



POLITECNICO

MILANO 1863

Dati Protocollo

N° Protocollo	39611
Data	17/02/2023
Repertorio	Decreti 1938/2023
UOR-RPA	AREA CAMPUS LIFE - EQUAL OPPORTUNITIES UNIT
RPA	ALBERTI ERICA
Firmatario	DRAGONI GRAZIANO
Oggetto	Call for available places at Politecnico di Milano nurseries 2023 - 2024



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Index no. 1938/2023 Ref. no. 39611

Publication date 17/02/2023

Deadline 24/03/2023

Title I Class 3

UOR AFNI

POLITECNICO DI MILANO

DIRECTOR GENERAL

HAVING REGARD to Law 09.05.1989, no. 168 "Institution of the Ministry of the University and Scientific and Technology Research" and subsequent amendments;

HAVING REGARD to Law 07.08.1990, no. 241 "New rules regarding administrative procedure and the right of access to administrative documents" and subsequent amendments;

HAVING REGARD to Presidential Decree 28.12.2000 no. 445 "Consolidated laws and regulations on administrative documentation" and subsequent amendments;

HAVING REGARD to Legislative Decree 30.03.2001 no. 165 "General rules on the structure of employment in public administrations" and subsequent amendments;

HAVING REGARD to Law 30.12.2010, no. 240 "Rules on the organisation of Universities, academic staff and recruitment, as well as delegation to the Government to promote the quality and efficiency of the university system" and subsequent amendments;

HAVING REGARD to Law 06.11.2012, no. 190 "Provisions for the prevention and repression of corruption and illegality in public administration", and subsequent amendments;

HAVING REGARD to Legislative Decree 14.03.2013, no. 33, "Reorganisation of the regulations concerning the right of civic access and the duties of publicity, transparency and dissemination of information by public administrations" as amended by Legislative Decree 25.05.2016, no. 97 "Review and simplification of the provisions on the prevention of corruption, publicity and transparency, amending law 6 November 2012, no. 190 and Legislative Decree 14 March 2013, no. 33, under Article 7 of Law 7 August 2015, no. 124, on the reorganisation of public administrations";

HAVING REGARD to Legislative Decree 18.04.2016, no. 50 "Code of public contracts", and subsequent amendments;

HAVING REGARD TO Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to personal data processing and on the free movement of such data, and repealing Directive 95/46/EC (General Regulation on Data Protection);

HAVING REGARD TO the Politecnico di Milano Articles of Association;

HAVING REGARD TO the current University Regulation for Administration, Finance and Accounting;
HAVING REGARD TO the Politecnico di Milano Employee Code of Ethics and Conduct;

HAVING REGARD TO Ministerial Decree no. 80 of 3 August 2020 "Guidance and steering document for the resumption of activities in the presence of educational services and pre-schools" and Order no. 596 of 13 August 2020 "Further measures for the prevention and management of the COVID-19 epidemic";

HAVING REGARD TO the Regional Government Decree no. 7/20588 of 11.02.2005 "Definition of the minimum structural and organisational requirements to authorise social services for early childhood";

HAVING REGARD TO the Regional Government Decree no. 9/2929 of 9 March 2020 "Revision and update of the requirements for running nurseries";

CONSIDERING that the Single Guarantee Committee of Politecnico di Milano has promoted the positive action known as "Nursery";

CONSIDERING the support measures under the Politecnico Equal Opportunities strategic plan for Politecnico di Milano students, research fellows and PhD students;

HAVING RECOGNISED the need for a call to form a ranking to allocate available places at the Politecnico di Milano nursery, located at the Leonardo and Bovisa Campuses, for 2023/2024, while defining the usage and management rules of the service for internal Politecnico di Milano users, as defined in the Call, and any external users;

DECREES

Art. 1

Call for Applications

A call for applications is issued to establish a list of places available at the Politecnico di Milano nursery located in Milan, via Valvassori Peroni 17, and Politecnico di Milano crèche located in Milan, via Candiani 72, and any other facilities affiliated with Politecnico di Milano, for the educational year 2023/2024. Any additional places at the facilities affiliated with Politecnico di Milano will be made available once the places at the nurseries have been filled, by calling the next on the ranking list.

Recipients

The Via Valvassori Peroni nursery and the Via Candiani crèche are daycare services accommodating respectively 25 and 10 children aged three months, until the completion of the educational year in which they can be admitted to pre-school.

The places available for the 2023/2024 educational year at the Milan nursery, Via Valvassori Peroni are the following:

no. Four places available for young infants (3-15 months)

no. Two places available for medium-older infants (16-36 months)

The places available for the 2023/2024 educational year at the Milan crèche, via Candiani are the following:

no. Three places available (3-36 months)

Art. 3
Attendance methods

Children aged from 3 to 36 months will be allocated groups-sections. The groups' composition will be defined by the educational team in partnership with the Pedagogical Coordinator and Politecnico di Milano Equal Opportunities service.

Nursery service attendance may occur under the times/sections indicated below (in the call annexes it will be possible to request full-time or part-time attendance):

LEONARDO NURSERY

Full - time

Entry:

8am-9.30am

Exit:

5pm-6.30pm

Part-time

Entry:

8am-9.30am

Exit:

1pm-1.30pm

BOVISA CRÈCHE

Full - time

Entry:

8am-9.30am

Exit:

5pm-6.00pm

Part-time

Entry:

8am-9.30am

Exit:

1pm-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 Administration reserves the right to evaluate whether nursery users shall be permitted to continue using the service, if, without prior warning, they fail to respect the nursery's hours on three occasions, or if they are reported by the nursery for problems occurring in the proper performance of the educational service.

The attendance methods at other facilities (affiliated nurseries, under art. 1) will be defined based on the individual facility regulations.

Art. 4 Personnel

1) Professionals operating in the service are:

- coordinator
- educational staff
- supporting staff

The numerical ratio of children/educators as set out by current legislation (Regional Government Decree no. 7/20588 of 11.02.2005 and Regional Government Decree no. 9/2929 of 9 March 2020 and subsequent amendments) and possession of recognised qualifications.

Art. 5 Requirements for participation in the allocation of places

The following persons may submit an application for registration of their children:

- a) employees of Politecnico di Milano: technical/administrative staff and teaching staff; research fellows, scholarship holders, PhD students, students and persons having any partnership contract with Politecnico di Milano (such as assistants and adjunct professors). An application can be submitted even if the contract is close to expiry, provided that the contract is renewed by the beginning of the new educational year and envisages the assistant being present at Politecnico for at least six months in the relevant educational year. For applications submitted in the absence of the contractual renewal date, **communication of the renewal is required by 31/08/2023**, under penalty of application of the fee referring to external staff.
- b) employees of organisations affiliated with or bound to the Politecnico di Milano. Their access is subordinate to those indicated in letter a) of this article;
- c) the immediate family of employees of the Politecnico di Milano (PTA and PD) referred to in letter a) if all the requests of the personnel referred to in letters a) and b) have been met.

To ensure nursery full occupancy and facility financial sustainability, external parties who use the full-time service as a priority and meet the other requirements set out in this call for applications, may apply. Their access is subordinate to those indicated in letters a), b) and c) of this article.

It is possible to apply for unborn children, provided that the expected date of birth is before 31 May 2023.

Under Law no. 119 of 31 July 2017 on "Urgent provisions on vaccination prevention, infectious diseases and disputes relating to the administration of medicines" **a preliminarily requirement for access to the public and private Nurseries is for the child to have fulfilled the vaccine obligations**, except for cases where there are proven dangers to the child's health based on their clinical conditions.

Art. 6

Assessment criteria

The allocation of available places for each nursery facility will be made through two separate rankings split by age group: young infants and medium-older infants.

For each ranking list, priority will be given to the applications submitted with the following order:

- I. Technical/Administrative staff;
- II. professors;
- III. research fellows, scholarship holders, PhD students;
- IV. Politecnico di Milano students;
- V. persons having any partnership contract with Politecnico di Milano (such as assistants and adjunct professors), provided that the contract envisages the holder being present at Politecnico for at least six months in the 2022/2023 educational year;
- VI. employees of entities affiliated with Politecnico di Milano;
- VII. relatives up to the first degree of kinship of Politecnico di Milano employees;
- VIII. external individuals.

Art. 7

Documents to be submitted

- Compulsory application form with personal details of the parent and the child, using the following form:

Annex 3 - Politecnico di Milano Employees, assistants and students

Annex 4 - Employees of entities affiliated with¹ Politecnico di Milano

Annex 5 - Relatives within the first degree of kinship of Politecnico di Milano employees

Annex 6 - Politecnico di Milano external parties

¹ *Entities affiliated with Politecnico di Milano are organisations that have entered into a contract with Politecnico di Milano, consortia, centres of excellence of Politecnico di Milano such as MIP, INFN, PoliDesign, Cefriel, Polihub, Fondazione Asilo Mariuccia.

- Copy of an ID document.
- Equivalent Economic Situation Indicator (ISEE/ISEEU) The DSU [self-declaration] is not considered valid for the purposes of Articles 5 and 7 of this Call. The Equivalent Economic Situation Indicator is mandatory to benefit from the Politecnico Equal Opportunities contribution under Art. 8 of the call. The Equivalent Economic Situation Indicator certification must be issued in 2022, and will be considered for the purposes of this call and the definition of the economic band for the payment of the fees only if submitted **no later than 31/08/2023**. If it is not submitted, the fee for the maximum band (Band III) will be attributed. The Administration reserves the right to require the ISEE/ISEEU in case of the same scores in phase of ranking.
- For private affiliated entities, a document certifying the type of employment/partnership with the entity.
- Privacy policy consent to the collection and processing of data, duly signed (Annex 1).

Art. 8 Fees

The fees for the educational year are listed below:

The fee payable by students, PhD students and research fellows, subject to submitting in advance the Equivalent Economic Situation Indicator by the start of the new educational year (31/08/2023) will be covered by the Politecnico Equal Opportunities programme to facilitate their participation in study and research. The cost for any penalties for meals is excluded.

For students, PhD students and research fellows, the Politecnico Equal Opportunities programme will cover any membership fees to the pre-school service in September. This support is provided for weekly and daily membership fees in the Equivalent Economic Situation Indicator Band I.

For children of Politecnico employees, assistants and students, the fees are differentiated based upon the Equivalent Economic Situation Indicator income band:

Table 1: Equivalent Economic Situation Indicator bands

BAND I	Equivalent Economic Situation Indicator \leq €27,000
BAND II	€27,001 < Equivalent Economic Situation Indicator \leq €45,000
BAND III	Equivalent Economic Situation Indicator > €45,001

Table 2: monthly fees for employees, research fellows, PhD students, students and assistants

	BAND I	BAND II	BAND III
Full-time	€280	€400	€500
Part-time	€190	€270	€340

To calculate the fee, the Equivalent Economic Situation Indicator certification may be delivered at the same time as registration, if not previously sent together with the application form for the call, and no later than 31/08/2023. In the absence of the Equivalent Economic Situation Indicator certification, the fee corresponding to Band III will be assigned.

If the partnership between Politecnico and the research fellow, PhD student, adjunct professor or student, or study relationship ceases during the educational year, the monthly fees assigned according to Table 2 are valid until the end of the educational year.

If two or more children attend at the same time, the fee for the second and any additional children will be reduced by 20 per cent.

Table 3: monthly fee for children of employees of Entities affiliated with Politecnico, children of relatives up to the first degree of Politecnico di Milano employees and external parties

	MONTHLY FEE
Full-time	€680
Part-time	€480

The fee must be paid from September to June inclusive, and considered as a monthly fee, regardless of the number of days that the nursery opens or the child's attendance.

For all users, the fee includes snacks, meals, nappies, hygiene and sanitary supplies, educational materials, and insurance.

Users are required to pay the cost of the meal, for no more than €4, based upon the meals and for absences not communicated within the terms defined by the Politecnico di Milano document on the nursery functioning, attached to this call (Annex 2).

If during the month the child has attended the childcare facility from 0 to 5 days, the family will pay 50 per cent of the fee. That reduction in fee is applied to full-time or part-time attendances.

The settling-in period at the nursery, for children older than three months, takes place usually during September/October. If settling-in has to be postponed at the parent's request, **it will only be permitted during January/February** (under art. 7 Document on the nursery functioning).

During the settling-in period, the monthly fee must be paid for children placed in the first 15 days of the month, and the 50 per cent reduced fee is payable for children placed after the 15th day of the month.

If the settling-in is foreseen after September, and within February, the fee will be 50 per cent starting from September for reservation (e.g. October admission, September monthly fee payment at 50 per cent, then a full fee from October). For POP contribution beneficiaries the fee of 50 per cent for settling-in and entry reservation after September, **is borne by the user**. POP coverage will be paid from the attendance date.

Art. 9 Fee payment

Upon registration, all subscribers are required to pay a monthly fee, as set out in Art. 8, as a security deposit that can be settled only in the last month of attendance at the nursery. The security deposit must be paid to Politecnico di Milano by way of the PagoPA procedure, and **subject to communication by Politecnico – Administration and Finance Area**.

The payment of the fee, and any payment for meals for absence not communicated within the terms established as per art. 8, will be made monthly using methods described in the following paragraphs of this article.

For employees and full professors of the Politecnico, the payment of the fee can be made, according to the user's choice, in the following ways:

- deduction directly from the salary, taken from the pay for the month after that of attendance;
- PagoPA procedure, **subject to communication by Politecnico di Milano** (the communications will be sent in the month after that of attendance, to which the sums refer).

For Politecnico research fellows, scholarship holders, PhD students, students, and assistants, the fee payment will take place using the PagoPA procedure, **subject to communication by Politecnico di Milano** (the communications will be sent in the month after that of attendance, to which the sums refer).

For users referred to in art. 5, at letter b) - employees of Entities affiliated with Politecnico di Milano, and the users referred to in Art. 5, letter c) first-degree relatives of employees - and at point 2 - external parties - the fee payment will take place using the PagoPA procedure, subject to communication by Politecnico di Milano (the communications will be sent in the month after that of attendance, to which the sums refer).

If there is a two-monthly delayed payment (even if not consecutive), Politecnico di Milano may unilaterally assess the immediate loss of the right for children to attend the Politecnico di Milano Nursery/Crèche.

Art. 10 Additional or optional services

Any additional or optional services, such as, the pre-school service to accommodate children who have attended the nursery in September and who will move to pre-school, will start according to the procedures and timescales defined by the manager depending on user needs.

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.

Art. 11 Deadlines and application procedure for participation in the allocation of places

Applications on unstamped paper (based upon the relevant category Annex 3, Annex 4, Annex 5, Annex 6), addressed to the head of the procedure, Dr Martina Bongini Pettinari, must be sent by email, **no later than 24 March 2022, 6pm**, to protocollo@polimi.it specifying the subject "Nursery application." Applications may be submitted from the date of publication of this Call. Only registered applications received using the above method will be assessed.

The applications shall include the required documentation to be assessed.

For applications for more than one child, each application must be submitted individually.

Art. 12 Submission of applications after the deadline of the Call for applications

If, when the educational year has begun, there are places still available, an application may be made, by submitting the documents specified in Art. 7 and according to the methods specified in Art. 5. The acceptance of the applications, carried out by the Equal Opportunities service, will be subject to a positive assessment by the service manager, in relation to the possibility of inserting the child into the educational project that has already begun.

Art. 13
Selection Committee

At the expiry of the deadline for submitting applications, the designated Selection Committee will create two different rankings for the two age groups (young infants and medium-older infants) and for the two nurseries, according to the criteria specified in Art. 14, defining the allocation of children based upon the availability of hours in the annexes (first and second choice) and until all available places are taken. This list will be used to allocate any additional places in affiliated facilities.

If it is impossible to satisfy the first and second choices, the children will be allocated any other places available, even with different hours from those indicated in the application phase.

For external parties, priority will be given to applications for full-time registration.

The Selection Committee will be appointed by the Politecnico di Milano Director General.

Art. 14
Table of criteria and scores for the ranking list to access nursery services - educational year 2023 - 2024

Each application will be assessed based on the score attributed according to the criteria and scores below:

CRITERION 1a: FAMILY UNIT
(the child for whom the application is made, the parents and any siblings of the child are considered to be members of the family unit)

	POINTS
A) family unit in which there is a parent with physical or psychological conditions (greater than or equal to 66 per cent) recognised by the Local Health Authority Disability Commission.	3
B) family unit in which the minor for whom enrolment is requested has physical or psychological conditions recognised by the Local Health Authority Disability Commission.	3
C) family unit has other minors with physical or psychological conditions recognised by the Local Health Authority Disability Commission;	1 per child
D) number of children (including the one for whom enrolment is requested) in the 0-3 years age group	2 per child

E) number of children (in addition to the one for whom enrolment is requested) in the 4-6 years age group	1 per child
F) number of children (in addition to the one for which enrolment is requested) more than 6 years	0.5 per child
G) unborn child(ren) where it is sufficient to indicate the expected date of birth (it must not be later than 31 May 2023).	1 per child
H) presence of brother/sister who will continue the nursery school for the 2023-2024 educational year.	1
I) if the child to be enrolled in the nursery was on the waiting list for the previous educational year.	2

CRITERION 1b: PARENTS' EMPLOYMENT SITUATION

(the employment score will be calculated as the sum of the scores given to the parents in the household of the child to be enrolled)

	POINTS*
A) single-parent household	3
B) both parents in full-time employment	2
C) one parent works full-time, and one parent works part-time	1.5
D) both parents work part-time	1
E) one parent works part-time or full-time, and one parent is unemployed	0.5

* For scoring under this criterion 1b, research fellows, PhD students and students are considered as full-time workers, while adjunct professors are considered as part-time workers.

CRITERIO 1c: ECONOMIC BAND

If the same score is obtained for criteria 1a and 1b, priority will be given to families with a lower Equivalent Economic Situation Indicator certification.

If the scores are still tied, priority will be given to the youngest child.

The allocation of children to the nurseries will take place based on the ranking list considering:

1. the number of places;
2. the role, as per art. 6;
3. the scores obtained according to the criteria listed in the table in art. 14;
4. the preferred time slot specified in the application if available.

The chronological order in which applications are submitted gives no priority in the ranking.

If a place becomes vacant during the year, priority will be given to the first child on the list whose age corresponds to that required for the vacant place. If no user on the waiting list meets the above requirement, any applications received outside the call will be assessed in the order in which they were received.

Art.15 Ranking publication and place confirmation

The ranking list will be available on the University's notice board by **2pm on 18 April 2023** under the terms and access regulations and administrative transparency in application of EU Regulation no. 2016/679 "General Data Protection Regulation."

The ranking will carry the numerical code identifying the application form and the parent's name and surname to avoid excessive dissemination of data.

The place must be accepted no later than **27 April 2023 at 6pm** with simultaneous payment of the security deposit (under Art. 9) and confirmation of the chosen time slot.

Failure to complete the registration according to the procedures and deadlines specified above will result in the place being cancelled.

Once the places in the Politecnico di Milano nursery have been filled, the users in the ranking list will be offered the possibility to access private nurseries affiliated with Politecnico di Milano (see art. 8) even after this call and with different deadlines, under the same financial conditions as those mentioned in art. 8. The organisational procedures (settling-in, timetables, sections, etc.) will be established by the individual facility.

To guarantee continuity in the child's education, once the child has been enrolled in one of the Politecnico or affiliated nurseries, it is impossible to request a transfer to another nursery indicated in this call.

Art. 16 Service cancellation

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 sended **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.

Art. 17

Contacts for submitting questions

For any questions concerning the organisation of the nursery service or participation in this call for applications, write to the Equal Opportunities Service: equalopportunities@polimi.it - tel. 02 23992616/2617.

Art. 18

Information on the use of personal data and declaring party rights

For personal data processing information, see the Privacy Policy attached to this call.

Art. 19

Head of the Procedure

Under Articles 4 et seq. of Law 07.08.1990, no. 241 “New rules regarding administrative procedure and the right of access to administrative documents”, and subsequent amendments, the Head of the procedure is Dr. Martina Bongini Pettinari of Human resources and organisation – email martina.pettinari@polimi.it.

LIST OF ANNEXES:

ANNEX 1: Privacy policy

ANNEX 2: Document on nursery functioning

ANNEX 3: Registration application for internal staff

ANNEX 4: Registration application for employees of entities affiliated with Politecnico

ANNEX 5: Registration applications for relatives up to the first degree

ANNEX 6: Registration application for external staff

DIRECTOR GENERAL

Eng. Graziano Dragoni

Signed digitally under the Digital Administration Code