

1. Tariff tables

Nursery school sections (see "3. Admission Criteria")		
Registration School year 2024/2025		€ 500,00
Registration siblings School year 2024/2025		€ 300,00
Monthly attendance cost	morning (7.30 am-1.30 pm) or afternoon (12.00 – 4.30 pm)	€ 620,00
	full time (7.30 am-4.30 pm)	€ 715,00
	extended time (7.30 am-6.30 pm*)	€ 835,00
	extended afternoon (12.00-18.30*)	€ 740,00
Monthly attendance cost for siblings	morning (7.30-1.30 am) or afternoon (12.00 – 4.30 pm)	€ 510,00
	pieno (7.30-4.30 pm)	€ 580,00
	extended time (7.30-6.30 pm*)	€ 680,00
	extended afternoon (12.00-18.30*)	€ 600,00
Hourly cost for additional hours (counted by rounding up to the next higher unit)		€ 15,00
Fortnightly cost for postponement, requested by the family, of the start of attendance for new enrollees only from the earliest date for inclusion communicated by the Cooperative (applies each half-month postponement, rounded up to the next higher unit)		€ 50,00
Charge for repeated delays , compared to service hours, in bringing or picking up the child (applies for every three delays occurring within a 30-day period), or for repeated delays in paying attendance fees (applies for every 3 late payments within a school year)		€ 15,00
Cost for one month of insertion (see "7. Insertion period, or fractions of a month to be counted in case of termination due to withdrawal or forfeiture").	from 1 to 6 days of service in the month	€ 145,00
	from 7 to 12 days of service in the month	€ 290,00
	from 13 to 18 days of service in the month	€ 435,00
	over 18 days of service in the month	€ 580,00
Cost of the month of conclusion or fractions of a month (see "7. For the period of initiation, conclusion, or fractions of month").	from 1 to 6 days of service in the month	24%
	from 7 to 12 days of service in the month	48%
	from 13 to 18 days of service in the month	72%
	over 18 days of service in the month	96%
Daily refund for absence or closure due to force majeure (see "5. Absences, withdrawals and refunds" for conditions)		€ 21,00

(*) during the periods (indicated in Art. 4 of the Regulations) when the hours until 6:30 p.m. are not active, the service is understood to be limited to the term time valid for the day.

Preschool sections (see "3. Admission Criteria")		
Registration School year 2024/2025		€ 500,00
Registration siblings School year 2024/2025		€ 300,00
Monthly attendance cost	morning (7.30-13.30)	€ 335,00
	full time (7.30-4.30 pm)	€ 375,00
	extended time (7.30-6.30 pm*)	€ 435,00
Monthly attendance cost for siblings	morning (7.30-1.30 pm)	€ 310,00
	full time (7.30-4.30 pm)	€ 330,00
	extended time (7.30-18.30*)	€ 380,00
Hourly cost for additional hours (counted by rounding up to the next higher unit)		€ 15,00
Charge for repeated delays , compared to service hours, in bringing or picking up the child (applies for every three delays occurring within a 30-day period), or for repeated delays in paying attendance fees (applies for every 3 late payments within a school year)		€ 15,00
Cost of the month of conclusion or fractions of a month (see "7. For the period of initiation, conclusion, or fractions of month").	from 1 to 6 days of service in the month	24%
	from 7 to 12 days of service in the month	48%
	from 13 to 18 days of service in the month	72%
	over 18 days of service in the month	96%
Daily refund for absence or closure due to force majeure (see "5. Absences, withdrawals and refunds" for conditions)		€ 16,00

(*) during the periods (indicated in Art. 4 of the Regulations) when the hours until 6:30 p.m. are not active, the service is understood to be limited to the term time valid for the day.

2. Contacts

sms/phone/whatsapp: +39 349 1647632 - email: terradeipiccoli.padovacentro@coopterra.it
 web: www.terradeipiccoli.net

3. Admission Criteria

Children aged not less than three months and not more than six years are admitted to the childhood centre. The requirement of three months of age (completed) must be met by the child within the month prior to placement. Children who turn three years old by December 31 falling within the school year may be enrolled in the nursery school section for a given school year (September to August). Children from 3 to 36 months of age may attend the nursery school sections; children who turn 36 months of age during the year of attendance continue to attend the nursery school section until the end of the school year. For admission to the service, the child must be in compliance with the vaccination requirements defined by national law.

4. Registration and fees

Registrations for the 2024/2025 school year opens on Wednesday, 12/20/2023, and the initial Registration collection period closes on Monday, 1/15/2024 at 3 p.m.; after that, two admission rankings (nursery and preschool) are composed, according to the following precedence criteria (Paragraph 3, Article 7 of the Regulations):

- a. children who in the 2023/2024 school year are attending the same section for which application is submitted (nursery school to nursery school, or preschool to preschool);
- b. children who in the school year 2023/2024 are attending the last year of the nursery section and for whom an

- application is submitted for enrollment in the preschool section;
- siblings who, in the 2024/2025 school year, for which application is made, would attend the service at the same time, even in different sections;
 - children who are attending the service in the 2023/2024 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 enrollment shall be taken as the criterion (continuous attendance is defined as attendance not interrupted by withdrawals and subsequent new enrollments: in the case of withdrawals and subsequent new enrollments, only the outstanding enrollment period corresponding to the last enrollment shall be considered for the purposes of this criterion);
 - children of associates of the Cooperativa Sociale Terr.A.;
 - children resident in the municipality of Padova;
 - children of families who have already been clients of Terra dei Piccoli in the past, with priority given to those who have been clients for the longest period of time; the months of attendance of children enrolled in the service in the past count for this purpose;
 - children for whom enrollment is requested with attendance from the nearest day (relevant only for nursery school enrollment);
 - children for whom enrollment is requested with attendance and payment of the full-time or extended-time rate, as opposed to those for whom enrollment is requested with attendance for mornings (relevant only for nursery school enrollment); in this case, the limitation on time slot variation in the last sentence of this Chapter 4 applies;
 - children for whom the application was submitted before.

The rankings are composed by ordering the children according to the first criterion and, if the same criterion is met, progressively according to the subsequent ones.

At the end of the initial enrollment period, if there is residual receptive capacity, any additional enrollments are accepted on the basis of the order of arrival of the application; if there is no residual receptive capacity, such additional applications will be placed in the queue of the waiting lists described below. Similarly, any enrollment applications submitted during the 2024/2025 school year for attendance during the same school year shall be handled, subject to verification of enrollment eligibility in consideration of vaccination status.

To apply for a child's enrollment in the childhood centre, one must fill out the online form available on the "registrations/iscrizioni" page of the website www.terradeipiccoli.net, which will be active during the periods when, given the accommodation capacity, it is possible to accommodate applications (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, the application is not considered complete and is not taken into consideration, just as applications received in other ways (e.g., by hand, by paper mail, by whatsapp, by email or fax) will not be considered. For the purpose of determining priority under j., reference will be made to the date and time of receipt of the application by the Cooperative's web server.

At the end of the initial enrollment period and, thereafter, a few days after the submission of the application, for children who were able to be accommodated, a notice confirming acceptance is sent to the family at the same time as the invoice, while for children who could not be accommodated due to lack of available places, a refund of the amount paid is arranged and a notice of non-acceptance and placement on the waiting lists is sent to the family. Families on the waiting list are contacted again in case vacancies become available during the year, to proceed with enrollment as described above.

Rankings are posted on the service website.

For the purpose of setting rates, siblings are considered in order of age (oldest pays full, his siblings pay reduced).

Enrollment for the 2024/2025 school year in the nursery school sections envisages, for children who already attended the nursery school centre in the 2023/2024 school year, attendance from Monday, September 2nd; for new enrollees, scheduling of insertion, agreed with the coordinator, is expected from September 2nd, or from the earlier agreed date, in case of a request for early attendance (art. 7(10) of the regulations), with billing according to the criteria described at the bottom of the table on daily costs for special situations (see "7. For the insertion period..." on p. 5). Enrollment entails a commitment to pay the attendance fees from the agreed day of insertion, until August 2025.

For new nursery school enrollees only (not attending in the 2023/2024 school year), it is possible to request to postpone the start of attendance, relative 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 formalization of enrollment, for the period of non-attendance between the expiration of two months from enrollment and the date requested by the family for the start of attendance, the cost for postponing the start of attendance, shown in the relevant table under "1. Fee Tables"; if the Cooperative schedules the placement at a later date than that requested by the family, this additional delay will not be charged.

Enrollment for the 2024/2025 school year in the nursery school section provides for attendance from Monday, September 2nd, and thus entails a commitment to pay monthly fees from September through August 2025. There is the possibility of enrolling the child during the school year, consistent with the remaining receptive capacity, with payment of the attendance fee from the day the enrollment is formalized; in this case, if attendance begins with the month already begun, the cost for the fraction of the month attended will be calculated by applying the rates shown in the relevant table under "1. Tables of rates."

Monthly attendance rates are fixed, regardless of the number of days the service is open in the individual month. The service between 4:30 p.m. and 6:30 p.m. will be activated upon reaching a sufficient number of applicants actually attending, and the decision as to whether or not to activate it will be communicated to parents before the service starts. During the school year, it is possible to request a change in the attendance time slot from the beginning of a month. The request to change the enrollment 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 evaluates the possibility of accepting the enrollment change depending on the receptive capacity of the childhood centre and provides a response to the family within 5 days of receiving the request. If the request is accepted, the child can start attending according to the new schedule from the first day of the month indicated in the request; the pricing will be changed accordingly. If, when enrolling for the 2024/2025 school year, the choice of full-time or extended time was found to be decisive in obtaining a place, it will not be possible to obtain a subsequent switch to morning-only service during the same school year.

5. Absences, withdrawals and refunds

The enrollment fee is "non-returnable": once paid, it is not refunded, even if it is withdrawn.

The only reason for which a refund of the enrollment fee is permissible is if the service is not activated due to causes attributable to the Cooperative.

Refunds for absences are counted from the ninth consecutive day of absence (the first eight days are not refunded); absences since the ninth day are refunded only if they have been notified before 9 a.m. on the first day of absence and if the relevant conclusion has been notified before 6 p.m. on the last day of absence; these communications must take place using the form accessible from the service's website.

In the event of extraordinary closures, not foreseen in the service calendar published at the time of service registration openings, due to force majeure refunds are recognized as indicated in the table referred to in point "1. Tariff Tables".

Absence, without communication, for 15 consecutive days will result in the loss of the position and will be considered as withdrawal. In case of early withdrawal from the service, to be communicated with 30 days notice by email, billing will end on the pre-announced date. In case of withdrawal from the service, all preemption with respect to a place at the preschool centre for the following school year is lost. Withdrawal from the service will also result in the cancellation of any enrollment already made for the following school year, with the loss of the corresponding enrollment fee.

6. Payments

All rates are inclusive of VAT/IVA where required by regulation. Invoices will be electronic, issued as required by regulations, and a courtesy pdf copy will be emailed to the recipient at the beginning of the month; clients who do not use email will receive this copy in hard copy at the childhood centre. Invoices must be paid within 5 days of receipt, including by direct bank debit; if invoices are not paid by the due date, debt collection procedures will be activated, starting the day after the due date, which may also result in the child's reception at the service being interrupted, until the balance of the suspended amounts is settled, or the loss of the place for the rest of the school year. The same debt collection procedures (with possible interruption of the child's reception or loss of the place) will be activated in case of any further sums for any reason owed to the Cooperative and not duly paid.

The fee includes: accident insurance, meals (within the chosen attendance schedule), diapers, bibs, towels, sheets, blanket. The rate does not include milk for infant children and costs related to some additional activities with optional adherence, which will be offered during the course of the year and for which the relevant costs will be communicated.

7. For the period of initiation, conclusion, or fractions of month to be calculated, the following rates apply.

The period of insertion to the nursery school sections involves a gradual increase in the child's stay at the Centre and, depending on the start date, may happen to begin in one month and end in the next. The invoice for the months in which insertion days take place will be issued in advance on the basis of the insertion schedule itself, according to the number of insertion days scheduled in the month, applying the rates shown in the relevant table under "1. Rate Tables." In the case of preschool insertion, if the Cooperative notifies the start for a fraction of a month instead of from the first day of the month, the invoice will be issued in advance by applying to the monthly rate of the chosen service the percentage shown in the relevant table under "1. Rate Tables," rounding the final figure to the unit.

As an exception to the reimbursement rule (referred to in "5. Absences, withdrawals and reimbursements"), in both cases (nursery and preschool) for months that include insertion days, no reimbursement will be made for days for absences incurred.

In case of termination (due to withdrawal communicated in advance or for forfeiture) during a month of service, and in any case for the last month of attendance without being enrolled in the following years, billing for the last month of service will be calculated in advance on the basis of the days of use scheduled in the month up to the day of termination, applying to the monthly rate the percentage shown in the relevant table under "1. Rate Tables," rounding the final figure to the unit. Notwithstanding the reimbursement rule (referred to in "5. Absences, withdrawals and reimbursements"), no days will be reimbursed for that month for absences over.

Frequently asked questions (FAQ)

By way of example, although not exhaustive, on the website www.coopterra.it/padovacentro-faq we report some of the doubts most frequently submitted to us in order to explain the application of economic conditions.