

**REGULATION**  
**Equal and equalized institution**  
**MONTESSORI SCHOOL SRL**  
**(Montessori Institute Pozzuoli) later known as “school”**  
**School year \_\_\_\_\_ / \_\_\_\_\_**

- 1) **SCHOOL TIMETABLE.** 8:00/16:45 and school working hours. Gate opening hours: 8:00/9.30 - 14:45/15:15. The school calendar of the ministerial holidays and summer holiday days will be displayed on the school board at the beginning of the school year. Early entry and prolonged exit are activated on the request of the parents.
- 2) **REGULATION OF ENTRANCES AND EXITS.** Please note that by law, children can be delivered by teachers exclusively to parents or persons authorized by them, upon written or telephone reporting by delegation. Delays or early exits are allowed only for medical reasons and other occasional impediments. Parents, please, respect the school's operating hours.
- 3) **CANTEEN SERVICE.** Snacks and meals are daily prepared in the internal kitchen of the school in compliance with the regulations and criteria of HACCP, with the use of high quality materials and elements. The school menu, displayed on the board, is the same for all classes and periodically checked by the public health service of the ASL. Any food intolerances or allergies of the child will be collected in the appropriate form. To align with a given nutrition education, pupils will be encouraged to consume all courses.
- 4) **BIRTHDAYS / HOLIDAYS.** School reminds you to respect the food rules: In case of name days and birthdays, in the school, it is forbidden to introduce external foods purchased outside of school or packaged personally by the families. School classrooms can be used for birthday parties, with a supervision of staff, themed decorations (ask the school office for information and quote).
- 5) **ABSENCES FOR HEALTH PROTECTION.** In case of signs of fever higher than 37°.5, vomiting, diarrhea, suspected infectious disease, suspected conjunctivitis, the director will directly notify the parents, who must provide for the immediate withdrawal of the child from the school. Please note that it would be appropriate to notify teachers via the school office in case of prolonged absence of your child for health reasons. In case of absence of 5 consecutive days (Saturdays and holidays must be counted only if they are within the period of illness), pupils can only be readmitted following presentation of a medical certificate. The management ensures the utmost attention to avoid contagions, although it declines any responsibility for any illnesses contracted.
- 6) **HEALTH PROTECTION - ANTI COVID RULES.** Parents must check the temperature of their children every day before accompanying them to school, as required by the ISS covid 19 report n. 58/2020. It is absolutely forbidden to send your children to school if they have a fever over 37.5 ° (including in the three previous days), cough and / or cold, or who have come into contact with COVID patients or people in isolation in the last 14 days. Pupils' entry to school is subject to the detection of body temperature, using infrared thermometers and the use of hand sanitizers. It is forbidden for parents, before and after having accompanied or taken back their children, to stay near the school buildings. Furthermore, parents are not allowed to enter the school, unless they have been contacted by the school or for serious reasons. All pupils under the age of 6 must be equipped with a disposable or other type of mask, to be used when entering, leaving, moving around the school and whenever the required distance of one meter cannot be guaranteed.
- 7) **DISTANCE LEARNING. (DAD)** In order to guarantee interaction with pupils, in case the school closes for force majeure reasons (state of emergency), school activities will take place "at a distance" (DAD), with the aid of digital tools. For the proper performance of DAD activities, a weekly schedule will be prepared for live meetings with the teacher, as well as provided and / or digitally indicated the necessary teaching material for the children tasks performance but, in any way, the parents must not involve in the learning process.
- 8) **INTEGRATED DIGITAL TEACHING.** To pupils who find themselves in sudden conditions of mobility restrictions, or forced to comply with the quarantine, the school guarantees integrated digital teaching (DDI), complementary and not substitute for face-to-face teaching, whose activities will be carried out with the aid digital tools, teaching materials provided or indicated by the teacher, viewing of video lessons.
- 9) **REGULATION OF EDUCATIONAL TRIPS AND OUTINGS.** Educational outings, an integral part of the school program, which take place during school hours. Therefore, the teachers will all be committed to accompany the children to a trip and for that reason the school will be closed for those who do not participate.

The organization and management of the trips and outings is under the responsibility of the school staff. Teacher participation is essential, please remember, it is obligatory to be in perfect uniform during the outings.

- 10) **ENROLLMENTS AND FEES.** The registration fee for each child must be paid together with the registration, which can be prolonged by the end of February of the year preceding that of attendance. The school fee is annual and must be paid in a single payment at the beginning of the school year. Payments can be split into 9 installments, with anticipated June payment upon enrollment. School starts in September for everyone and ends on the last day of June. In July, the summer camp has an extra registration fee. The fee is paid from the 1st to the 6th day of each month. Please notice that the amount of the tuition is not linked to the number of days of monthly school activity, but is the amount of the annual contribution requested from families to cover operating costs, divided by the months of school activity, considering the high quality of the offered services. Therefore, the days of absence and vacation will not be deducted from the fee. However, the school fee will be reduced in cases of prolonged closure of the Institute for reasons of force majeure not attributable to (pandemics, earthquake, state of emergency) and contextual performance of DAD activities.
- 11) **PARENTS' WITHDRAWAL.** Please note that for each class there is a limited number of children, to whom the place is reserved from the moment of registration. Each parent can withdraw the child from the aforementioned registration no later than the peremptory term of n. 30 days from confirmation of registration, by written communication to be sent by registered letter with return receipt. In case of withdrawal beyond the aforementioned term, a penalty equal to the amount of the annual fee will be applied to the parents, which must be paid in a single payment within the month following that of the withdrawal. Furthermore, if the regularly registered child is withdrawn, for any reason, before the end of the school year, the tuition will still be paid in full, having the institution guaranteed place in the classroom for the entire period.
- 12) **MONTESSORI SCHOOL INSTITUTE'S WITHDRAWAL.** It should also be remembered that the school has the faculty to interrupt or terminate school service due to non-payment of fees and / or of the other amounts at the agreed deadlines, due to failure to share the objectives of the School or in presence of serious disciplinary reasons and / or damage caused by the pupil to people and / or things. In case of interruption or termination of attendance without justified reason by the Institute "Green Garden School", an amount to be paid by the School equal to the annual fee will be applied as a penalty, after deducting the fractions of the fee already paid for the monthly salaries of regular performance of the activities.
- 13) **EXTRA COSTS.** The expenses for the purchase of uniform and school supplies are borne by the family, as also free extracurricular activities, workshops and trips and for the relief of any damage to objects, materials and to the school structure.
- 14) **THEFT AND LOSSES.** The school declines all responsibility for the loss of personal objects that are brought to school by the pupils. Children are advised to bring only the didactic material necessary for the lessons of the day; therefore it is forbidden to bring games to school, magazines, stickers, cell phones. Compliance with the above rules is the prerequisite for a good functioning of the school, taking into account the reciprocal needs: of the pupils, of the families and the structure. Certain that it is everyone's will to create an optimal environment for the growth of children, your cooperation is highly appreciated.
- 15) **PRIVACY CONSENT.** Parents expressly consent to the processing of personal data of the registered child, pursuant to art. 13 of the legislative decree 196/2003 and ex art. 13 of the GDPR (EU Regulation 2016/679) as per the attached document which is an integral part of this regulation.

## 16) CO-RESPONSIBILITY AGREEMENT BETWEEN SCHOOL AND FAMILY

### THE EDUCATIONAL INSTITUTION UNDERTAKES TO:

- Create an atmosphere of serenity and cooperation with parents
- Create a peaceful and reassuring educational environment
- Promote a relationship of connection based on dialogue and collaboration with each individual pupil
- Encourage learning progress and self-esteem of pupils
- Educate to self-respect and to respect others, trying to prevent any form of prejudice and marginalization
- Implement the disciplinary curricula, the organizational choices and the didactic methodologies elaborated in the training offer plan
- Respect confidentiality in relation to student and family problems
- Respect the cultural and religious life of students within a serene and participatory educational learning environment

- Carry out the verification and assessment activities in a way that is congruent with the learning programs and rhythms, clarifying the modalities and motivating the results, communicating the results of the oral tests at the end of the same and the evaluations of the written ones usually no later than two weeks
- Suitable spaces intended for children in terms of size, cleanliness and safety, according to the standards and constraints established by current laws.

THE FAMILY UNDERTAKES TO:

- Check the notices placed in the backpack daily
- Learn about the educational offer of the school and participate in the educational dialogue, collaborating with teachers
- Respect teachers' freedom of education and their assessment competence
- Keep up to date on commitments, deadlines, school initiatives, checking school-family communications daily, participating regularly in scheduled meetings organized by the school
- Make sure that the child respects the time of entry to school, limits the exits to exceptional cases and punctually justifies absences and delays
- Keep constantly informed on the didactic and disciplinary progress of their children during the days and hours of the teachers' reception
- Make sure that the child wears the school uniform while he/she is at school
- Participate in collegiate bodies (assemblies, class and school councils)
- Make the payment on the days established by the regulation
- Respect your child's vaccination schedule included in the PNPV.

Parent's signature

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Pursuant to and for the purposes of art. 1341 and 1342 of the Civil Code, the pupil's parents, after having taken careful and specific knowledge and vision, following successful negotiations and achievement of agreement, approve and expressly accept the following clauses, 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16.

DATE

Parent's signature

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**SAMMARCO  
 ANTONELLA  
 11.05.2021  
 15:15:36 UTC**