff will wait for their arrival in the company of the child; for each hour (or fraction of an hour) of stay at the centre beyond the time of registration, the additional amount referred to the previous paragraph. If the parents are late in arriving beyond the closing time of the service (beyond the time actually activated in the day), the staff, after contacting all reported references to verify their immediate arrival, will contact the public safety authority.

#### **ART. 5 General Admission Criteria**

1. Children aged not less than three months and not more than six years are eligible for admission to the Childhood Centre, without preclusion in terms of municipality of residence or otherwise, subject to the precedence criteria in Article 7. The requirement of three months of age (completed) must be met by the child within the month prior to placement.
2. Children who have turned 3 years old or will turn 3 years old by December 31 falling within the school year may be enrolled in the preschool section (September through August), according to ministerial guidelines.
3. Children from 3 to 36 months may attend the nursery school sections; children who turn 36 months during the year of attendance continue to attend the preschool section until the end of the school year.
4. Children admitted may attend the preschool centre until they turn 6 years old or, for those who turn 6 years old during the year of attendance, until the end of the school year (August 31).
5. For admission to the service, children must be in compliance with the vaccination requirements defined by the regulations.

#### **ART. 6 Service costs**

1. For registration to the service there is a fixed annual fee and monthly attendance fees, differentiated according to the service chosen. The amounts of registration fees, attendance fees, postponing the start of attendance in nursery school sections, additional hours of stay at the service, charges referred to in paragraphs 7 and 8, and the refunds recognized to the family in the cases provided for in paragraph 6, are determined annually by the Cooperative, specified in the document defining the economic conditions of the childhood centre, communicated to users, made available at the headquarters of the childhood centre and published on its website [www.terradeipiccoli.net](http://www.terradeipiccoli.net).
2. For registration in nursery school sections, for new enrollees only (not attending in the previous school year), it is possible to request to postpone the start of attendance, compared to the start date of the school year, depending on the needs of the family and the child; however, if a request is made to postpone the start of attendance by more than two months from the time of formalization of registration, a charge for postponing the start of attendance is made for the period of non-attendance

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between the expiration of two months from registration and the date requested by the family for the start of attendance; for each half-month (rounded up to the next unit) of vacancy maintenance; if the Cooperative schedules the placement at a date later than that requested by the family, this additional delay will not be charged.

3. Where differential rates are provided for sibling attendance, for the purpose of setting such rates, siblings are considered in order of age (oldest pays full, his siblings pay reduced).
4. In case of contingent extension of the child's stay at the centre, an additional hourly rate will be charged for the hours (or fractions of hours) in excess.
5. For the months in which the child carries out periods of insertion to the nursery school sections, or in which he/she attends only part of the month due to start of attendance during the school year or early termination due to withdrawal or forfeiture, specific rates are defined.
6. For prolonged absences beyond the 8th consecutive day, the family shall be granted a refund of part of the monthly attendance fee, in the amount specified annually in the document defining the economic conditions; the refund shall take place for the days of absence starting from the ninth consecutive day (the first eight days shall not be refunded), provided that the absence has been announced before 9 am of the first day of absence and that the return has been pre-announced before 6 pm of the last day of absence; these communications must be made using the form made available by the Co-operative at [www.terradeipiccoli.net](http://www.terradeipiccoli.net) or at the service location.
7. For every 3 delays that occur in bringing or picking up the child, within a 30-day period, a charge will be applied, the amount of which is determined annually when setting attendance fees.
8. In case of non-payment of invoices on the due date, debt collection procedures will be activated, from the day after the due date, which may also result in the interruption of the reception of the child, until the balance of the suspended amounts is paid, or the loss of the place for the rest of the school year (as provided in paragraph 5 of Article 10). The same debt collection procedures (with possible termination of the child's reception or loss of the place) will be activated in the case of any additional amounts for any reason owed to the Cooperative and not duly paid. For every 3 delays in payment during a school year, a charge will be applied, the amount of which is determined annually when setting attendance fees.

#### **ART. 7 Timing and modalities for registering for the childcare centre and criteria for the composition of rankings**

1. Registrations for the incoming school year, within the limits of the remaining accommodation capacity, shall be collected, in a first phase, during the initial registration period referred to in Paragraph 2 below and based on an admission ranking, according to the criteria of precedence indicated in Paragraph 3 below; applications submitted before the opening date of the above-mentioned period will not be considered.

At the end of this period:

- a. where there is remaining accommodation capacity, any additional registration for the incoming school year shall be accepted on a first-come, first-served basis, without reference to the criteria set in Subsection 3;
- b. if there are no more places available, registration is closed, activating the possibility of signaling interest in access if places become available in the future, with inclusion in the queue of waiting lists as per Subsection 7.

This management mode, as specified in subsection 4, remains in effect after the start of the new school year.

2. The opening and closing dates of the initial registration collection period are communicated to users and posted on the service's website ([www.terradeipiccoli.net](http://www.terradeipiccoli.net)) each year when the rates are updated with the updated edition of the document defining the economic conditions of the childhood centre.
3. The criteria for the admission ranking list referred to in paragraph 1 are as follows:
  - a. children who in the current school year are attending the same section for which an application is submitted (nursery school to nursery school, or preschool to preschool);
  - b. children who are attending the last year of the nursery section in the current school year and for whom an application is submitted for registration in the preschool section;
  - c. siblings who, in the incoming school year for which application is made, would attend the service at the same time, even in different sections;

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- d. children who are attending the service in the current school year and have been continuously enrolled in Terra dei Piccoli for the longest period, even referring to previous school years; for this purpose, the starting date of the most recent period of continuous registration is decisive (continuous attendance is defined as attendance not interrupted by withdrawals and subsequent new registrations: in the case of withdrawals and subsequent new registrations, only the outstanding registration period corresponding to the last registration is considered for the purposes of this criterion);
- e. children of associates of the Cooperativa Sociale Terr.A.;
- f. children residing in the City of Padua; the Cooperative reserves the right to verify with the City of Padua the correctness of the data provided;
- g. children of families who have already been clients of Terra dei Piccoli in the past, with priority given to clients for the longest period of time; the months of attendance of children enrolled in the service in the past count for this purpose;
- h. children for whom registration is requested with attendance from the nearest day (relevant only for nursery school registration);
- i. children for whom registration is requested with full or extended time, as opposed to those for whom registration is requested with attendance for the morning (relevant only for preschool registration); in this case, the limitation to time slot variation in Art. 11 applies;
- j. children for whom the application was submitted earlier; for the purpose of determining priority, reference will be made to the date and time of receipt of the application by the instruments of the Cooperative (web server).

The rankings (separate for nursery school and preschool) are composed by sorting the children according to the first criterion and, if the same criterion is met, progressively according to the following.

4. The childhood centre shall keep open the possibility of registration of new users, for the current school year, consistent with the remaining accommodation capacity, as described in the second sentence of paragraph 1 (from "At the end of ...").
5. To apply for a child's registration in the childhood centre, the online form available on the "registration" page of the website must be completed [www.terradeipiccoli.net](http://www.terradeipiccoli.net), which will be active during the periods when, given the accommodation capacity, it is possible to accommodate requests (information on the possibility of doing so is provided on the website), and make the payment of the registration fee at the same time, following the instructions on the form itself. Without payment, registration is not considered complete and will not be considered.

Applications received by other means (e.g., by hand, paper mail, whatsapp, email or fax) will not be considered.

6. At the end of the period referred to in Paragraph 2, the Cooperative shall compose two rankings (nursery and preschool) based on the criteria in Paragraph 3, identifying the applications to be accepted according to the available places. Once the rankings have been defined:
  - a. for children whom it was possible to accept, a notice confirming acceptance is sent to the family at the same time as the invoice;
  - b. for children who could not be accommodated due to lack of available places, a refund of the amount paid is ordered and notice of non-acceptance and placement on the waiting lists referred to in subsection 7 is sent to the family.

The rankings are published on the service's website until the start of the school year. If parents have not given consent to spread the child's name, it shall be replaced by an alphanumeric code uniquely associated with the child, in compliance with the regulations on the processing of personal data.

7. Children whose applications could not be accepted are considered to be on a waiting list (nursery or preschool), sorted according to the criteria in Paragraph 3, and the relevant families are contacted again if vacancies become available during the year, in order to proceed with registration in the manner described in Paragraphs 5 and 6. At the tail end of the same list are the declarations of interest in registration received (subsection 1, letter b.).
8. Users already enrolled shall acquire precedence over new users, in registration for the following school year, as specified in subparagraphs a, b, and d of paragraph 3, provided that they complete registration in the manner specified in paragraph 5 within the period specified in



paragraph 2: after this period has expired, any re-registration shall be treated as the registration of a new user.

9. Registration for the new school year in the preschool section provides for attendance from the first day of the school year, indicated when the rates are published (normally, the first working day of September); new enrollees have the option to anticipate attendance until June, with billing according to the rates mentioned in paragraph 5 of Article 6. When ratifying registration in preschool, therefore, the family pays the fixed annual registration fee and assumes the commitment to pay the normal monthly fees starting in September (or the previous month from which attendance began) and until the end of the school year, in August of the following year. It is possible to register in the preschool section during the school year already begun, as specified in Paragraph 4, with payment of the attendance fee from the day the registration is formalized.
10. Registration for the new school year in the nursery school sections involves, for children who already attended the childhood centre the previous school year, attendance from the first day of the school year, indicated when the rates are published (normally, the first working day of September); for new enrollees, scheduling of insertion, agreed upon with the coordinator, is provided from the first day of the school year, with the possibility of anticipating attendance until June of the previous school year, with billing according to the rates cited in paragraph 5 of Article 6. Registration entails a commitment to pay attendance rates from the month of inclusion in the agreed service, until August of the following year. Provision is made for the possibility of requesting to postpone the start of attendance, with respect to the start date of the school year, depending on the needs of the family and the child; however, if a request is made to postpone the start of attendance for more than two months from the formalization of registration, for the period of non-attendance between the expiration of two months from registration and the date requested by the family for the start of attendance, the cost for postponing the start of attendance, as mentioned in paragraph 2 of Art. 6. for each half month (rounding up to the next higher unit) of maintaining the vacancy. If the Cooperative schedules the placement at a later date than requested by the family, such additional delay will not be charged.
11. Once registration has been regularized, if children are in the nursery school sections, the family agrees with the Service Coordinator on the timing of placement (see Art. 8).
12. Unless otherwise prescribed by judicial authority or derived from equivalent sources, the Cooperative considers both parents individually and severally entitled to interact with the staff and determine choices relevant to the service in the child's best interest, such as: registration in supplementary activities, delegation of persons to retrieve at the end of activities, removal of the child from the service, scheduling of refresher interviews, timing of introduction of food or diaper removal. Communications given to one of the parents, or to a person delegated by that parent to retrieve the child at the end of service, are understood to be known to both.

#### **ART. 8 Placement of children at the childhood centre**

1. Placements at the preschool centre of children enrolled in the nursery school sections for the new school year are made according to a timetable defined by the Service Coordinator, taking into account the requests of families, beginning in September or in June of the previous school year for children who have taken advantage of early attendance. Additional insertion periods are specified during the school year for any subsequent registrations; the timing of insertions related to registrations that occurred during the year are agreed upon by the family with the Service Coordinator, within these additional periods.
2. Insertion takes place gradually over a two-week period for children enrolled in nursery school sections, providing for increasing attendance of the child until the full schedule is reached; the outline schedule for the insertion period is specified in the service charter. Children enrolled in the preschool section (unless enrolled in the school year that has already begun) begin attending from the first day of the school year, without the need to stagger their insertions, with a schedule limited, for the first week of acclimatization, to mornings only. During the insertion it is required, particularly for children enrolled in the nursery school, that one of the parents, or in exceptional cases another adult significant to the child, be present at the facility, for gradually decreasing periods in order to achieve a good adaptation of the child to the childhood centre.
3. Any extension of time, as deemed necessary in view of the level of acclimatization achieved by the child, will be agreed upon appropriately between the educational staff and the parents.

4. Regular and continuous attendance of the child during the placement period is necessary to ensure good acclimatization in the centre and to foster the subsequent socio-educational experience.
5. It is permissible to postpone the placement from the agreed dates, only for documented health reasons of the child, upon certification by the pediatrician, or for the following cases:
  - serious illness of one of the parents;
  - bereavement in the family;
  - other serious family reasons adequately substantiated.
6. On the first day of placement, the family must submit a self-certification attesting to any special health conditions of the child (such as diabetes, heart disease, asthma and similar).

#### **ART. 9 Recovery of the child at the end of the service**

1. Staff are required to return children exclusively to one of the parents, unless the parents give a written proxy to a third party; copies of identification with a recognizable photograph must be delivered of all persons authorized to retrieve children at the end of the service (including parents).
2. The person delegated to retrieve the child must be of legal age and present written power of attorney from the child's parents and a valid ID. If the parents deem their own child over the age of 14 to be sufficiently mature, they may delegate him or her to retrieve the child with an appropriate statement releasing the Cooperative from any consequent liability.
3. The Cooperative's responsibility for the child ceases the moment the child is returned, by the educational or service staff, to the parents or their proxies, including for the time the child remains within the service spaces (building and its appurtenances).
4. Once the child has been received, parents or their proxies must limit their stay within the service spaces (building and its appurtenances) to what is strictly necessary and prevent the child from accessing the various rooms.
5. If, at the end of the chosen time, the parents have not yet arrived, if the service is still open (until 4:30 p.m. or 6:30 p.m. depending on the time actually activated in the day), the staff will wait for their arrival in the company of the child; for each hour (or fraction of an hour) spent at the centre beyond the time the child is enrolled, the additional amount refers in the previous paragraph. In case of delay in coming to retrieve the children beyond the end of the closing time of the service (beyond the time actually activated in the day), the staff may contact the public safety authority, as described in paragraph 10 of Article 4.
6. On the first day of placement, the family must submit self-certification of any special health conditions of the child (such as diabetes, heart disease, asthma and the like).

#### **ART. 10 Withdrawal from the children's centre and ex officio resignation**

1. The family may withdraw the child from the childhood centre by submitting a declaration of withdrawal to the Cooperative by email, at least 30 days in advance; otherwise, the family is required to pay the attendance fee for the period corresponding to the notice.
2. In case of withdrawal from the childhood centre, the registration fee is not refunded.
3. In the event of withdrawal from service, all preemption with respect to a place at the preschool centre for the following school year is lost. Withdrawal from the service also results in the cancellation of the registration already, if any, made for the following school year, with the loss of the corresponding registration fee.
4. A client who, having withdrawn his or her child from the service in the current year, wishes to confirm, instead, registration for the following school year, may do so only after the end of the initial registration period referred to in Article 7, paragraph 2, having lost, with the withdrawal, the priority accorded to those attending;
5. An ex officio resignation may be given in the case of absence without justified reason for 15 consecutive days of service and in the case of unexcused default in the payment of one month's tuition.

#### **ART. 11 Variation requests**

1. The request to change the registration time slot must be submitted at least 7 days before the beginning of the month from which the service is to be changed. The Cooperative shall evaluate the possibility of accepting the registration change depending on the childhood centre's capacity and provide a response to the family within 5 days of receiving the request.
2. If, during the registration for a given school year, the choice of full-time or extended time was decisive for obtaining the place according to the criterion of letter i of paragraph 3 of Article 7, it will not be



possible to obtain the subsequent change to the morning-only service during the same school year.

- If the request is accepted, the child may begin attending according to the new schedule from the first day of the month indicated in the request; the pricing will be adjusted accordingly.

#### **ART. 12 Criteria for the removal of children in the event of illness**

- Children may be removed from the service at any time if they exhibit any of the following symptoms:
  - FEVER greater than or equal to 37.5° C if measured at the axilla or groin, or 38° C if rectal;
  - DIARRHEA: at least two discharges of liquid, watery, foul-smelling, distended stools; for infants, "nasty" discharges must be at least three;
  - VOMITING: two episodes in the day, or one episode if accompanied by diarrhea or if associated with severe headache;
  - AFTOSE OR VESICULAR STOMATITIS: More than two vesicles/apthae in the mouth;
  - BACTERIAL CONJUNCTIVITIS: thick, yellowish secretion that "sticks" to eyelashes and eyelids.
  - SUSPECTED INFECTIOUS DISEASE OR HIGH-CONTAINMENT CUTANEOUS LESIONS (impetiginized and exposed):
  - SUSPECT OF HIGHLY DIFFUSIVE CUTANEOUS PARASITES: lice, scabies, impetigo, etc.;
  - OSSIURIASIS (intestinal worm infestation).
- Suspension from service attendance will also be implemented when, even in the absence of fever, the child exhibits obvious malaise (unusual drowsiness, severe earache, persistent crying, difficulty breathing, etc.), which prevents him or her from playing and participating in normal activities, or if the illness, although not spreading, requires such intensity of care by staff that caring for other children is problematic.
- In the cases described in paragraphs 1 and 2, the staff will suspend the child from attendance by promptly telephoning the parents for immediate removal.

#### **ART. 13 Readmission of children following absences**

- On readmission after an absence, a declaration must be submitted according to the form made available by the Cooperative on the website [www.terradeipiccoli.net](http://www.terradeipiccoli.net) or at the place of employment, regarding the specification of the type of absence and compliance with any resulting conditions.
- In the case of absences due to illness (or resulting from removal for suspected illness - e.g., conjunctivitis, diffuse cutaneous parasitosis, oxyuriasis), if the child still has evidence of some of the symptoms described in paragraph 1 of Art. 12, the educational staff will consider whether to deny access to the childhood centre; for diseases that allow readmission after a reasonable period has elapsed since the start of appropriate treatment, as identified in the Veneto Region's "Manual for the Prevention of Infectious Diseases in Childhood and School Communities," readmission is possible (upon presentation of the statement referred to in Paragraph 1) provided that the timing of readmission is consistent with the specific indications of the aforementioned Manual and that the staff, in reception, assess that the child has sufficiently recovered, as specified in Paragraph 4 below. "Clinical recovery," in the case of hand-mouth-foot syndrome, vesicular stomatitis with rash, is defined as:
  - the child is able to peacefully spend the entire day at the service;
  - the bubbles have dried up and no more swollen blisters appear that may contain fluid;
  - the child has been unfebrile for at least 24 hours;
  - any excess salivation has ended.
- In any case, faced with removal due to fever, diarrhea or vomiting, the child must be kept at home at least one full day.
- In general, for readmission to attendance at the childhood centre, according to the Veneto Region's "Handbook for the Prevention of Infectious Diseases in Children's and School Communities," it is not sufficient for the absence of symptoms of illness; rather, it is necessary that the child has recovered to the point where he or she can adequately participate in the proposed activities and does not require special care that the staff cannot provide without undermining the care of other children.
- Parents should report absences due to infectious disease as soon as possible so that timely measures can be taken to protect both other children in the service and their families.

#### **ART. 14 Parent Assembly**

- The Assembly consists of the parents of children attending the service or their deputies, educational staff, the Service Coordinator and the Pedagogical Coordinator.

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2. The Assembly shall be convened by the Service Coordinator by means of written notice delivered to the persons who come to pick up the children, or delivered in such other manner as to enable its receipt to be verified, with an indication of the agenda.
3. The Parent Assembly shall be convened at least once a year to explain the planning for the school year of the preschool centre, with indications on the general planning and section planning. The Assembly is convened whenever the Service Coordinator deems it necessary for communications or organization of activities that require it.
4. The Assembly may make proposals for activities to be conducted during the year (such as parties, outings, and the like) or suggestions for service improvement, which will be evaluated by the Coordinator in consultation with the Cooperative Management. Parents will be notified about the outcome of the evaluation.

#### **ART. 15 Parent representatives**

1. Parent representatives are elected annually from among the parents of enrolled children (at least 1 for preschool and one for nursery school), who are involved with the task of facilitating and extending mutual relations between educational staff and parents and making proposals regarding educational and didactic action and experimental initiatives, which are to be vetted by the educational team.

#### **ART. 16 Childhood Centre Staff**

1. The Childhood centre Staff consists of qualified and numerically adequate educational and auxiliary staff (service workers and possible cook) of both sexes, according to the requirements set by the relevant regulations. The educational staff may be assisted by qualified trainees or in the process of obtaining the required qualification.
2. The staff with educational function extends its intervention through a continuous dialogue with the families and social environment to ensure continuity in the ongoing formative and educational process.
3. The organization of the staff work with educational functions and auxiliary staff is taken care of by the Service Coordinator, who is also the main reference for parents regarding matters related to the service.
4. The Pedagogical Coordinator, who may be a separate figure from the Service Coordinator, is responsible for:
  - a. direct from the educational point of view the programming of work;
  - b. promote, in collaboration with the Cooperative's Quality Contact, the quality of service;
  - c. assess the training needs of staff and design the consequent interventions;
  - d. conduct periodic reviews of service performance to identify possible improvement actions;
  - e. promote innovative activities within the scope of the service, also aimed at expanding its openness to the territory;
  - f. take care of the connection of the service with institutional interlocutors;
  - g. stimulate collaboration with the families and with the subjects of the territory to which the childhood centre belongs.

#### **ART. 17 Canteen service**

1. The service manages the provision of meals in accordance with the current regulations for school meals.
2. Meals, depending on organizational choices, may be prepared by the childhood centre kitchen, or purchased from a company that specializes in school meals and certifies compliance with all relevant regulations. In any case, the meals must be prepared according to a menu and according to weights defined in compliance with the Veneto Region's "Guidelines on Improving Nutritional Quality in School Cafeterias," validated by the SIAN (Food Hygiene and Nutrition Service) of the competent AULSS.
3. The menu is usually varied twice a year and includes the possibility of special diets for cases of food intolerances and allergies or constraints dependent on religious beliefs, as well as a "blank" diet for cases of indisposition.
4. Any special diets, due to health needs, must be requested by parents or guardians with certification from the relevant pediatrician.
5. Parents and children may not bring food or beverages into the childhood centre, with the exception of what is specified in Paragraph 3 of Article 18 below (milk for infants).

#### **ART. 18 Material to be paid for by parents**

1. The family must leave at the service:

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## **REGOLAMENTO DEL CENTRO INFANZIA TERRA DEI PICCOLI – PADOVA CENTRO**



24/10/2023

- a. 3 changes (2 changes are sufficient for preschool section) appropriate for the season, complete with: underwear, T-shirt or leotard, socks, pants, T-shirt, all marked with name, in a bag or backpack with name written;
  - b. an old apron/shirt for laboratory activities (not for infants);
  - c. 1 pair of slippers or non-slip socks;
  - d. favorite bedtime game;
  - e. the pacifier and/or baby bottle (if used);
  - f. for babies in the preschool section, toothbrush case (to be replaced every two months).
2. The family can leave a "transactional object" (teddy bear or similar) at the service to help the child at times when he or she needs to relax or for bedtime, as well as a pacifier and bottle if they are used by the child.
  3. To ensure homogeneity of feeding between home and childhood centre, infants' milk (breast milk, or formula milk) is provided to the service by the family.
  4. Depending on the needs of each individual child and the proposed activities, families may be asked to bring other materials.

### **ART. 19 Material paid for by the childhood centre**

1. Diapers, bibs, sheets, blankets and towels used during attendance hours by children enrolled in the service are the responsibility of the childhood centre.

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