

ASILO INFANTILE EMILIO ALEMAGNA

SCUOLA DELL'INFANZIA PARITARIA - DECRETO N° 745 DEL 21/01/2002

Via Don Basilio Parietti, 8 – 21020 BARASSO (VA)

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INTERNAL REGULATIONS – KINDERGARTEN SCHOOL Recognised by Italian Ministry of Education

School Year 2025-2026

PREAMBLE

The "E. Alemagna" Kindergarten was founded in 1908 as an initiative of the local community of Barasso, which wished it to be independent, free of charge, non-profit, and inspired by Christian values. The Institution undertakes to meet a social need by educating children up to six years of age, basing its educational approach on Christian tradition. In harmony with this identity, it intends to carry out its educational and teaching activities with full respect for the principles of every family. Therefore, the school is open to all children, without any religious or ideological discrimination, convinced that it provides a service of public utility and offers an educational pathway capable of promoting real human growth in every child.

Art. 1 – SCHOOL CALENDAR AND ENROLLMENT RULES

Admission to the Kindergarten is reserved for children born in 2022.

Children who turn three years old by April 30, 2026 (subject to availability) will also be admitted from the first day of school.

The school year begins on September 1, 2025 and ends on June 30, 2026.

Each year the school organizes a summer session in July; fees and details are communicated during the year in a dedicated circular.

The full school calendar, including holidays and suspension periods, is distributed in September.

To enroll, families must present the following documents:

- Enrollment application (attached form);
- Copy of parents' ID cards and health card;
- Copy of the child's ID card and health card;
- Copy of ID cards of the authorized persons for pick-up (if applicable);

The application is valid only upon payment of the registration fee (see Art. 3):

- For new enrollments: upon enrollment by bank transfer;
- For renewals: automatically included in the February tuition fee.

If applications exceed available places, the Board of Directors will define priority criteria for admission.

Art. 2 - SCHOOL HOURS

The school is open from Monday to Friday with the following schedule:

• Pre-school arrival	7.30 a.m. - 9.00 a.m.
• Entrance	9.00 a.m. - 9.15 a.m.
• First exit	1.00 p.m. - 1.30 p.m.
• Afternoon exit	3.45 p.m. - 4.00 p.m.
• After-school service	4.00 p.m. - 5.30 p.m.

It is essential to respect these schedules in order to avoid interfering with educational activities.

At arrival, children must be accompanied inside the building and entrusted directly to the teacher or staff member on duty.

For safety reasons:

- it is strictly forbidden to leave children at the gate or unattended in classrooms, or to entrust them to adults who are not members of the teaching or auxiliary staff;
- it is forbidden to remain inside the premises or in the school garden after activities have ended.

The school's responsibility for children ends only when they have been handed back to parents or authorized adults (over 18 years old) at the end of the school day.

Art. 3 – FEES AND CONTRIBUTIONS

The Board of Directors of the Institution, with resolution no. 17/2024 of 11/12/2024, has set the fees for the 2025–2026 school year as follows:

- **Annual registration fee:** € 60.00 (non-refundable in case of withdrawal), payable by bank transfer upon enrollment. This includes the INAIL insurance premium pursuant to Art. 18 of Decree-Law 48/23 as amended by Law 85/23.
- **Annual tuition fee (September–June):** €1,250.00, payable in 10 monthly installments of €125.00. The fee remains due even in case of absences for any reason, except in cases of definitive withdrawal (see below).
- **Sibling reduction:** €250.00 per year for each additional child enrolled. (Monthly fee for the second child: €100.00).
- **Additional services and meal vouchers** are billed monthly based on actual use:
 - Daily meal voucher: € 5.20
 - Monthly pre-school service: € 30.00
 - Monthly after-school service: € 30.00
 - Combined monthly fee for both services: € 55.00
 - Daily fee for pre/after-school: € 2.50 per service (once 12 attendances are reached, the monthly fee will apply)

Invoices are subject to a virtual €2.00 stamp duty, charged by the school and applied to each monthly invoice.

Payments must be made by bank transfer to:

Banca Intesa San Paolo S.p.A.
Filiale di Milano – Piazza Paolo Ferrari
IBAN: IT55B0306909606100000018435

Invoices are sent by email in PDF format, while the original electronic version can be downloaded from the taxpayer's portal via the Agenzia delle Entrate.

Parents are required to make payments by the due date indicated on the invoice.

Withdrawal: In case of definitive withdrawal, one month's written notice is required. The fee for the month of withdrawal remains due.

Concessions: In exceptional cases, upon request and presentation of the ISEE certificate, the Board of Directors may grant reductions or exemptions from tuition fees (meals remain payable). The Board reserves the right to grant further concessions in other exceptional circumstances.

Art. 4 – RULES ON DELAYS, EARLY DEPARTURES, ABSENCES, AND JUSTIFICATIONS

If a parent, for valid reasons (such as a medical appointment), needs to bring their child after the regular entry time, they must inform the school the day before. In this case, upon arrival, the child will be entrusted to the designated staff member.

If a child needs to leave school before the end of the day for valid reasons, they must be collected in person by the parent or by a delegated person known to the staff.

At dismissal, children will be handed over only to their parents or to other adults (over 18 years old) who have been delegated in writing.

At the beginning of the school year, each family must complete the delegation form, signed by both parents, acknowledging that the school will release children only to the authorized persons listed (who must be adults and have valid identification).

Delegations can be updated at any time at the school office by filling in the appropriate form, also available on the school website.

Absences must be justified using the self-certification form available at the entrance or downloadable from the website.

Art. 5 – HEALTH RULES

Children affected by **pediculosis (lice)** or **infectious diseases** are not allowed to attend school. Any child presenting such conditions will be immediately excluded from the facility and the parents contacted.

Teachers are required, in accordance with the regulations of the competent ATS (local health authority), to exclude from the school community any child with suspected conjunctivitis, rash, diarrhea, vomiting, or a fever equal to or higher than 37.5°C.

If a child must be sent home because of illness, the staff will immediately call the parents.

In the event of a serious illness or accident, the school will always notify the parents and provide the necessary care, and is authorized to call emergency medical services immediately if needed.

In case of a communicable disease, parents are kindly requested to inform the school promptly.

As a rule, staff member are **not authorized to administer medication**. Medicines may only be administered (in the case of life-saving treatments) upon presentation of a **medical certificate** specifying dosage, timing, and method of administration. In this case, the school must be released from all liability (forms available at the Administration office).

Art. 6 – CANTEEN AND NUTRITION

Children are provided with daily meals prepared by the school's cook, following a menu approved by the competent ATS (local health authority).

On birthdays, only **packaged, store-bought sweets** may be brought to school, to be handed over to the cook.

The school allows menu modifications in cases of specific dietary needs, if supported by a **medical certificate** (see the appropriate section of the enrollment form).

Art. 7 – ON-FOOT OUTINGS WITHIN THE MUNICIPALITY DURING SCHOOL HOURS

Educational outings normally take place in the immediate vicinity of the school, without the use of vehicles, and are motivated by environmental exploration and learning about the surrounding area.

They are scheduled as part of the school's regular activities.

For these outings, parents are required to sign the **written authorization** included in the enrollment form.

Art. 8 – ADAPTATION PERIOD

The child's introduction to the school environment is gradual and takes place in the presence of the mother, father, or another familiar caregiver, so that separation from the family setting is less difficult.

The timing and methods of adaptation will be agreed upon according to the needs of both the child and the family.

Art. 9 – PERSONAL BELONGINGS

It is recommended that children wear **comfortable clothing** (tracksuits, elastic-waist shorts, etc.), avoiding items such as overalls or clothes with buckles and belts.

Families are also asked to provide:

- a pair of **spare shoes or slippers** (preferably with Velcro) to be used only at school, for hygiene reasons;
- a **plastic painting smock**;
- a complete **change of clothes** (underwear, shirt, socks, sweatshirt, trousers);
- **two photographs** of the child;

- **a pair of boots** to leave at school for outdoor use;
- **a water bottle**
- for children who will sleep at school: a **pillowcase**, a **sheet**, and a **blanket** (in the winter season).

All clothing and items must be clearly **labeled with the child's name**.

Art. 10 - RELATIONS WITH PARENTS

In addition to scheduled meetings during the year, teachers are always available to meet with parents to build a constructive relationship in the best interest of the children.

Art. 11 – LOSS OF PERSONAL ITEMS

The school does not assume responsibility for personal belongings lost or damaged by children while at school.

Art. 12 – COMPLIANCE WITH THE REGULATIONS

All school staff, both teaching and non-teaching (auxiliary staff, etc.), are required to enforce these regulations.

Art. 13 – VOLUNTEERING AND PRESENCE OF INTERNS

The school may make use of **volunteer staff**, including volunteer teachers, under agreements with the volunteer association "*Comitato Pro Asilo di Barasso ODV – ETS*", for services such as school transport, assistance, maintenance, and supervision.

The school may also host **interns**, who, under agreements with secondary schools or universities, actively participate in school life for set periods of time.

Art. 14 – INSURANCE

The school has taken out **civil liability and accident insurance policies** with PreviMedia Servizi Assicurativi Varese – Unipol Assicurazioni S.p.A.

In addition, pupils are covered by **INAIL insurance** pursuant to *Art. 18 of Decree-Law 48/23, converted with amendments by Law 85/23 and subsequent amendments*.

Any claim must be reported promptly through the School Office.

Art. 15 – REFERENCE TO THE STATUTE AND APPLICABLE LAWS

For matters not covered by these regulations, reference is made to the School Statute and the applicable laws in force.

ASILO INFANTILE EMILIO ALEMAGNA

SCUOLA DELL'INFANZIA PARITARIA - DECRETO N° 745 DEL 21/01/2002

Via Don Basilio Parietti, 8 – 21020 BARASSO (VA)

Space for
protocol number

*To the School Director
of the Kindergarten
Emilio Alemagna
Barasso - VA*

Enrollment Form – Kindergarten Sections

School Year 2025–2026

(Please fill in ALL fields)

The undersigned¹ _____ and _____

in their capacity as ☐ parents/legal guardians

☐ tutors

☐ custodians

of the child² _____
First nameLast name

REQUEST

based on the School's Three-Year Educational Plan 2025–2028 (the full version can be downloaded at www.asilobarasso.edu.it) **the enrollment of our child for the 2025/2026 School Year.**

In accordance with administrative simplification rules, and aware that in the case of false declarations we will be punished pursuant to the Criminal Code as provided for by *Art. 76 of Presidential Decree 445/2000*. We also declare that we have been informed that, pursuant to and for the purposes of *Regulation (EU) 2016/679*, the personal data collected will be processed, including electronically, only within the scope of the procedures for which these declarations are made.

DECLARATIONS

the child, health card number / tax code

- born in _____ on ____/____/____;

- resides at _____ street _____ no. _____;

- is a citizen of ☐ Italy or ☐ other (*please specify*) _____;

- has not applied for enrollment in any other Kindergarten belonging to the National Public Education System;

¹ In light of the provisions of the Civil Code regarding parenthood, the enrollment request, as part of parental responsibility, must always be shared by both parents:

Art. 316, paragraph 1, Italian Civil Code – Parental Responsibility.

Both parents have parental responsibility, which is exercised jointly, taking into account the child's abilities, natural inclinations, and aspirations. [...]

² Indicate the first and last name exactly as shown on the child's identity document.

- Family members living with the child:

	<i>Last name and first name</i>	<i>Place of birth</i>	<i>Date of birth</i>	<i>kinship relationship</i>
1				
2				
3				
4				
5				
6				

- The child is recognized as having a disability under *Law 104/92*: ☐YES ☐NO (*if YES, attach report and documentation*)

- ☐ The child has received all mandatory vaccinations required by law (polio, diphtheria, tetanus, hepatitis B, pertussis, *Haemophilus influenzae* B, measles, mumps, rubella, varicella).

- ☐ The child is exempt, or has omitted or deferred one or more mandatory vaccinations as per current legislation.

***Pursuant to Art. 3, paragraph 3, of Decree-Law 73/2017, converted by Law 119/2017, compliance with vaccination requirements is mandatory for access to Kindergarten.
Declarations will be verified through data exchange with the competent ATS
(Art. 18-ter of Law 172/2017)***

Contacts for Communications (*please indicate the order of priority next to each number*):

Home phone _____

Father's work phone _____ Mother's work phone _____

Father's mobile phone _____ Mother's mobile phone _____

Paternal grandparents' phone _____ Maternal grandparents' phone _____

Other contact numbers _____

Mother's email _____ @ _____

Father's email _____ @ _____

FOOD ALLERGIES AND INTOLERANCES

We inform you that, in compliance with *EU Regulation 1169/11* and the subsequent circular of the Ministry of Health dated 06/03/2015, all allergens listed in Annex II of the Regulation are indicated in the school canteen's recipe book.

Please note that in case of food intolerances or allergies identified in the child's diet, the specific forms provided by the school must be completed and a certificate from the pediatrician or another authorized physician must be attached in order to request a personalized menu from the competent ATS departments.

If there are allergies or intolerances and you wish to request the specific forms to be filled out, tick this box: ☐

ENROLLMENT FOR PRE-SCHOOL/AFTER-SCHOOL SERVICE

The monthly cost of the service is €30.00 for pre-school and €30.00 for after-school, regardless of the number of days of actual attendance.

The cost for occasional use is €2.50 per day per service used.

The hours are as follows:

- **ENTRY – Pre-school: 7:30 – 9:00**
- **EXIT – After-school: 16:00 – 17:30**

It is possible to choose only one of the two services offered.

The undersigned hereby enroll their child in the service (tick the appropriate box):

- ☐ **Monthly Pre-School**
☐ **Monthly After-School**
☐ **Occasional Pre-School/After-School**

ACCEPTANCE OF THE REGULATIONS AND COMMITMENT TO SIGN THE EDUCATIONAL PARTNERSHIP AGREEMENT

The undersigned parents accept and undertake to fully comply with all rules, and in particular accept the **"Internal Regulations"** in their entirety. They commit to respecting payment deadlines for monthly fees and to signing the attached **Educational Partnership Agreement**.

AUTHORIZATION FOR OUTINGS

The parents as identified above:

AUTHORIZE

☐

DO NOT AUTHORIZE

☐

the Kindergarten staff to accompany their child on the outings planned in the educational program.

BILLING DETAILS

For electronic invoices relating to the attendance of the above-mentioned child, please issue invoices in the name of:

First name _____

Last name _____

Tax code _____

Street _____ **No.** _____

City _____ **ZIP code** _____

Province _____

Invoices will be sent exclusively by email in PDF format to the following address::

_____@_____

ATTENTION – REQUIRED ATTACHMENTS:

For the enrollment to be valid, as indicated in the **Internal Regulations**, and in order for the school to send student data to the MIM (Ministry of Education), and for the validity of the self-certifications contained herein, the following documents must be attached:

- Identity card and tax code of the mother (or the person exercising parental authority)
- Identity card and tax code of the father (or the person exercising parental authority)
- Identity card and tax code of the enrolled child

All personal data will be treated with the utmost confidentiality in accordance with the Information Notice for the Processing of Common and Sensitive Personal Data attached (information document pursuant to Art. 13 of Regulation (EU) 2016/679)

Note: By protocol note no. 5336 of 02/09/2015, the MIUR aligned itself with Law no. 54/2006 on provisions regarding parental separation and shared custody, establishing important requirements. In particular, the principle of equal rights and duties of both parents in educating their children ("bi-parental responsibility") is affirmed, regardless of family crises. We therefore request that you inform the school—providing any relevant documents under confidential protocol—of any documents attesting separation, shared or exclusive custody of the children.

Signatures of Parents for Self-Certification³

Mother

Father

Barasso, _____

**IF THE APPLICATION IS SIGNED BY ONLY ONE PARENT
THE FOLLOWING DECLARATION MUST ALSO BE SIGNED:**

Pursuant to and for the purposes of Presidential Decree 445/2000 and subsequent amendments, aware of the criminal penalties referred to in Art. 76 of the aforementioned Decree in the case of false declarations, I declare under my own responsibility that I also express the will of the other parent who exercises parental authority over the pupil, who is aware of and shares the choices made in this enrollment.

Signature of the parent for **self-certification**³ _____

Barasso, _____

³ **These declarations are made pursuant to Art. 46, Presidential Decree 445 of 28.12.2000.**

The signature does not require authentication

In the case of separated or divorced parents, the signature of **both parents** is still required; otherwise, the signature of the legal guardian is required, who undertakes to inform the school of any changes in custody (see Art. 155 of the Civil Code, as amended by Law 8 February 2006, no. 54).

The application is exempt from stamp duty pursuant to Art. 37 of Presidential Decree 28 December 2000, no. 445 and Art. 11 of Annex B of Presidential Decree 26 October 1972, no. 642

ASILO INFANTILE EMILIO ALEMAGNA

SCUOLA DELL'INFANZIA PARITARIA - DECRETO N° 745 DEL 21/01/2002
Via Don Basilio Parietti, 8 – 21020 BARASSO (VA)

*To the School Director
of the Kindergarten
Emilio Alemagna
Barasso - VA*

AUTHORIZATION TO ACCOMPANY AND PICK UP THE MINOR

School Year 2025–2026

We, the undersigned _____ and _____
Mother *Father*

parents of the child _____ aware of the
obligations of supervision over minors and unable to provide it personally, hereby **authorize the following
persons** to accompany/collect our child to/from the Emilio Alemagna Kindergarten:

1)	_____	ID document no. _____	Date of birth _____
2)	_____	ID document no. _____	Date of birth _____
3)	_____	ID document no. _____	Date of birth _____
4)	_____	ID document no. _____	Date of birth _____
5)	_____	ID document no. _____	Date of birth _____
6)	_____	ID document no. _____	Date of birth _____

DECLARATIONS

Pursuant to and for the purposes of *Presidential Decree 445/2000* and subsequent amendments, we DECLARE that:

- We are aware that, pursuant to *Art. 591 of the Criminal Code*, the person collecting the child must be over 18 years of age;
- We are aware of the school's opening hours and undertake to respect them and to inform the authorized persons accordingly;
- We are aware that school staff may request identification from the delegate if not personally known;
- We release the School from any liability for events that may occur **after** the child has been handed over at the end of the school day.

This authorization is valid for the entire **2025/2026 school year**.

Copies of the identity cards of the delegates are attached (without these documents the authorization is void).

Signatures of the Parents* _____
Barasso, _____

***IF THE FORM IS COMPLETED AND SIGNED BY ONLY ONE PARENT THE FOLLOWING DECLARATION MUST ALSO BE SIGNED:**
Pursuant to and for the purposes of Presidential Decree 445/2000 and subsequent amendments, aware of the criminal penalties referred to in Art. 76 of the aforementioned Decree in the case of false declarations, I declare under my own responsibility that I also express the will of the other parent who exercises parental authority over the pupil, who is aware of and shares the choices expressed in this authorization.

Barasso, _____

Signature of the parent _____

ASILO INFANTILE EMILIO ALEMAGNA

SCUOLA DELL'INFANZIA PARITARIA - DECRETO N° 745 DEL 21/01/2002
Via Don Basilio Parietti, 8 – 21020 BARASSO (VA)

Barasso, January 2025

PRIVACY NOTICE ON DATA PROCESSING

Information document pursuant to and for the purposes of Art. 13 of Regulation (EU) 2016/679

Dear Parents,

we wish to inform you that *Regulation (EU) 2016/679* protects individuals with regard to the processing of personal data. The processing will be carried out according to principles of fairness, lawfulness, and transparency, while safeguarding your privacy and rights.

Our school has procedures that involve all staff in administrative, teaching, and auxiliary roles.

Among the personal data requested in the **Enrollment Form**, we also need to collect data defined by law as “*sensitive*”, particularly information concerning the child’s health. The presence of such information requires us to apply strict and binding rules of conduct, to which all staff must adhere.

1. PURPOSES OF DATA PROCESSING

Personal data and information concerning the child and family members are collected in order to:

- manage the child’s enrollment in our educational institution;
- assess the child’s level of personal autonomy;
- organize activities in which the child will be involved (internal and external: trips, visits, etc.);
- be able to contact an adult if necessary (phone numbers, email addresses);
- fulfill administrative obligations (receipts, invoices, records).

2. OBLIGATION TO PROVIDE DATA

Providing the requested data and information is **mandatory** to fulfill the purposes described above.

3. COMMUNICATION OF DATA

Some data, including sensitive data, may be shared only when necessary to achieve the purposes described. In certain cases, your consent will be required. Refusal to consent could make it impossible to act in the child’s best interest.

Examples of possible communication include:

- Public authorities legally entitled to request information (Municipalities, Provincial and Regional School Offices, ATS, social services);
- Administrative service providers;
- Medical or paramedical personnel;
- Insurance companies and adjusters in the case of claims.

4. DISCLOSURE OF DATA

Data will not be disclosed to third parties or published (e.g. online or in promotional materials) without your prior written consent.

5. PROCESSING METHODS

For management purposes, electronic systems may be used. Data may also be stored on a web portal operated by an external data processor, who acts under our instructions and in compliance with the required security measures.

6. ADDITIONAL INFORMATION

- Families may inform the school of any restrictions concerning the child’s participation in activities.
 - During school activities, teachers may prepare evaluations, reports, and records concerning the child. These will form part of the child’s **Personal File**, which will follow them throughout their school career. At the end of the child’s time at the Kindergarten, the file will be handed over to the family. With parental authorization, a copy may be provided to the teachers of the next school. A copy may also be retained by the Kindergarten with the family’s explicit consent.
 - During activities, photographs or video recordings may be taken for documentation or educational purposes. The internal use of such images is strictly limited to the purposes described above. If images are to be used more widely (e.g. publications, public screenings), specific written consent will be requested.
 - According to a ruling of the Italian Data Protection Authority, family members may take photos or record videos during public school events provided the images are used **exclusively for private family purposes** and not published or used commercially.
 - Parents will be asked to list persons authorized to pick up the child; this list may be updated at any time by written notice. Authorization releases the school from civil or criminal liability after the child has been handed over.
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7. DATA CONTROLLER AND DATA PROCESSORS

- The **Data Controller** is the *E. Alemagna Kindergarten*, represented by the Legal Representative / Headmaster, **Mr. Amedeo Cassani**.
- The **Data Processors** are Mr. Francesco Roi and Mrs. Ornella Vettoruzzo, who may be contacted at the school's address and email to exercise the rights under *Art. 7 of the Regulation* (access, updates, rectifications).

You may also file a complaint directly with the **Italian Data Protection Authority**: www.garanteprivacy.it.

For the Kindergarten "Asilo Infantile E. Alemagna"

The Legal Representative

Amedeo Cassani

*(Signature reproduced in place of handwritten signature
pursuant to and for the purposes of Art. 3, paragraph 2 of Legislative Decree 39/1993)*

Consent acquisition formula

We, the undersigned _____ and _____
*Mother**Father*

following the information provided, we declare that we have read its contents and express our consent to the processing of data necessary to achieve the stated purposes. Specifically, with regard to the following:

- **processing and communication of sensitive data for the purposes stated in point 1), and in the areas described in point 3, aware of the consequences of any denial of consent:**

we give consent ☐ we deny consent ☐

- with regard to, also pursuant to articles 10 and 320 of the Civil Code and articles 96 and 97 of Law 22.4.1941, no. 633, Copyright Law, the dissemination and/or publication without time limits exclusively within the facility in printed paper and/or on any other means of dissemination of photographic and/or video images of one's child acquired during the activities that will be carried out during the minor's attendance, finally also authorizing the storage of the same in the School's computer archives:

we give consent ☐ we deny consent ☐

parents' signature _____

Barasso, _____

ASILO INFANTILE EMILIO ALEMAGNA

SCUOLA DELL'INFANZIA PARITARIA - DECRETO N° 745 DEL 21/01/2002

Via Don Basilio Parietti, 8 – 21020 BARASSO (VA)

EDUCATIONAL PARTNERSHIP AGREEMENT

PREAMBLE

The Educational Partnership Agreement is a shared and explicit declaration by all those who contribute to the education of children.

Its purposes are to:

- establish a constructive relationship between school and family, with full respect for their different roles;
- make families aware of and share the goals of the school;
- define and clearly state the mutual responsibilities and commitments, in a transparent way;
- explain the rules that regulate school life, both organizationally and educationally.

The Educational Partnership Agreement involves families, pupils, and the school, as well as the staff and all those who, in various ways, operate within the school. It is an integral part of continuity, understood as:

- **educational continuity** – which considers the child's growth and learning process through the discovery of their abilities and individuality;
- **horizontal continuity** – which concerns the simultaneous action of several educational actors: school, family, and community.

The school is, in fact, a community of dialogue, research, and social experience aimed at fostering personal growth in all its dimensions. Within it, everyone, with equal dignity and in different roles, works to guarantee the development of pupils' personalities and their education as citizens.

Sharing the rules of living and coexisting can only be achieved through effective and active collaboration with families. The school will therefore constantly pursue the goal of building an educational alliance with parents. This is not limited to relations in critical situations but involves ongoing relationships that recognize reciprocal roles and provide mutual support in the common educational objectives.

All this being stated,

pursuant to art. 3 - Presidential Decree 21 November 2007 n. 235

The Parents of the Student _____

and the Legal Representative of the Institution
sign this EDUCATIONAL CO-RESPONSIBILITY AGREEMENT:

The School Commits To:

- Welcoming every child in a climate of respect and acceptance.
- Promoting the development of autonomy, responsibility, and social awareness.
- Creating an environment that supports learning and the development of individual potential.
- Guaranteeing communication with families that is transparent, timely, and respectful.
- Valuing collaboration with families as a resource for educational action.
- Respecting the principles of equality, inclusiveness, and non-discrimination.

The Teachers Commit To:

- Guarantee competence and professionalism;
- Respect school hours and ensure their presence in the classroom;
- Foster a calm atmosphere and positive interpersonal relationships between children and adults;
- Promote integration and the development of autonomy in children;
- Apply disciplinary measures proportionate to the seriousness of the behavior, always with an educational purpose, aimed at strengthening a sense of responsibility and restoring relationships based on mutual respect;
- Monitor and evaluate the educational and teaching programs implemented, and assess the acquisition of skills by children, taking into account their effort and abilities;
- Periodically inform families about learning progress and behavior, and encourage dialogue between school and family;
- Pay attention to each child as an individual, promoting the opportunity for every child to express and develop their potential.

The Family Commits To:

- Respecting and supporting the educational choices and organizational rules of the school.
- Promoting respect for others, for the environment, and for shared spaces.
- Collaborating actively with teachers in the child's educational path.
- Supporting the child in fulfilling their commitments and responsibilities.
- Maintaining regular dialogue with the school, participating in meetings and initiatives.
- Encouraging positive attitudes of coexistence and community.

The Child Commits To (in age-appropriate forms):

- Respecting teachers, staff, and classmates.
- Taking care of materials, spaces, and the school environment.
- Collaborating with others in play and learning.
- Expressing their thoughts and needs in a respectful way.
- Being curious, active, and engaged in learning experiences.

The Non-Teaching Staff Commit To:

- Being punctual and carrying out assigned duties with accuracy;
- Being familiar with the School's Educational Offer and collaborating in its implementation, within the scope of their role;
- Knowing, respecting, and ensuring compliance with the school rules (School Regulations);
- Reporting any problems observed to the teachers and to the Coordinator;
- Promoting an atmosphere of collaboration and respect among all members of the school community (themselves, children, teachers, and parents);
- Observing safety regulations as required by law and by the School Regulations.

The School Director Commits To:

- Ensuring and supporting the implementation of the Educational Offer, enabling children, parents, teachers, and non-teaching staff to fulfill their roles in the best possible way;
- Guaranteeing each member of the school community the opportunity to express and develop their potential;
- Promoting dialogue, collaboration, and mutual respect among the different components of the school community;
- Identifying the educational needs of the children and of the community in which the school operates, in order to provide appropriate responses;
- Ensuring compliance with safety regulations.

For the Kindergarten "Asilo Infantile E. Alemagna"

The Legal Representative

Amedeo Cassani

Signature reproduced in print in place of handwritten signature

pursuant to and for the purposes of Art. 3, paragraph 2 of Legislative Decree no. 39/1993

The Parents

Mother

Father

Barasso, _____

**IF THE APPLICATION IS SUBMITTED AND SIGNED BY ONLY ONE PARENT
THE FOLLOWING DECLARATION MUST ALSO BE SIGNED:**

Pursuant to and for the purposes of Presidential Decree 445/2000 and subsequent amendments, and aware of the criminal penalties referred to in Art. 76 of the same Decree in the case of false declarations, I declare under my personal responsibility that I also express the will of the other parent who exercises parental authority over the child, who is aware of and agrees with the choices made in this enrollment.

The Parent _____

Barasso, _____