



Comune di
Milano

Direzione Educazione
Area Servizi all'Infanzia

PUBLIC NOTICE N. 1/2021

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- **To parents**
- **To the Heads of the Early Education and Childcare Services Educational Units**
- **To the President of the Education Commission**
- **To the Municipalities**
- **To the Presidents of the District Council Education Committees**
- **To the Presidents of the Educational Unit Councils**
- **To the Citizen Representation Groups**

Subject: ENROLMENT FOR EARLY LEARNING AND CHILDCARE SERVICES 2021/2022 Academic year

- 1) Eligibility for, and access to, Early Education and Childcare Services - 2021/2022 academic year
- 2) How to enroll for Early Education and Childcare Services
- 3) How to fill out the online application form
- 3.1) How to enroll children yet to be born whose birth is expected by May 31st, 2021
- 4) Families without residency registration or with a pending transfer of residence
- 5) Table of criteria and points relevant to the Early Education and Childcare Services access rankings - 2021/2022 academic year
- 6) Rankings
- 7) How to confirm acceptance, non-acceptance or a request for transfer of the allocated place
- 8) Criteria for inclusion in the transfer requests rankings
- 9) Contacts
- 10) Policy pursuant to Legislative Decree 196/2003 and Regulation (EU) 2016/679 of the European Parliament and Council

Due to the regulations aimed at containing Covid-19, the Early Education and Childcare Services are open from Monday to Friday, based on the academic calendar published yearly on the Municipality of Milan website, from 07.30 to 16.30 subject to the current health emergency contingencies which also impose staggered entrance and exit schedules for infant-toddler centres and preschools: consequently, upon admission acceptance, the entry and exit times will be arranged with the families.

Please note that the Summer School Service may comprise the merging of neighboring structures.

1. ELIGIBILITY AND ACCESS TO THE EARLY EDUCATION AND CHILDCARE SERVICES - 2021/2022 ACADEMIC YEAR

The following qualify for enrollment to the Municipality of Milan's Early Education and Childcare Services:

- **children belonging to families (1) who are officially resident (2) in the Municipality of Milan Registry Office** at the time of submitting the application; this eligibility must be maintained for the entire period of the child's attendance to the Services. If the minor's family unit transfers to another municipality the minor will be permitted to finish the academic year, if already started, but it will not be possible to confirm acceptance for the following academic year.

Please note that a set fee, not subject to subsidies based on Isee assessments, applies to non-resident users;

- **children belonging to families who have submitted an application for a residency transfer from another municipality to the Municipality of Milan by the enrolment application deadline** (March 6th 2021). In the event that the aforementioned residence request is rejected, the application for enrolment is canceled ex officio;

- children ordinarily residing in the Municipality of Milan who are **without a registry document**;

- **children who live, with or without parents, in a Community Childcare centre located in Milan but who are resident in a different municipality.**

Applications from families residing in other Municipalities will not be accepted.

(1) Family unit indicates the family structure in which the child lives with at least one parent or with the person who exercises "parental responsibility" as registered in the Public Registry Office

(2) Residence means exclusively the family's registered residence.

Please note that the law n.119 of July 31st 2017, pertaining to "Urgent provisions regarding vaccination prevention, infectious diseases and disputes relating to the administration of drugs" stipulates that **all children must be up to date with vaccinations in order to access all the Early Education and Childcare Services**. As per current legislation, verification of vaccination regularity will be carried out directly at ATS Milano Metropolitan City.

1.1. ENROLMENT FOR NURSERY /SPRING SECTIONS–2021/2022 ACADEMIC YEAR

The following are eligible to enroll at the Nursery:

- Babies' Section: **children born from September 1st 2020 to May 31st 2021**
Children not yet born at the time of registration can also be enrolled.
- Toddlers' Section: **children born from January 1st 2019 to August 31st 2020;**

1.2. ENROLMENT THE SPRING SECTIONS–2021/2022 ACADEMIC YEAR

Children born from January 1st 2019 to August 31st 2019 can be enrolled for the Spring Session.

1.3. ENROLMENT AT KINDERGARTEN – 2021/2022 ACADEMIC YEAR

The following are eligible to enroll at Kindergarten for the 2021/2022 academic year:

- a) **children born from January 1st 2016 to December 31st 2018;**
- b) **children born from January 1st 2019 to April 30th 2019** who will be accepted only after the applications submitted for children referred to at point a) are completed. Families are therefore advised to also submit an enrolment application for the Nursery/Spring Sections.

2. HOW TO ENROLL FOR EARLY EDUCATION AND CHILDCARE SERVICES

Enrolment will be available exclusively online from 12.00 on February 22nd 2021 to 12.00 on March 6th 2021, except for those referred to at point n. 4).

The enrolment application can be submitted:

- by either of the parents if the minor lives with both;
- only by the parent cohabiting with the minor if the parents are resident in different public registries.

Given that the online application form incorporates the provisions of the articles 316, 337 ter and 337 quarter of the Civil Code and subsequent amendments and additions, the application form, falling under parental responsibility, it must always be shared by both parents and those exercising parental responsibility. Therefore, the parent and the person exercising parental responsibility who completes the application form declares to have made the choice in compliance with the aforementioned provisions of the Civil Code, which require the consent of both parents and those exercising parental responsibility.

You can check your personal status in the Citizen's Digital File “My Family Members” section.

In order to submit the enrolment application, the parent must have a **SPID** (Public Digital Identity), the digital identity which enables access to all the Municipality and Public Administration online services and ensures maximum protection of personal data to guarantee privacy.

For further information, and to create a user profile, please visit the SPID website: www.spid.gov.it/richiedi-spid

When you have created your identity please go to the following links on the Comune di Milano website:

- **for nursery and Spring Section enrolment:** www.comune.milano.it/iscrizonenidi
- **for Kindergarten enrolment:** www.comune.milano.it/iscrizioneinfanzia

It is also possible to register through the Citizens’ Digital File “Education and Instruction” section www.comune.milano.it/fascicolo-del-cittadino

In relation to the applications presented under points 3), 3.1) and 4) it should be noted that any errors, omissions or modifications by the applicant, also relating to status, personal qualities or facts occurred after the signing of the application, can be corrected only if reported **within the deadline of registrations** (at 12:00 of 6 March 2021) to the Coordinamento delle Procedure di Iscrizione, Offerta Posti e Monitoraggio Dati (Coordination Unit for the Enrolment Procedures, Places Offered and Data Monitoring) (e.mail: ed.infanziaiscrizioni@comune.milano.it – fax: 02.884.42452).

3. HOW TO FILL OUT THE ONLINE ENROLMENT APPLICATION

For the purpose of submitting the enrolment application, the family can consult:

Attachment n. 1 - List of Kindergartens, Spring Sections and Municipal Nursery Schools

Attachment n. 2 - List of Municipal Nursery Schools managed under contract and Accredited Private Schools

Instructions for completing the application:

- please confirm the correctness of the data entered in each single page of the application before proceeding to the next page. If you need to go back you will have to re-start the procedure.
- The Administration will use the e-mail address indicated by the parent during enrolment ("main e-mail address") for any communication relating to the enrolment procedure or to the child's attendance, comprising any information relating to vaccinations. It is, therefore, recommended to enter a valid e-mail address and to check the inbox periodically. In the event of a change of address you must promptly notify the Unità Coordinamento delle Procedure di Iscrizione, Offerta Posti e Monitoraggio Dati (Coordination Unit for the Enrolment Procedures, Places Offered and Data Monitoring) at: **ed.infanziaiscrizioni @ comune.milano.it**.
- At the end of the compilation, please ensure you **VALIDATE** the application using the "**SEND THE APPLICATION**" button; once sent it can only be viewed and not modified.

The system will automatically assign the predicted scores – see point n. 5) below – based on the composition of the family unit in the Public Registry and the parent's declaration

The parent will receive a confirmation email which will contain the submitted application (we recommend that you print a copy) with its progressive number assigned which is essential for verifying the applicant's ranking.

Failure to receive the confirmation email means that the application submission was not successful and it is therefore necessary to repeat the procedure by the enrolment deadline (March 6th, 2021).

On their submission form applicants can specify whether, in the case of an assigned place, they will accept the maximum fee or whether to authorize the Administration to obtain ISEE 2021 certification data from the INPS office.

If the family is not currently in possession of this declaration, they can commit to signing it by **June 30th 2021**.

For parents who are not married but who have undertaken parental responsibility for the child/children, a single certification must be presented stating the income of both parents as required by the D.P.C.M. n. 159/2013.

The Administration will obtain all the ISEE declarations that are devoid of omissions and discrepancies from the INPS database.

Under no circumstance is the ISEE declaration taken into consideration for the formation of the admission rankings however, in the case of an assigned place, the Administration will need to calculate the annual School Lunches subsidy (for Kindergarten applicants) and the reduced monthly fee (for the Nurseries and Spring Sections).

For further information on the School Lunch Service, including online registration, please see "Un Posto a Tavola" published on the Municipality of Milan website in the school meals section and on the Milano School Catering website (www.milanoristorazione.it) in the - For Families - Modules section.

The parent living with the minor, who signs the enrolment application, will be considered as the person responsible for paying the registration fee and all subsequent payments.

Only upon the assignment of a place, after having paid the registration fee, can the name of the payee be

changed by accessing his/her Citizen's Digital File.

In order to guarantee the arrangements required for the reception of minors with disabilities, families are invited to send the relative documentation in a sealed envelope to the Coordinamento delle Procedure di Iscrizione, Offerta Posti e Monitoraggio Dati (Coordination Unit for the Enrolment Procedures, Places Offered and Data Monitoring) (Via Grazia Deledda, 9 / a - 20125 Milan-fax server 02.884 42452) or by PEC to: ed.infanziaiscrizioni@pec.comune.milano.it by the enrolment deadline (March 6th, 2021).

Important: Please note that when requesting educational support, the following documents are required:

- The Assessment College document for the identification of pupils with disabilities pursuant to Prime Ministerial Decree 185 of 23 February 2006 issued by the ASST;
- The document issued by the Childhood and Adolescent Neuropsychiatry Unit or by an accredited private facility, containing the Medical diagnosis.

3.1 HOW TO ENROLL CHILDREN YET TO BE BORN WHOSE BIRTH IS EXPECTED BY MAY 31st, 2021

1. fill in the "*Raccolta dati per iscrizione nascituri*" (*Data collection for registration of the unborn children*) form available on the page www.comune.milano.it/iscrizionenidi

2. attach to the form the following documents:

- parents' fiscal code
- parents' identity documents
- families from other Municipalities that have submitted a residence application to the Municipality of Milan must indicate the number of the request and the date of presentation of the change of residence requested by the registration deadline (March 6th 2021) and attach the copy the Elixform email or the receipt of the appointment request

3. Send the form by March 6th 2021 – enrollment deadline – by clicking the SEND button

The compilation of the form does not correspond to the enrolment application

The Offices will examine the documentation and proceed with the enrolment application. If necessary, they will request additional documents or further information by contacting the families by phone.

Upon termination of the procedure, the parent or person exercising "parental responsibility" or the carer:

- will receive an email with the copy of the application with the relative progressive number assigned, which is essential for verifying the position in the ranking;
- must print the application and sign it after having verified the correctness of all declarations
- must send the printed and signed application form as an attachment to the address indicated in the email by the deadline indicated in the same email.

Failure to resend the signed application form will result in the cancellation of the application.

Applications from families of children whose birth is expected by May 31st, 2021 will be accepted with reserve. The reserve status will not change the ranking in any way but will serve to monitor the actual situation.

Families who have applied to enroll unborn children (with birth expected by May 31st 2021) will be able to compile the ISEE.

4 FAMILIES WITHOUT RESIDENCY REGISTRATION OR WITH A PENDING TRANSFER OF RESIDENCE

Families:

- **without a registry registration;**
or
- **with a pending transfer of residence from another municipality to the Municipality of Milan.**

must call 02.02.02 from Monday to Saturday from 08.00 to 20.00 and dial option 4 or 9-4-2.

This service will be operative from 12.00 on February 22nd 2021 to 12.00 on March 6th, 2021.

During the telephone call the operator will verify that it is not possible to proceed with the online registration, and will send a form to the parent via email.

The parents must:

1.Fill in the form;

2.Attach the following documents to the form;

- fiscal code of the parents and, if possible, of the child;
- identity document of the parents and, if possible, of the child;
- families from other Municipalities that have submitted a residence application to the Municipality of Milan must indicate the number of the request and the date of presentation of the change of residence requested by the registration deadline (March 6th 2021) and attach the copy the Elixform email or the receipt of the appointment request;

3. send the form by 24:00 on March 6th 2021 - enrolment deadline – by clicking the SEND button.

Subsequently, the Offices will check the documents and the 02.02.02 operator will contact the parents to fix a telephone appointment that is obligatory for proceeding with the enrolment.

Please note: Simply filling out the form without a telephone appointment is not valid for the enrollment procedure.

Following the telephone appointment, the parent or person exercising "parental responsibility" or the carer:

- will receive an email with the copy of the application with the relative progressive number assigned, which is essential for verifying the position in the ranking;
- must print the application and sign it after having verified the correctness of all declarations;
- must send the printed and signed application form as an attachment to the address indicated in the email.

Failure to resend the signed application form will result in the cancellation of the application.

All applications under this paragraph are evaluated conditionally on the verification of the move and of the registration in the Municipality of Milan registry office. The reserve status will not change the ranking in any way but will serve to monitor the actual situation.

5 TABLE OF CRITERIA AND POINTS RELEVANT TO THE EARLY EDUCATION AND CHILDCARE SERVICES ACCESS RANKINGS 2021/2022 ACADEMIC YEAR

Please note that for the purposes of assigning the scores indicated below, the results of the Municipality of Milan Registry Office will be taken into account at the time of submitting the enrolment.

	PART I CHOICE OF NURSERY, SPRING SECTION AND KINDERGARTEN	Proximity Points (*)
Locations A and B	<p>The application form will indicate two of the Early Education and Childcare Service's municipal, or municipal managed under contract, locations closest to the family's registered residence as found on the Geoschool link also available on the Municipality of Milan website.</p> <p style="text-align: center;">The following will be attributed to both locations: A and B locations cannot be disregarded; they can be modified, maintaining the allocated score, only in the following cases:</p> <ul style="list-style-type: none"> if there is an architectural barrier: the location can be replaced with the municipal one, or municipal one managed under contract, indicated by Geoschool as the closest by proximity; the location has a capacity of 0; the location can be replaced with the municipal one, or municipal one managed under contract, indicated by Geoschool as the closest by proximity; in the locations identified by the system there are both Nursery and Spring Sections; the system identifies the Nursery on the basis of given data but the family will have the right to choose whether to keep the Nursery choice or indicate the Spring Section. <p>Requests for changes must be sent by e-mail: ed.infanziaiscrizioni@comune.milano.it or by fax 02.884.42452 no later than March 6th, 2021; requests will be evaluated after the enrolment deadline and, subsequent to appropriate measures, the Coordination Unit for the Enrolment Procedures, Places Offered and Data Monitoring will contact the families with the outcome of the evaluation, before publishing the ranking, by April 26th 2021. If the answer is affirmative, the family concerned will receive the modified enrolment application.</p>	40 Points
Other Locations C and D	<p>The family can choose to indicate two other Municipal, Municipal Under Contract or Accredited Private Early Education Service locations (attachments 1, 2) within the city area but it is not mandatory. Families are reminded that the higher the number of locations they indicate means that there is a greater possibility of them being assigned to one of them.</p> <p>After having indicated the location of interest, the family must indicate the order of preference for assignment. In case of a placement in more than one ranking, the higher listed location will be assigned.</p> <p>In the case of enrolment for two or more twins, after having completed the first application for a twin, the system will automatically assign the same location for the twin(s) to be enrolled.</p> <p style="text-align: center;"><u>RESERVED PLACES</u></p> <p>Reserved places are available for children who:</p> <ul style="list-style-type: none"> • are disabled, certified by the competent ATS (the details of the certification issued must be indicated in the application); Families are invited to send a copy of the documentation relating to disabilities in a sealed envelope to the Coordinamento delle Procedure di Iscrizione, Offerta Posti e Monitoraggio Dati (Coordination Unit for the Enrolment Procedures, Places Offered and Data Monitoring) - Via Grazia Deledda, 9/a. In the event of failure to deliver the documentation by the enrolment deadline (March 6th, 2021) the reserved place will be cancelled. • Children entrusted to, or under the guardianship of, the Municipality of Milan subsequent to a Decree of the Juvenile Court and consequently: <ul style="list-style-type: none"> ○ in temporary foster care in the family ○ residing in a Community Childcare Centre <p>If twins are enrolled, one of whom has a reserved place, as referred to in the points above, the same reserved status will also apply to the other twin/s</p>	No points

PART II POINTS AWARDED FOR FAMILY SITUATION		Family Points (*)
A	Family unit in which one or both parents or an adult child have physical and/or mental disabilities documented by the ATS Invalidation Commission equal to, or greater than, 80% .	5 Points
B	In the event that another child with physical and/or psychological conditions recognized by the ATS Invalidation Commission is a minor. In the event that both of the above conditions are met, the score will be added up.	5 Points
C	If there are other children in the family unit who, as of December 31 st , 2021 have not turned 11 years of age or other children of a member of the civil union in the same age group. In counting the minors, the minor to be enrolled and minors born after the enrolment deadline (March 6 th , 2021) are not taken into consideration.	2 Points per Child
D	Minor recognised by and living with a single parent	1 Point
E	Minor living with widowed parent	1 Point
F	Disabled minor	4 Points
G	Minor in pre-adoption foster care	1 Point
H	Minor twin	2 Points
I	<p>If the child to be enrolled at the Nursey/Spring Section has a brother/sister confirmed for the <u>AY 2021/2022</u> in:</p> <ul style="list-style-type: none"> • Nursery (municipal - directly managed or under contract - or private accredited with the Municipality of Milan) • Municipal Spring Section • Kindergarten - municipal, state or private accredited • Kindergarten - municipal or state <p>If the child to be enrolled at the Kindergarten has a brother/sister confirmed for the <u>AY 2021/2022</u> in:</p> <ul style="list-style-type: none"> • Nursery (municipal - directly managed or under contract - or private accredited with the Municipality of Milan) • Municipal Spring Section • Kindergarten - municipal, state or private accredited • Kindergarten - municipal or state <p>The family must indicate the structure attended by the brother/sister in the AY 2021/2022. The score will only be calculated for the location indicated as the first assigned preference which must correspond to the same location (if present the Service to which the minor is to be enrolled) or an immediately adjacent location, identified by the programme, which the brother/sister attends. Only one affiliation may be indicated, or if there are several siblings in the family unit attending different services, the family can indicate which affiliation to use. In the case of another sibling confirmed for the AY 2021/22, the system will indicate the location attended. The score will be calculated with the same criteria indicated above even in the case of simultaneous enrolment of several minors in multiple Early Education and Childcare Services and/or Kindergartens.</p>	<p>30 Points</p> <p>30 Points</p> <p>10 Points</p> <p>4 Points</p> <p>10 Points</p> <p>10 Points</p> <p>30 Points</p> <p>4 Points</p>
L	<p>The score relative to employment will be calculated as the sum of the points attributed to the parents present in the family unit of the minor to be enrolled, registered in the Public Registry at the time of submitting the enrolment application.</p> <ol style="list-style-type: none"> 1. The parent works full-time or part-time above 50%; 2. The parent works part time less than, or equal to, 50%; 3. The parent is a student at: Second grade secondary school (Ministerial Circular n. 22994 of November 13th 2019) or University; 4. The parent is unemployed and receives (from April 1st 2020 to March 6th 2021) unemployment benefits: <u>the previous employment and the relative score indicated in the aforementioned points 1) - 2) will be taken into consideration.</u> If the parent is unemployed, but has worked at least 6 months in the last 12 (reference period from April 1st 2020 to March 6th 2021): <u>the last job situation and the relative score indicated in the previous points 1) - 2) will be considered.</u> 5. The parent is not employed and does not match the criteria in point n. 4). <p>In a single-parent household, the score will be calculated as if both parents were present with the same work situation indicated for the single parent.</p>	<p>50 Points</p> <p>45 Points</p> <p>45 Points</p> <p>1 Points</p>

(*) The points A, B, C, D, E, F, G, H, I, L of the table Part II are accruable.

The overall score assigned for each indicated location is that resulting from the points accredited for the family situation (part II of the leaflet) and the points for the permises itself (part I of the leaflet).

6 RANKINGS

THE RANKINGS FOR ADMISSION TO EARLY EDUCATION AND CHILDCARE SERVICES WILL BE PUBLISHED ON THE HOME PAGE OF THE MUNICIPALITY OF MILAN WEBSITE ON APRIL 26th, 2021.

The rankings for the **Nursery (Babies' sections and Toddlers' sections)** and **Spring Sections** are divided according to the age of the children.

As regards the **Kindergartens**, before completing the rankings, the Administration will verify, on the date of April 10th 2021, the names of the children accepted for the 2021/2022 a.y. in the Milan municipal and state Kindergartens and in the state Primary Schools and, in the event of simultaneous presence, will not include them in their rankings (apropos new students) or in their lists (apropos children confirmed from the previous educational year).

The allocation of children to Nurseries, Spring Sections and Kindergartens will take place in compliance with the completed ranking, taking into account:

1. reserved places;
2. of the score assigned based on the submitted data. In the event of equal scores in the ranking older children will have priority;
3. the order of preference expressed by the parents. The order of preference of allocation does not affect the placement in the ranking, it is **taken into consideration for the place allocation only in the result of an advantageous position in more than one ranking**;
4. of the places available in the requested locations.

The chronological order of application submission does not in any way constitute a right of priority in the ranking.

The rankings, complete with all the minors' information, will be available for consultation and access within the terms and with the constraints provided for by the rules on access and administrative transparency. In application of EU Regulation no. 2016/679 "*GDPR*", of Legislative Decree 196/2003 "*Code regarding the protection of personal data*", and in accordance with the Guidelines of the Guarantor of 15th May 2014 relating to the publication online of deeds and documents containing personal data, in order to protect the minors' data the rankings will be published on the Municipality of Milan website in an edited format, devoid of any identification data. **These rankings, subject to publication, will contain only the numerical identification code of the enrolment application, the potential location or the place pending allocation**, in order to avoid the dissemination of data superfluous to the pursued aim.

Users may, in any case, contact the Coordination Unit for Enrollment Procedures, Places Offered and Data Monitoring and each Head of Educational Unit for all explanations regarding their position in the ranking.

Upon publication of the Admission rankings for Early Education and Childcare Services and upon publication of subsequent updates, the families of the children allocated a place will receive an email sent to the main email address indicated by the parent who submitted the application; the email will also contain the PagoPA Payment details relating to the payment of the admission fee of € 52.00.

Pursuant to art. 10 of Law 241/1990, any queries relevant to the assigned scores may be submitted by the interested parties to the Coordination Unit of the Enrolment Procedures, Places Offered and Data Monitoring (mail: ed.infanziaiscrizioni@comune.milano.it – fax server n. 02.884.42452); the aforementioned must produce all the documentation deemed useful for re-examination of scores within 10 days from the date of the publication of the rankings.

With its own provision, the Administration will communicate the outcome of the examination of the queries submitted.

After the publication of the admission rankings for the 2021/2022 a.y. the rankings will be amended periodically with new allocations and transfers for the places that become available; the final amendment is anticipated before the closure for the Christmas holiday season; families who have not been assigned a place, if interested, will have to submit a new enrollment application for the 2022-2023 academic year. Children assigned a place with the final amendment will be able to begin the insertion period when the Services reopen after the Christmas holidays.

The Municipal Administration will monitor the application of Articles 43 and 71 of the Presidential Decree 445/2000, relating to the truthfulness of the substitutive declarations of certification and deed of notoriety pursuant to articles 46 and 47 of the D.P.R. 445/2000 and will carry out regular checks. If the Administration perceives inaccuracies it reserves the right to report cases to the Public Prosecutor's Office for any consequent criminal investigations.

For the 2021/2022 academic year no further late enrollments are anticipated.

7 HOW TO VALIDATE ACCEPTANCE/NON-ACCEPTANCE OR REQUEST A TRANSFER OF THE ALLOCATED PLACE

ACCEPTANCE OF THE ALLOCATED PLACE

To validate the acceptance of the allocated place the parent who has submitted the enrolment must:

1. pay the admission fee using the PagoPA Payment module (received by email) within the deadline as indicated in the module itself;
2. accept the place by clicking the link indicated in the allocation email. Subsequently, he/she will be contacted by the enrolment secretary to receive preliminary steps regarding the meetings with parents of the newly-enrolled children and to confirm the start of the settling-in period.

It is important to remember that by clicking the link indicated in the allocation email it is possible to renounce:

- to the location indicated as first preference, in this case the name will be deleted from rankings;
- to the office other than the first choice indicated, in this case the name remains in ranking in the other locations.

Please note:

- in the event that a child born between January 1st and April 30th 2019 is allocated both a place in the Kindergarten and in the Nursery or Spring Section (or confirmed from the previous year), the family must decide which place to accept no later than the expiration date indicated in the email;
- in the case of a double allocation the admission fee is non-refundable, payment for the Kindergarten will be required even the child is if already allocated a place in a Nursery. The family is advised to promptly notify the Nursery of their refusal of the allocated place if a place is allocated in the Kindergarten;
- following the validation of the acceptance of the place with the online procedure, it will be no longer possible to annul it with the purpose of awaiting a pending request for other locations indicated during the enrolment procedure;
- the presentation of a withdrawal or annulment of the place following acceptance/confirmation and payment of the registration fee does not give the right to a refund;
- the monthly attendance fee for the **Nursery School and the Spring Section** is due from the month of the start of the child's settling-in period, as agreed with the service upon acceptance of the place;
- in the event of the child's non-attendance starting from the date communicated for the settling-in period, the family is still required to pay the fixed monthly fee;
- in the event of acceptance of the allocated place and a concurrent transfer request, the settling-in period start date must be honoured and will, in any case, generate the calculation of the sum due even if the transfer request has not yet been fulfilled;
- **in the case of unjustified absence for more than thirty consecutive days, the child loses the right to attend the place assigned in the 2021/22 a.y.**

In accordance with the provisions of the D.P.R. 445/2000 on administrative documentation, the certification verifying the declarations made when completing the online application, unrelated to the aforementioned D.P.R. 445/2000, must be presented to the Head of the assigned office upon acceptance of the place.

REFUSAL OF THE ALLOCATED PLACE

Failure by the parents to confirm acceptance within the above terms will be deemed equivalent to refusing the allocated place. It is recommended, in any case, that the family inform the relevant Educational Unit administration of their refusal.

REQUEST FOR TRANSFER

It is possible to apply for a transfer to change the allocated location in accordance with the criteria indicated in Point 8) below.

It is mandatory to:

1. Pay the admission fee using the PagoPA Payment module received by email within the deadline as indicated in the module;
2. Accept the place by clicking the link indicated in the allocation email by the date indicated and, at the same time, request a transfer for the sole reasons indicated in the following point n. 8).

Please note that **the transfer request remains valid until otherwise communicated by the family concerned. If a transfer request is granted it will not be possible to annul it.**

The transfer can be granted even after the start of the child's settling-in period.

Transfer requests are evaluated and included in the ranking as indicated in the following Point n. 8).

Transfers from Early Education and Childcare Services in other Municipalities are not anticipated.

8. RANKING CRITERIA FOR TRANSFER REQUESTS

Requests for transfer to another facility will be accepted following the publication of the Early Education and Childcare Services admission rankings for the 2021-2022 educational year.

Transfer requests will be evaluated according to the following **criteria**:

- **children confirmed from the previous year.** Transfer requests will be evaluated only in the case of 1) a change of residence, duly recorded at the Public Registry, 2) to join a sibling who is attending a municipal or state Early Education and Childcare Service or state primary school already confirmed for the 2021-2022 a.y.
Upon verification of the official change of residence in the Public Registry or the presence of the sibling in another public structure, the requests will be prioritized over those from new applicants (in order of submission dates and, if dates are the same, in order of age) in the updated ranking of the facility identified as closest to the family's residence or to the facility frequented by the sibling. It should be noted that a minor confirmed from the previous year for the Toddlers' section of the Nursery can be transferred to the Spring Section only if he/she is two years old by August 31st 2021;
- **new children enrolled for the 2021-2022 a.y.** Transfer requests will be evaluated only in the case of 1) a change of residence, duly recorded at the Public registry, 2) to join a sibling who is attending a municipal or state Early Education and Childcare Service or state primary school already defined in the 2021-2022 educational year. Requests will be included in the ranking of the facility identified in the updates subsequent to the initial publication in order of the maximum score awarded during enrolment and, in the case of equal scores, they will be sorted according to age; if applicants have the same score and age, requests will be sorted by submission date only upon verification of the official change of residence in the Public Registry or the presence of the sibling in another public structure.

The identified facility means the closest to the place of residence or to the facility frequented by the sibling.

Newly-enrolled children allocated a place will not have priority over children awaiting allocation.

Please note that:

- the transfer request for a minor enrolled for the 2021/2022 a.y. for the Babies' section of the Nursery can only be evaluated for the Babies' Section of the identified facility even if, in the meantime, he/she will have reached the age of one;
- the transfer request for a minor enrolled for the 2021/2022 a.y. for the Toddlers' section of Kindergarten can only be evaluated for a Spring Section only if he is two years of age by August 31st 2021;
- the transfer request for a minor entering Kindergarten before compulsory school age can be evaluated for the identified facility as indicated above and will be placed in the ranking of the requested facility together other comparable children.

Transfer requests for children who have a disability will be evaluated and managed with special measures irrespective of the rankings, as the desired facility has to ensure support and effective availability.

Transfer requests can be submitted by **November 5th 2021** in order to be included in the last official update of the rankings. Transfer requests submitted after that date can absolutely not be considered.

Please note that children allocated a place, for which a transfer request has been submitted for the reasons indicated above, will not be able to postpone the settling-in period pending allocation in the new facility; however, the family may ask to fix the settling-in period on the last scheduled date.

Transfers to and from affiliated Kindergartens cannot be granted.

9 CONTACTS

For information on enrolments:

- telephone **02.02.02** select 4 or 9-4-2.

or

- for enrolments at the Nurseries: www.comune.milano.it/iscrizionenidi

- for enrolments at the Kindergartens: www.comune.milano.it/iscrizioneinfanzia

10 POLICY PURSUANT TO LEGISLATIVE DECREE 196/2003 AND REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND COUNCIL

Pursuant to art. 13 of the EU Regulation n. 2016/679 (General regulation on the protection of personal data), the following information is provided:

Data Controller

The Data Controller is the Municipality of Milan with registered office in Piazza della Scala 2 - 20121 Milan.

Responsible for the protection of personal data

The Data Protection Officer ("DPO") of the Municipality of Milan can be contacted at the following e-mail address: e-mail: dpo@Comune.Milano.it

Types of data processed

The provision of Early Education and Childhood Services involves the collection of the following personal data:

- ✓ Personal data
- ✓ Socio-economic situation
- ✓ Fiscal code
- ✓ Family data or personal situations
- ✓ Contact/address
- ✓ Residence
- ✓ Professions and job
- ✓ Employment status
- ✓ Telephone contacts
- ✓ E-mail contacts
- ✓ State of health
- ✓ Religious or philosophical beliefs (only in relation to any requests for an ethical-religious diet)

Legal basis and purpose of the processing

The data processing is aimed at providing Early Education and Childhood Services that are connected and instrumental to the following purposes:

- a) enrollment, admission and attendance of children in Nurseries/Spring Sections / Primary Schools,
- b) implementation of educational activities within the aforementioned educational services,
- c) procedures related to the election of the collegiate bodies under specific municipal regulation
- d) compliance with vaccination obligations pertinent to the attendance of the aforementioned educational services;
- e) provision of the school meals service relating to attendance of the aforementioned educational services;
- f) management of insurance claims in the event of accident or civil liability resulting from the attendance of the aforementioned educational services
- g) management of the procedures envisaged in the event of contagion from COVID-19 resulting from the attendance of the aforementioned educational services
- h) administrative-accounting management of the procedure for setting and collecting the monthly fee for the Nursery/Spring Section.

Personal data is processed in compliance with the conditions set out in art. 6 of EU Regulation 2016/679 and, in particular, for the execution of a task of public interest in accordance with the laws and regulations, both national and regional, on the subject (Law 62/2000, Regional Law 3/2008 and implementing measures, Law 107/2015, Legislative Decree 65/2017, Legislative Decree 66/2017).

Data processing methods

The processing is carried out in compliance with fundamental rights and freedoms and is based on

principles of fairness, lawfulness, transparency and protection of confidentiality. It is also carried out with the aid of electronic systems consistent with the operations indicated in art. 4, point 2, of EU Regulation 2016/679.

Nature of processing

The provision of data is mandatory and the refusal to provide the same precludes enrollment in the Early Education and Childcare Services for the 2021/2022 a.y.

Communication and dissemination

Personal data will not be disclosed and will be released to other public or private subjects only in the cases provided for by law or regulation.

Categories of data recipients

The data processing is carried out at the Early Education and Childcare Services Department, the School and Educational Services Department and the Collection and Voluntary Collection Department by persons authorized, committed to confidentiality and responsible for the associated activities in relation to the purposes pursued.

Pursuant to art. 28 of EU Regulation 2016/679, the companies Milano Ristorazione S.p.A. (exclusively for the management of activities connected with the provision of the canteen service), NTT DATA S.p.A. (exclusively for the management and maintenance of the digital information system) assume the status of Data Processors.

Data retention

The data will be kept for the fulfillment of the requirements specified by the regulation in force, with particular regard to the obligations of keeping the documentation and information for the administrative management of the services.

Data transfer to third countries

The data supplied for the aforementioned purposes is not transferred to third countries or to international organizations, within or outside the European Union.

Rights of interested parties

Interested parties may exercise the rights set out by art. 15 and following of EU Regulation 2016/679 and in particular the right to access their personal data, to request its rectification or amendment, updating - if incomplete or incorrect - and its cancellation if the conditions exist. They may also oppose its processing by sending a request to:

- ✓ Comune di Milano - Area Servizi all'infanzia - Via Porpora, 10 - 20131 Milano, or by email to the following address ed.infanziadirezione@comune.milano.it infanzia@pec.comune.milano.it
- ✓ Comune di Milano (Data Protection Officer - "DPO") e-mail: dpo@Comune.Milano.it

Right of complaint

Lastly, you are informed that interested parties, if they believe that the processing of their personal data is in violation of the provisions of EU Regulation 2016/679 (Article 77), have the right to lodge a complaint with the Guarantor, (www.garanteprivacy.it) or to appeal to the appropriate judicial offices (Article 79 of the Regulations).

Director of Department
Dott.ssa Beatrice Arcari

Director of Education
Dott. Luigi Draisci

Director of Procedure:

Dott.ssa Elisa Cupelli tel. 02.884.55052 – ed.infanziaiscrizioni@comune.milano.it

