



POLITECNICO
MILANO 1863

CAMPUS LIFE DIVISION

 **EQUAL**
 **OPPORTUNITIES**

NURSERIES OF POLITECNICO DI MILANO

Document on the functioning



Contents

| | |
|--|---|
| 1. INTRODUCTION | 3 |
| 2. PURPOSE OF THE NURSERY | 3 |
| 3. TYPE OF USERS AND CAPACITY OF PLACES | 4 |
| 4. STAFF | 4 |
| 5. CALENDAR..... | 4 |
| 6. LOCATIONS AND TIMES OF THE SERVICE | 5 |
| 7. SETTLING-IN..... | 6 |
| 8. ENTRY AND EXIT | 6 |
| 9. ABSENCES | 6 |
| 10. HEALTH RULES | 7 |
| 11. MEALS | 7 |
| 12. ADDITIONAL AND/OR OPTIONAL SERVICES | 8 |
| 13. CONFIRMATIONS | 8 |
| 14. CANCELLATION OF THE SERVICE | 8 |
| 15. FAMILY RELATIONSHIPS WITH NURSERY MANAGEMENT COMMITTEE.... | 9 |

1. INTRODUCTION

The Politecnico di Milano nursery was established in 2008 as a corporate service by virtue of funding from the Lombardy Regional Government and is included within the Three-Year Plan of Positive Actions promoted by the Single Guarantee Committee. Today, the two nurseries form part of reconciliation actions promoted and managed by the University through the Equal Opportunities and Welfare units. The initiative has two main objectives:

1. To reconcile the needs of families with work and study time;
2. To establish a relationship between Politecnico di Milano and its attendees in relation to an important aspect of family life - childcare and education - safeguarding the fundamental principle of the nursery as an institution of educational and social nature.

This document supplements the services charter provided by the manager in which the educational project can be seen.

2. PURPOSE OF THE NURSERY

The Politecnico di Milano nursery is aimed at supporting families in the care and growth of children, in respect of individual, cultural and religious identities. It provides an educational offer based upon:

- The centrality of the needs of children in respect of timescales and requirements;
- The recognition of each child as a person to be respected in terms of his/her needs, to whom to offer a place of socialisation and stimulus of his/her cognitive, emotional and social potential in the perspective of his/her well-being and his/her harmonious development;
- Collaboration and establishing a relationship of mutual trust between parents and educational staff;
- A balance between life and work times and study for families;
- The quality, stability and continuity of the educational and care relationship for children;
- Socialisation in order to avoid any early disadvantages negatively affecting the individual;
- Preventing any form of disadvantage and promoting culture and information in relation to early childhood;
- The utmost integration with other educational, social and health services of the local area for children.

In line with the educational and social functions of the service, the Nursery adjusts its educational offer to any contractual agreements that envisage positive actions to allow the working mother or father to benefit from flexibility in working hours and in the organisation of work.

Each family and each child will have an assigned contact person among the educators. Any replacement of the assigned contact person will, if possible, be communicated in advance to the family.

3. TYPE OF USERS AND CAPACITY OF PLACES

The Nursery of Via Valvassori Peroni and the Crèche of Via Candiani are daycare services accommodating 25 and 10 children, respectively, aged 3 months and over by 31 December 2021, until the completion of the educational year in which they can be admitted to pre-school.

Priority is given to families of employees, Technical and Administrative staff and Professors, PhD students and research fellows, students and collaborators in various capacities (including visiting professors) of Politecnico di Milano. If places are available, children of employees of affiliated Entities may be admitted, along with children of immediate relatives (1st degree) of employees of Politecnico di Milano and external entities.

Registrations to the nursery for the educational year will be made subject to submitting a registration application to be sent after the annual publication of a specific call/confirmation form of the place already occupied. The call will be published by Politecnico di Milano - Equal Opportunities Service (equalopportunities@polimi.it) which will deal with its dissemination.

The composition of groups of children organised in age brackets will be defined by the educational team in collaboration with the Pedagogical Coordinator.

4. STAFF

The professional figures working in the service include:

- Coordinator;
- Educational staff;
- Support staff.

The numerical ratio of children/educators envisaged by current legislation (Decree of the Regional Government no. 7/20588 of 11.02.2005), as well the possession of recognised qualifications will be guaranteed (Decree no. 6443 of 31.05.2022 guidelines concerning socio - educational figures who operates in social and educational contexts).

5. CALENDAR

The Nurseries are open from 1 September (or from a later date, depending on the calendar decided annually by the manager, in agreement with Politecnico di Milano) to 31 July of each year, from Monday to Friday in respect of Politecnico's annual calendar.

In compliance with the Decree of the Regional Government 11/2929 of 9/03/2020, with reference to the Leonardo Nursery, it is to be open for at least 205 days in the educational year.

The opening period of the Bovisa Crèche is guaranteed mandatorily for at least 45 weeks.

6. LOCATIONS AND TIMES OF THE SERVICE

Children aged from 3 to 36 months will be split into groups-sections.

The composition of the groups will be defined by the educational team in collaboration with the Pedagogical Coordinator and with the Equal Opportunities service of Politecnico di Milano. The frequency of the Nursery service may occur in accordance with the times/sections indicated below:

LEONARDO NURSERY

Full-time

entry: 8.00 am - 9:30 am

exit: 5.00 pm - 6:30 pm

Part-time

entry: 8.00am - 9.30am

exit:1.00 pm - 1.30pm

BOVISA CRÈCHE

Full-time

entry: 8.00 am - 9:30 am

exit: 5.00 pm - 6:00 pm

Part-time

entry: 8.00am - 9.30am

exit:1.00 pm - 1.30pm

Attendance can be changed from full-time to part-time and vice versa in both structures on the basis of available places and the organisational arrangements in force. Received from the family a written request required via e – mail to equalopportunities@polimi.it **the month before the change**, the Equal Opportunities Unit will examine it according with the Pedagogical Coordinator.

The Nursery premises may be used by the manager and/or the Equal Opportunities Service to carry out cultural and social initiatives promoted and agreed between the parties and in line with the cultural promotion of the rights of children and the relationship with the local area.

7. SETTLING-IN

Settling-in is a delicate process that allows children to adjust to the service gradually in respect of individual timescales: for this reason, the settling-in period will be personalised and planned by the educators based upon the information emerging during the initial discussion with the parents.

The educational staff will prepare the spaces, times and methods of the settling-in period, based upon the specific characteristics of the child, his/her family and the reactions of both.

The educational staff will guide this process carefully: they are the “hosts” to whom the adult will refer during the whole experience at the Nursery.

This phase concerns not only the child but also the adult, who accompanies the child during the initial stages of this experience: in that way, both are given the opportunity to get to know the environment and to establish positive relationships with the educational and support staff, as well as the other children.

The settling-in period must occur gradually, with the presence of one parent or one adult guardian for a variable period from one to three weeks during which the children will attend part-time. Before the settling-in period begins, the parents of children who attend the nursery will be invited to a meeting to provide information on the following aspects:

- Presentation of the structure and functioning of the nursery;
- Methods of settling-in of the children;
- Methods of the individual discussion which will occur a few days before the start of the attendance, to be agreed with the parents.

The settling-in period at the nursery, for children from 3 months and above, will be carried out in groups, usually during the months of September/October and during the months of January/February of each year.

8. ENTRY AND EXIT

The child must be accompanied to the nursery and collected by his/her parents. The child may be collected by other adults only after submitting a written delegation and giving verbal prior notice by one of the parents. Communications by telephone are not accepted. To guarantee respect of the well-being of the children and the best organisation of the educational activities, **entry or exit at times other than those established in Article 6 is usually not allowed.**

9. ABSENCES

If the child is to be absent, **the parents must inform the nursery by 8:30 am** on the day of the absence, by telephone. Families of children who are absent from the nursery for health reasons are guaranteed the place if those absences are justified by a medical certificate and last for a maximum of two continuous months.

10. HEALTH RULES

To use children's services, children must be up to date with their vaccinations, in respect of Italian Law of 31 July 2017, no. 119, laying down "Urgent provisions on vaccine prevention, infectious diseases and disputes relating to the administration of drugs".

In accordance with the legislation in force, the verification of vaccine regularity will be carried out directly at the relevant Local Health Authority (represented, in the case of the Municipality of Milan, by ATS Milano Città Metropolitana). If the check at the ATS is negative, the family will be contacted by email and invited to produce the necessary documentation in the terms and methods indicated in the email. Any failure to deliver the documentation involves the forfeiture of the registration.

In the event of absences due to sickness, see the Health Regulation in force in accordance with the regulation of the ATS Milano Città Metropolitana.

With reference to the COVID-19 emergency and the rules on sickness absences and re-admission to the nursery, the nursery will adjust to the regulatory instructions (regional, ministerial, ATS) in force at the time of the start of the 2021-22 educational year and any subsequent changes.

Families will receive detailed instructions at the start of the educational year and will be promptly informed of any changes.

11. MEALS

Lunches and mid-morning and afternoon snacks, for which the manager is responsible, follow dietary menus in line with the indications of the Local Health Authority for children aged between 0-3 years old.

The relevant company is certified in accordance with HACCP and the internal distribution phase is also regulated by the aforementioned rules. The menu, displayed daily to provide parents with full information, may be changed for particular health requirements only if requested by the pediatricians with a certificate.

In order to further safeguard the health of children, guaranteeing the good quality of the food distributed to them, Politecnico organises specific inspections during the year, using specialist staff of Maurizi SRL Group, via Pellaro n. 22, 00178 Roma C.F. 06840481003; additional inspections are also planned at the request of the Canteen Commission, involving parent representatives.

Parents may request, at the start of the educational year, the administration of menus in line with their ethical-religious beliefs. Any food intolerances must be communicated promptly in writing to the manager by the parents.

12. ADDITIONAL AND/OR OPTIONAL SERVICES

Any additional and/or optional services, such as, by way of example, the pre-school service to accommodate, in September, children who have attended the nursery and will move to pre-school, will be activated according to the procedures and timescales defined by the manager, also in relation, where necessary, to the needs of the users.

The cost of additional services is established by the manager in agreement with Politecnico di Milano, and will be paid by users directly to the manager, with the methods and timescales envisaged for this service.

13. CONFIRMATIONS

In the period prior to the opening of registrations, the nursery will distribute registration forms to be completed in order to confirm the registrations of children duly attending during the educational year in progress.

They are entitled to continue using the service until reaching the maximum age limit, and they therefore take precedence over new registrations. The confirmation form should be delivered, in accordance with the specific request, by the date indicated by the manager in agreement with Politecnico di Milano.

In the absence of confirmation, the security deposit initially paid will be returned.

Confirmations are subject to the check of the regularity of previous payments. Children whose families are not up to date with the payment of the fee may only be confirmed after the payments in arrears have been made.

14. CANCELLATION OF THE SERVICE

If the service is cancelled, the family is required to submit a written statement during last month of attendance; under this condition, the deposit for the last month of attendance will be refunded. Otherwise, the family will have to pay the full monthly fee.

Payment of the monthly fee is due if the child's attendance is cancelled during the settling-in period, and the deposit will not be refunded also in case of POP support.

In case of service cancellation before the attendance period, the declaration signed by a parent or, in special and duly documented cases, by someone acting in their place (guardian, foster parent, etc.) should be sent **no later than 30 June**, or else the deposit shall be lost.

If there is an unjustified absence for more than thirty days, even if not consecutive, the child loses the right to attend the place assigned in the educational year 2023/2024.

15. FAMILY RELATIONSHIPS WITH NURSERY MANAGEMENT COMMITTEE

During the school year, the nursery plans at least two meetings with all parents, both of informative and educational nature.

The coordinator and the educators are also willing to have individual meetings with families.

To ascertain respect of the requirements contained in this document on the functioning of the nurseries and to manage registrations to the nursery, there is a Management Committee which may adopt procedures aimed at identifying the qualitative and functional levels of the service and the degree of satisfaction of users.

The Management Committee consists of two representatives of Politecnico di Milano, one of whom is a member of the Single Guarantee Committee and one is a member of the Administration, two representatives of the parents of the Leonardo nursery and one representative of the parents of the Bovisa Crèche (chosen by the same), one educator per nursery and the coordinator of the nursery.

The right to check that the service is compliant with the characteristics envisaged by the Special Tender Specifications and the technical project offered by the winner is exercised by Politecnico representatives.

In order to promote research initiatives, to supervise apprentices and to assess the quality of the educational activity and the mental-physical well-being of the child, a Scientific Committee is also active.