

## SERVICES FOR EARLY CHILDHOOD IN SESTO FIORENTINO

Services to young children in the area include an educational program, aimed at the full development of children and to support families with children in their first three years. They also constitute a system of educational opportunities that promotes, in close collaboration with families, the harmonious and integral development of the full potential of children welcomed in the structures.

Families are recognized as co-protagonists of the education program, as bearers of their original values and cultures and of the rights to information, participation and sharing of activities undertaken within those services.

Inside the educational service network, individual, social and civil rights of younger citizens are respected, and actions and procedures designed to respond effectively to their needs are identified.

### Type of educational services in the municipality of Sesto Fiorentino

#### Public and private assistance

##### Public assistance: municipally- owned services:

Name	Type	Places
<b>ALICE</b> Via XX Settembre, 217	FULL-TIME NURSERY	61
<b>ELIO MARINI</b> Via Tommaseo, 25/A	FULL-TIME NURSERY	54
<b>GIANNI RODARI</b> Via Gora, 40	FULL-TIME NURSERY	54
<b>QUERCETO</b> Via Venezia, 31	FULL-TIME NURSERY	54
<b>IL GATTO E LA VOLPE</b> Viale Togliatti, 225	FULL-TIME NURSERY	35
<b>IL PENTOLINO MAGICO</b> Via XX Settembre, 217	PART-TIME NURSERY	25
<b>LA COCCINELLA</b> Via XX Settembre, 217	AFTERNOON PLAYING SPACE	18

To attend these services, you must apply for registration with the procedures and dates set and communicated in the official website of the municipality of Sesto Fiorentino, available around May.

Applications may be submitted online or filled in the Office of Educational Services to Childhood.

Depending on the characteristics of the families, asylum scores are settled: entrance rankings are made based on the scores obtained.

Families/users contribute to cover part of the costs, paying an annual fee on a monthly basis determined by ISEE and by type of service and time frequency.

The municipal Nursery are for children from 3 months to 3 years and are organized by a division into groups according to age and to the pedagogical / educational project:

- “Gruppo Piccoli”:
- “Gruppo Medi”:
- “Gruppo Grandi”:

The Afternoon Playing Space welcomes children from 18 months to three years and provides an opportunity to make individual and collective game experiences within a reduced hourly frequency.

The service includes a snack; It is open in the afternoon from Monday to Friday from September to June between 3 PM and 7,30 PM

### **Private assistance: accredited and affiliated privately-owned services**

These authorized services are managed by companies, cooperatives, institutions, associations or individual enterprises, organized in compliance with the regional legislative framework.

The City Council, authorizes, accredits and monitors their operation.

The manager, at its head office, guarantees the realization of the teaching / educational service through his/her employees.

Registrations are personally supervised by the private operator; families pay the rates established by the private entity holder, indicated in the "Service Charter for the First Childhood" and in the rules of service.

Families on the municipal waiting lists who choose to attend an accredited service, have the opportunity to get a tariff concession (AGEVOLAZIONE TARIFFARIA).

The procedures for the award of such benefits are defined with tender notice by Tuscany Region according to the available resources

“The tariff concession, (AGEVOLAZIONE TARIFFARIA) is assigned solely to the families in the waiting list in the municipal rankings after that application for registration took place in the time and manner provided on the official website of the Institution: it is a regional contribution to families that, signed in the waiting list but not accepted in communal Nursery, directly register their children in private accredited services for young children aged 0/3 years.

### **The educational project**

The educational project makes clear the reference values, the general objectives and the educational guidelines that characterize the service

Reference values of the service:

- ▶ the child as a person having rights
- ▶ family as a subject with its own educational culture
- ▶ the educator as a professional with specific skills

- ▶ differences as a constitutive component of people and contexts.

The general objectives, taking inspiration from the reference values, outline the educational path to follow and aim to:

- work with families for the growth, the education and the socialization of children assigned to the service, promoting their well-being and development of their cognitive, emotional, relational and social potentials.
- prevent and intervene in case of psycho-physical and socio-cultural disadvantage conditions
- ensure qualified professional performances by education staff, through training and supervision of the Pedagogical Coordination
- achieve educational continuity with the family, with other services for early childhood and Nursery
- spread the information on issues related to early childhood in order to accept and appreciate personal, social and cultural differences

**Accredited\*\* and authorized\* private educational services:**

Name	Type	Places
<b>IL CAPPELLAIO MATTO **</b> Via Leopardi, 86	<b>NURSERY</b>	<b>50</b>
<b>L'ALBERO DI JESSE **</b> Via Cino da Pistoia	<b>NURSERY</b>	<b>30</b>
<b>SOLE – LUNA **</b> Via Brunelleschi, 2/4	<b>NURSERY AND PLAYING SPACE</b>	<b>19</b>
<b>SOTTO L'OMBRELLO DI MARY POPPINS **</b> Via Venni, 2/4	<b>NURSERY</b>	<b>23</b>
<b>SANTA MARTA **</b> Via del Gavine 6	<b>NURSERY</b>	<b>39</b>
<b>L'ARCOBALENA **</b> Via Garibaldi, 206	<b>NURSERY</b>	<b>31</b>
<b>UN MONDO A FORMA DI ME **</b> Via del Trebbio, 60	<b>NURSERY</b>	<b>33</b>

<b>BRUCOMELA *</b> Via G. Garibaldi, 91	<b>NURSERY AND PLAYING SPACE</b>	<b>23</b>
<b>ANACLETO **</b> Via Fibonacci, 29	<b>EDUCATIONAL SERVICE IN A DOMESTIC CONTEXT</b>	<b>5</b>
<b>NIDO PRIMAVERA ** "Padri Scolopi"</b> Via Giachetti, 20	<b>NURSERY</b>	<b>10</b>

#### **A. Access to the service: criteria and enrollment**

The criteria and how to apply are set out in the Municipal Education Plan ("Piano Educativo Comunale" - PEC), which is written every year.

In PEC are indicated:

- **management rules of the public and private (the one accredited and agreed upon with the Municipality) services for early childhood.**

- **Assessment Criteria for the score**

- **Determination of the criteria for the formal agreements with the operators of accredited private Nursery in the area of the municipality of Sesto Fiorentino**

In the services for young children in publicly-owned nurseries, predefined and public entrance criteria are adopted, which give priority to cases of disability and social disadvantage certificated by the local social services.

Applications for enrollment to early childhood municipal services and to available reserved places in the accredited private nurseries in the area must be submitted within the time and in the manner specified in the tender notice.

To access, the child must be living in the town, along with at least one parent or guardian who has the parental authority.

Access to the service can also be claimed for children **NOT living** in the Municipality in the time and manner indicated by the competent office.

The rankings of non-residents are taken into account only in case of full satisfaction of the demands of the residents.

Among non-residents will be given priority to children living in the municipalities that are part of the "*Conferenza per L'Istruzione*" of the Northwest zone around Florence.

#### **B. How families are informed about registration and service organization**

- The tender notice is advertised on the website of the municipality of Sesto Fiorentino and posted in the dedicated spaces.

- During the opening of the call, please visit the municipal services for early childhood –the open day- and also the private, accredited ones in the area (times and schedules are reported in the notice).

- For resident families, it is possible to sign up on-line with apposite log in credentials or directly at the desk of the Childcare Office
- In the formation of the ranking lists of access, as criteria for the allocation of score points, are used:
  - The composition of the family and the working condition of the parents
  - Documentation of particular situations.

### C. Processing of the Ranking lists and communication of admission

- On the basis of the applications received, are compiled **5 priority ranking lists** divided into groups according to age of children: "*Piccolissimi*", "*Piccoli A*", "*Piccoli B*", "*Medi*", "*Grandi*".
- The priority rankings are generally written during the month of June and can be viewed on the Institutional website and at the "*Ufficio Servizi per L'Infanzia*", Via Gramsci, 282.
- The assignment of children to the services at the time indicated by the family is established according to the order of the priority ranking lists, taking into account the available places for age group and in consideration of the preferences, which are maximum 12, expressed by the families in order of priority.
- Along with the acceptance, the family is notified of the date of the first meeting with the parents/new users at the service to which the child has been admitted.
- Handicapped children have priority in the ranking according to Law 104/92.
- It is also provided a reserve of places in municipal services for infants and children, identified by social services, in the presence of risk of poverty and hardship / social risk.

### D. The opening hours and the schedule of the Service

- The service typically opens the second Monday of September and it continues throughout the educational year term, with a break for the Christmas and Easter holidays, according to the ministerial calendar, approved by resolution of the Regional Council of Tuscany. The annual schedule will be communicated to the families.

#### • **Daily schedule of the Service**

- Municipal Nurerys work from Monday to Friday with the following timetable :
- Alice, Querceto, Rodari 7,30 AM – 1,30 PM 7,30 AM – 4,00 PM 7,30 AM – 5,30 PM
- Marini 7,30 AM – 1,30 PM 7,30 AM – 4,00 PM 7,30 AM – 5,30 PM 8,00 AM – 6,00 PM
- Il Gatto e la Volpe 7,30 AM – 2,00 PM 7,30 AM – 16,00 PM 7,30 AM – 5,30 PM
- Il Pentolino Magico 7,30 AM – 2,00 PM
- La Coccinella 3,00 PM – 7,30 PM

### E. Food service

The Nursery provides lunch for all children admitted.

The meals - breakfast, lunch and snacks - are provided and distributed in accordance with local regulations. Since 1997, the school meals in our town are managed by the subsidiary company "Qualità & Servizi" SpA in Quality & Services SpA

The menus are set by the dietician of the company in compliance with the nutritional principles of young

users. The food that is given is subject to quality controls carried out by the “Ufficio Servizio Scolastico e Sportivo” (Education and Sports Service Office), by “Servizi Educativi all’infanzia” (Education Services to Children) and by taster parents who are part of the “Commissioni Mensa e Assaggio” (Refectory and Tasting Commissions), present in each educational service for infants and every school in the territory.

## **F. Health**

- The attendance of the service requires the family to follow hygienic and health guidelines laid down by “Azienda Sanitaria Locale” (Local Health Service) to protect the health and welfare of children and those who attend the service.

### **A. The acclimatization: the nursery is a place other than the house**

The initial stages of frequency and knowledge of the Nursery require the child's ability to adapt to a new situation, which leads him to establish relationships with adults and other children that are different from the familiar figures.

To facilitate the acclimatization of the child it is necessary to ensure a process that includes a gradation of time spent and the involvement of parents in the first stage of knowledge of the nursery and of the educators of reference.

The child is accompanied by a parent to the nursery at first only for few hours, later for half a day, and only when it is accustomed to the new situation will stay for the whole day, depending on the time slot chosen by the family, following precisely a suitable process in around three weeks and which can vary depending on the needs of each child.

### **B. The group of children**

The organizational project provides for the subdivision of the children into three homogeneous groups or sections, each of which has adults and functional units of reference available. Within the group/section the division in small groups will be carried out daily

### **C. Organization of the day: the time, the routine, the game**

#### **Organizational plan of the day**

The educational day alternates moments of care, free play and structured play. The schedule inside the nursery is characterized by events that are repeated every day alike with a specific emotional goal, in which the child recognizes and finds the familiar aspects of everyday life in an enlarged and shared social dimension.

#### **Welcome and reunification**

The beginning and the end of the day at the nursery are emotionally delicate phases during which the child lives the experiences of separation and reunification with their parents and vice versa reunification and separation with the educators of reference.

**The morning snack** with seasonal fruit: it is a moment that indicates the end of the welcoming, a space in which the group of children is made up and every child recognizes its membership.

**The time of change and personal hygiene** is often repeated in the day with certain times, such as washing hands before and after lunch. The change is a moment of privileged relationship between educator and child, of pampering, individualized gestures and everyday practices: through the active involvement of the child, its growth process towards autonomy is promoted.

### Educational proposals

Playing with other children is one of the most significant experiences for the development of knowledge and emotion, useful to acquire skills and also to structure self identity; play together means addressing problems and conflicts, experimenting approach strategies, developing social intelligence.

The educator offers activities for small groups of children by providing the space and materials.

Lunch, in services in which it is intended, it is a moment of great social gathering where in addition of sharing the pleasure of eating, the pleasure of being with other adults and other children is also shared. Lunch is a real learning situation: the child gradually learns to feed himself and learns the rules of social behavior.

**Sleep** is an emotionally significant moment: falling asleep in a calm way depends on a strong relationship of trust between the child and the adult who takes care of him.

The regularity of the timetables and the tranquility of the adult and of the environment help the children to fall asleep peacefully.

### Snack

After the afternoon nap, snack is a time when the group meets and gives a pleasant start to the last part of the day at the nursery.

At the Playing Space the snack, in addition to its socializing role, it also starts the scanning of structured play activities.

For example:

Time	Activity
7.30 - 9.30 AM	<i>Welcoming (free play)</i>
9.30 - 10.00 AM	<i>Group Greetings and Fruit Breakfast</i>
10.00 - 10.15 AM	<i>Change and personal hygiene (in small groups)</i>
10.15 - 11.15 AM	<i>Structured Activities (in small groups)</i>
11.15 - 11.30 AM	<i>Personal Hygiene and Preparation for the lunch (in small groups)</i>
11.30 - 12.15 AM	<i>Lunch</i>
12.15 AM - 01:00 PM	<i>Change and personal hygiene (in small groups)</i>
01.00 - 03.15 PM	<i>Relax and rest</i>
03.15 - 04.00 PM	<i>Change, personal hygiene and sneak</i>
04.00 PM	<i>Reunification</i>
04.00 - 05.30 PM	<i>Eventual Extention and subsequent reunification</i>