

ENROLLMENT

ACADEMIC YEAR ____/____ TO THE SCHOOL DIRECTOR OF MONTESSORI SCHOOL

I undersigned _____ in the capacity of ☐ father ☐ mother ☐ guardian
(last name and first name)

REQUESTS

under the rules on streamlining administrative activities art. 26 Law 04/01/1968 No. 15 and aware of the responsibilities to which it is subjected in case of misrepresentation, that it is informed in accordance with Art 13 of DL.196/03 (privacy) and ex. Art 13 of GDPR (EU Regulation 2016/679) and consents to the processing of personal and sensitive data.

the enrollment of the STUDENT

_____ to
☐ nursery/spring section
☐ kindergarten
☐ primary school

The student _____
(surname and first name) (italian tax code)

- was born_ in _____ on ____/____/____

- is a citizen ☐ Italian ☐ other (please indicate) _____

- is a resident of _____ (prov.) _____

Via / Piazza _____ n. _____

- the student comes from school _____ city _____

He/she also declares that: his/her cohabiting family consists of:

Surname and Name	Place of birth	Date of birth	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of need contact numbers:

(MUM) _____ (DAD) _____ OTHERS NUMEBERS _____

E-mail _____

The undersigned declares that he/she has read the PTOF, the Institute Regulations and the economic conditions and accepts their contents. The undersigned undertakes to pay the monthly contributions for each month from September to June/July, regardless of the days of actual attendance of the child.

PLEASE ATTACH: Document n° _____ Issued on _____ by _____
expiry date _____

Date _____

SIGNATURE _____

Signature of self-certification (DPR 445/2000) to be affixed
when submitting the application to the school clerk,
with a valid identity document, a copy of which will be kept
together with the forms in our archives.

ANNEX A Choice of educational opportunities and support services

the undersigned _____ declares that the student _____
has been subject to compulsory vaccinations **YES NO**
Consent to Catholic religion **YES NO**

PRIMARY SCHOOL - For those who choose NOT to take part in Catholic Religious Education:

During the hours dedicated to Catholic Religious Education, I REQUEST

- ☐ That my child remains in class/section without participating in activities
☐ That my child/ward be engaged in other activities, play or enhancement, in another class or section.

DELEGATIONS - Authorisation to collect the child:

I, the undersigned, authorise the following persons of full age to collect the child on my behalf (please attach document or send copy via school whatsapp):

Name/Surname: _____ Relationship _____ phone _____

Name/Surname: _____ Relationship _____ phone _____

Name/Surname: _____ Relationship _____ phone _____

CANTEEN SERVICE

- ☐ The undersigned declares that he/she has read the Food Plan / School Menu
☐ The undersigned hereby informs the school that the student has the following food allergy/intolerance/pathology as a result of which he/she cannot consume the following foodstuffs: and therefore needs an alternative menu which possibly includes the following foodstuffs:
.....

The choice made at the time of enrolment is effective for the entire school year to which it relates.

, _____

Signature _____

Pupil/a needs medication

(if yes, please fill in the form available at the school office)

☐ YES ☐ NO

Early departure request for medication

(if yes, please fill in the form available at the school office)

☐ YES ☐ NO

Pupil with disabilities

☐ YES ☐ NO

Pupil with DSA

☐ YES ☐ NO

Pupil/a with disabilities non-autonomous pupil in need of basic assistance (AEC) ☐ YES ☐ NO

In accordance with Law 104/1992 and Law 170/2010, in the case of a pupil with a disability or specific learning disorder (DSA), the application must be completed at the school office/CFP by delivering a copy of the certification in the case of disability or the diagnosis in the case of DSA within 10 days of the closing date for enrolment.

Signature _____

ANNEX B: PRIVACY

Information on the Processing of Personal Data pursuant to Article 13 of Regulation (EU) 2016/679

This document describes how the personal data provided by you will be processed pursuant to Regulation (EU) 2016/679.

DATA CONTROLLER: The Data Controller is the company Istituto Montessori School Srl Impresa Sociale, with registered office and operational headquarters at Via Montenuovo L/P 105/d (e-mail: montessorischoolpozzuoli@gmail.com PEC: montessorischoolpozzuoli@pec.it, tel: 0818042684)

DATA PROTECTION RESPONSIBLE (RPD-DPO): The Data Protection Manager is dott.

SCAMARDELLA FEDERICO, email: himself.it@libero.it

LEGAL BASIS OF THE DATA PROCESSING: The provision of data is compulsory for all that is required by legal and contractual obligations and therefore any refusal to provide such data in whole or in part may make it impossible to provide the services requested. For data whose provision is not compulsory, specific consent will be requested.

TYPES OF DATA PROCESSED AND PURPOSES OF THE PROCESSING: The personal data provided will be processed using paper, computer and telematic methods, with the aim of ensuring the correct performance of our relations, also in legal terms, as well as to allow the punctual execution of the agreements stipulated or that may be stipulated between us in the future.

RECIPIENTS OF THE DATA: Your data will never be disseminated and will not be communicated without your explicit consent, except for necessary communications that may involve the transfer of data to public bodies, consultants or other subjects for the fulfilment of legal obligations.

TRANSFER OF PERSONAL DATA: Your data will not be transferred either to Member States of the European Union or to third countries outside the European Union.

PERIOD OF STORAGE: Data required for contractual and accounting purposes shall be stored for as long as necessary for the performance of the business and accounting relationship, in accordance with the regulations on the storage of administrative documents.

RIGHTS OF THE DATA SUBJECT: Pursuant to European Regulation 679/2016 (GDPR) and national legislation, the data subject may, in the manner and within the limits provided for by current legislation, exercise the following rights: to request confirmation of the existence of personal data concerning him/her (right of access); to know its origin; to receive intelligible communication; to receive information about the logic, methods and purposes of processing; to request the updating, rectification, integration, deletion, transformation into anonymous form, and blocking of data processed in violation of the law, including data no longer necessary for the purposes for which it was collected; in cases of processing based on consent, to receive their data provided to the data controller, in a structured and machine-readable form and in a format commonly used by an electronic device; the right to lodge a complaint with the Supervisory Authority.

Consent (in accordance with Article 7 of Regulation (EU) 2016/679)

I, the undersigned, having read the information notice

☐ **I give my consent** ☐ **I deny my consent**

For the publication/exhibition of photographs and video footage relating to teaching activities and at school events (essays, workshops) exclusively in school contexts

☐ **I give my consent** ☐ **I deny my consent**

For the publication of photographs and video footage relating to teaching activities on social networks

☐ **I give my consent** ☐ **I deny my consent**

For the publication of photographs and video footage relating to teaching activities on my website

The undersigned also undertakes not to disseminate photographic or audiovisual images, acquired at school events, outside family or friendship contexts.

Date _____

Signature _____

THE INSTITUTE

HAVING REGARD TO the regulations in force

HAVING REGARD TO the Rules of the Institute

ENDORSES WITH THE PUPIL'S FAMILY THIS EDUCATIONAL PACT OF CO-RESPONSIBILITY

by which **the school undertakes to:**

- creating an educational climate of serenity and cooperation, which fosters the responsible growth of girls and boys in the pre-school and of primary and secondary school pupils, educating them to respect individual differences and inclinations, preventing situations of discomfort, prejudice and marginalisation
- offer pupils, through its operators, models of correct behaviour, respectful of rules, tolerant, responsible, available to dialogue and confrontation;
- implement disciplinary curricula attentive to the development of competences, in the awareness of belonging to a European dimension, in accordance with the didactic-methodological organisation envisaged in the three-year plan of the educational offer
- guarantee transparent assessment, making explicit the assessment criteria adopted and in general relating to the levels of learning achieved;
- encourage the acquisition of the conscious use of digital technologies;
- regularly inform families of their children's school situation, regarding attendance, results achieved, difficulties that have emerged, progress made in the various disciplines where present, and aspects of behaviour;
- foster a collaborative relationship with families, also through the care of the various communication channels;
- maintaining the confidentiality of sensitive data and news concerning pupils;
- guaranteeing a healthy and safe environment;
- provide appropriate educational-technological equipment and aids;
- prevent, monitor and intervene promptly in the event of bullying, cyberbullying, vandalism and non-compliance with other prohibitions;
- collecting and responding to opinions and suggestions from families.

The family undertakes to:

- transmit to their children the principle that school is of fundamental importance for their growth, with respect for shared values
- consider collaboration with the school a fundamental value for the quality of their children's educational experience;
- respect the teachers' role, recognising their competence and authority;
- prevent and report critical situations, phenomena of bullying and cyberbullying or vandalism of which they may become aware;
- adopt a lifestyle that respects the rules of civil coexistence and the dignity and integrity of people, in recognition of differences in gender, culture and religion, guiding children and young people towards socially acceptable and shareable behaviour
- maintain open communication with teachers and the school by constantly electronic reading the diary, signing notices in good time and participating in school-family meetings ;
- supporting their children in their work at school and at home and ensuring attendance and punctuality at lessons, limiting early and late entries to documentable transport reasons and exceptional cases;
- participate in meetings and discussions with the school (class councils, meetings, assemblies, etc.);
- be familiar with the school rules and observe them for the smooth running of the school;
- respect entry/exit times to ensure that pupils are punctual for lessons, limiting early exits and late entries to exceptional cases;
- suggest proposals that may contribute to improving the educational offer
- present and discuss the educational co-responsibility pact with their children.

The student, conside to their age, undertake to:

- consider the right to study and school as a social achievement, an opportunity, an added value in one's own life;
- to respect oneself, the headmaster, teachers, auxiliary, technical and administrative staff and fellow pupils by observing the rules of coexistence in the group
- be loyal and supportive of one's fellow pupils;
- carrying out assigned work at school and at home regularly and loyally;
- prevent and report critical situations, bullying and cyberbullying, vandalism of which they become aware;
- know and strictly comply with the school rules and give value and meaning to their correct, civilised and polite behaviour;
- pay attention to lessons, avoiding behaviour that could jeopardise the smooth running of teaching activities;
- respect school premises and furnishings and cooperate with the school to maintain a clean and orderly working environment;
- respect personal hygiene and wear clothes appropriate to the school environment;
- use appropriate and never foul language;
- not to use mobile phones at school for the duration of school activities. Families may contact the school at any time for any urgent communication with their children. The school cannot be held responsible for any loss, damage or theft of objects or instruments not required for teaching activities.
- have the work materials required by the class schedule at hand and keep them with care;
- use digital devices with the utmost respect for themselves and others, as opportunities for growth and learning and never for abuse or prevarication.

Prevention and health

With regard to infection prevention measures

the school undertakes to

- implement organisational measures, within the limits of its competences and with the available resources, in compliance with current legislation and the guidelines issued by the competent authorities;
- implement all the best teaching and organisational solutions to guarantee the school service even in the event of a health emergency;

The family undertakes to

- avoid bringing their child to school if they have a fever or acute respiratory symptoms;
- provide any protective equipment that may be required in the event of the spread of infection;
- go immediately to school to collect their child in the event of a sudden onset of fever or acute respiratory symptoms;
- contributing to the development of their child's personal autonomy and sense of responsibility and promoting correct behaviour with regard to the measures taken in any area to prevent and combat the spread of infections;
- ensuring punctual compliance with the timetables and procedures for entering/leaving school and their child's school attendance;

The child/pupil, age-appropriate, undertakes to

- be aware of the simple rules of hygiene to prevent and combat the spread of infections;

The educational coordinator

the family

REGULATION
Equal and equalized institution
MONTESSORI SCHOOL SRL
Preschool/ Kindergarten and Primary 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 to 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 on the 1st 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.

Amounts paid for any reason whatsoever are not refundable under any circumstances. In the event of non-payment of the fees due for any reason, within the peremptory term of 7 days from the due date set for each instalment, the Montessori School Institute reserves the right to interrupt and/or terminate the school service, precluding access to the member's school facilities until the amount due has been settled, declining all responsibility for any consequences that may arise on the educational performance of the person concerned.

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 "Montessori 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 day established by the regulation
- Respect your child's vaccination schedule included in the PNPV.

Parent's signature

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

REGULATION FOR NURSERY AND SPRING SECTION

ART. 10) ENROLLMENTS AND FEES The enrolment fee for each child must be paid at the same time as the application for enrolment, which must be submitted by the end of February of the year preceding the year of attendance. The School, however, reserves the right to accept enrolments in subsequent months. Tuition fees are annual and must be paid in one lump sum at the beginning of the school year. Payments can be split into 10 instalments, with July in advance at enrolment. School starts for everyone in September and ends on the penultimate day of July. For the month of July leaving time will be at 15:00. Tuition fees are paid on the 1st of each month. It should be noted that the amount of the tuition fee is not linked to the number of days of activity of the School each month, but is the amount of the annual contribution requested from families to cover operating costs, divided by the months of school activity, taking into account the high quality of the services offered. Absence and holiday days will therefore not be deducted from the fee. However, the school fee will be reduced in the event of prolonged closure of the Institute due to force majeure events not attributable to the Institute (pandemics, earthquake, state of emergency) and the simultaneous performance of DAD activities. Amounts paid for any reason whatsoever are not refundable under any circumstances. In the event of non-payment of the fees due for any reason, within the pre-emptory term of 7 days from the due date set for each instalment, the Montessori School Institute reserves the right to interrupt and/or terminate the school service, precluding access to the member's school facilities until the amount due has been settled, declining all responsibility for any consequences that may arise on the educational performance of the person concerned.

Self-control manual MONTESSORI SCHOOL S.R.L. Module M0A Allergy declaration	Dott.ssa Anna Bocchino Tecnologo Alimentare Consulente
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Module M0A

ALLERGY DECLARATION/FOOD INTOLERANCE

Name and Last Name _____

born in _____ Date of birth _____

Codice fiscale _____ Address number _____

Mobile number _____

Parents of _____ Born in _____ Date of birth _____

DECLARE

That his/her son/daughter

IS

A) NOT ALLERGIC / NOT INTOLERANT to food

B) ALLERGIC/INTOLLERANT to the following food (allergen list in the regional annex 2 REG. UE N 1169/2011):

- ☐ Celery
- ☐ Cereals containing gluten (wheat, rye, barley, oats, spelled and Kamut)
- ☐ Crustaceans
- ☐ Eggs
- ☐ Fish
- ☐ Lupins
- ☐ Milk
- ☐ Molluscs
- ☐ Mustard
- ☐ Nuts (Almond, hazelnuts, walnuts and pistachio)
- ☐ Peanuts
- ☐ Sesame seeds
- ☐ Soya
- ☐ Sulphites
- ☐ Other _____

Date _____

Signature _____