Call for creation of the list valid for allocation of places at the company nursery school “Piccoli Passi” of the Province Company Hospital of Lecco, for children of employees of Politecnico di Milano - Lecco Campus

DEADLINE FOR SUBMISSION OF APPLICATIONS

5 May 2017
Call for creation of the list valid for allocation of places at the company nursery school “Piccoli Passi” of the Province Hospital Company of Lecco, for children of employees of Politecnico di Milano, Lecco Campus

<table>
<thead>
<tr>
<th>Opening and closure of the competition</th>
<th>10/04/2017 – 05/05/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for application submission</td>
<td>before 12:00 of 05/05/2017</td>
</tr>
<tr>
<td>Publication of ranking list</td>
<td>before 18:00 of 19/05/2017</td>
</tr>
<tr>
<td>Period of validity of the ranking list</td>
<td>until availability of positions</td>
</tr>
</tbody>
</table>

Information
- Call centre: 9300
- CUG Secretary: phone 02 2399.3765;
- e-mail: callcenter@polimi.it;
- cug-segreteria@polimi.it

As part of positive action “Asili Nido”, the Guarantee Single Committee of Politecnico di Milano has agreed, with the University Administration for the Educational Year 2013/14, on some places at the company nursery school “Piccoli passi” of the Hospital Company of Lecco Province, in Via Dell’Eremo 9/11, Lecco.

Art. 1 - Invitation to tender notice
This tender notice is valid for the creation of the ranking list to allocate available places at the company nursery school “Piccoli passi” of the Hospital Company of Lecco Province.

Art. 2 - Recipients and requirements for participation in the allocation of places
Can apply for admission of their children, the employees of Politecnico di Milano: Technical and Administrative staff; Teaching staff; staff that in different ways collaborates with Politecnico (Research Fellows, scholarship holders, grant holders, co.co.co, co.co.pro, teachers on contract), provided that the contract allows the presence at Politecnico for at least six months during the educational year 2017/18 and the students of Politecnico that study at Lecco Campus.

It is possible to admit children with at least 3 months, made by 31 August of each year, until the completion of the educational year in which they become entitled to admission to pre-school.

At the moment, the available places for the educational year 2017/18 are n. 1.

Art. 3 Assessment criteria
The allocation of available places will be made through ranking list.
With same score, priority will be given to families with ISEE certification with a lower amount and to the older child.

Art. 4 - Documents to be submitted for place allocation
- Application form with personal data of the parent and child(s) (form Annex 1)
- Equivalent Economic Situation Indicator (ISEE), to define the economic income bracket of the fee.
Art. 5 - Schedule and Timetable
For the E.Y. 2017/18 the access to the Company Nursery School Piccoli Passi will be possible from 1st September 2017 to 31 July 2018, from Monday to Friday, from 6:45 to 18:30.
The nursery will be closed, in addition to public holidays, on the dates shown by the service provider.

The attendance is planned as follows:
- Part-time: up to a maximum of 6 hours per day;
- Full-time: up to a maximum of 8 hours per day;

The entrance can be in the following hours:
- from 6:45 to 9:00;
- from 12:45 to 13:15 (lunch already done).

The exit can be in the following hours:
- from 12:45 to 13:15;
- from 14:45 to 15:00;
- from 16:30 onwards.

Art. 6 - Fees
For users of Politecnico (employees, co-workers in any capacity and students of Politecnico), the fees are different according to their ISEE income range:

<table>
<thead>
<tr>
<th>I CATEGORY</th>
<th>ISEE ≤ 27,000 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>II CATEGORY</td>
<td>27,001 € &lt; ISEE ≤ 45,000 €</td>
</tr>
<tr>
<td>III CATEGORY</td>
<td>ISEE &gt; 45,001€</td>
</tr>
</tbody>
</table>

Table 1: ISEE amounts

<table>
<thead>
<tr>
<th>Full-time</th>
<th>I CATEGORY</th>
<th>II CATEGORY</th>
<th>III CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>280 €</td>
<td>400 €</td>
<td>500 €</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part-time</th>
<th>I CATEGORY</th>
<th>II CATEGORY</th>
<th>III CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>190 €</td>
<td>270 €</td>
<td>340 €</td>
<td></td>
</tr>
</tbody>
</table>

Table 2: Monthly fees for users of Politecnico

Without ISEE certificate, the fee corresponding to the last income bracket will be assigned.

If the working relationship between Politecnico and research fellow, the PhD student, the contract professor or, in case of a student, the study relationship terminates during the educational year, the monthly fees, assigned according to Table 2 will be considered valid until the end of the educational year.

In case of simultaneous attendance of two or more children, the fee of the second child(s) is reduced by 20%.

Fees include meals.
During settling period, the entire monthly fee must be paid for children placed in the first 15 days of the month, and the reduced fee of 50% for children placed after the 15th day of the month.

Art. 7 - Fee payment
Upon registration, the payment of a monthly fee is required, as security that can be used only the last month of attendance to the nursery school. The security must be paid to Politecnico di Milano via bank transfer through the following bank account: Politecnico di Milano - BPS office Via Bonardi – IBAN IT34T056960162000001600X69.

The fee payment is made in advance by the 5th day of each month via bank transfer to Politecnico through the following bank account: Politecnico di Milano - BPS Office Via Bonardi – IBAN IT34T056960162000001600X69.

In case of delayed payment of monthly fees for two months (even if not consecutive), the loss of the right to custody can be decided immediately for children in Company Nursery School Piccoli Passi.
Art. 8 - How to submit an application for participation to allocation of places
Applications on ordinary paper (form Annex 1), addressed to the Head of the procedure, shall be submitted and registered, no later than 12:00 of 05/05/2017, at the Protocol Service of Politecnico di Milano, piazza Leonardo Da Vinci, 32 or by sending an e-mail to: protocollo@polimi.it with specification in the object: “Bando asilo nido Polo di Lecco”.
Such applications shall include the required documentation in order to be evaluated.
In case of applications for more than one child, each application must be submitted and registered individually.

Art. 9 - Head of the procedure
The Head of the procedure is the Dr. Cristian Borrello; to contact the head of the procedure, please write to:
- E-mail: cug-segretaria@polimi.it

Art. 10 - Selection board
The Selection Board will be nominated by the Director General of Politecnico di Milano after consultation with the CUG. Upon expiry of the deadline for submission of applications, the Commission will make a ranking list according to criteria specified in Article 11.

Art. 11 - Criteria for creation of the ranking list
The ranking list, for the access to the nursery school will be formulated taking into account the following criteria and weighting:

1. Family unit (are considered members of the family unit the son/daughter for which you are applying, the parents and his/her sisters/brothers):
   a) family where a parent has physical and/or mental disability conditions (greater than or equal to 66%) recognized by the ASL Invalidity Commission 3 points
   b) single parent family 3 points
   c) number of children (included the one for which registration is made):
      - children in the age group 0-3 years (*) 2 points for each son/daughter
      - children in the age group 4-6 years 1 point for each son/daughter
      - children older than 6 years 0.5 points for each son/daughter
   (*) Age of the boy/girl at the moment of registration application 2 points
   d) boy/girl with a disability (ASL certificate) 2 points
   e) family with other disabled children 1 point
   f) family with sisters/brothers that already attend and/or will attend, in the educational year for which you are applying for enrolment, the nursery school 1 point

2. Employment situation of parents:
   a) with both parents employed full-time 2 points
   b) with a parent employed full-time and another one part-time 1.5 points
   c) with a parent employed full-time or both employed part-time 1 point
   d) with one parent employed part-time 0.5 points

For the purposes of scores under this criteria n. 2, research fellows, PhD students, contract teachers and students are considered as part-time workers.
3. Economic category
With the same score obtained for criteria 1 and 2, priority will be given to families with lower ISEE certification.

In case of a further equal score, priority will be given to the older child.

Art. 12 - Ranking list
The ranking list related the allocation of places at the nursery school of Politecnico di Milano will be published on the University Web site within 6,00 p.m. of 19/05/2017.

The acceptance of the place must be done no later than 5/6/2017 with payment of security and confirmation of selected time period.
The lack of acceptance by parents after the above-mentioned deadline causes the renunciation to the place.

Art. 13 - Submission of applications after deadline of tender notice
If, for educational year already started, there will be availability of places, it is possible to apply for allocation, by presenting documents referred to in Art. 5 and as specified in Art. 9. The acceptance of the applications, made by the CUG, will be subject to a positive evaluation by the service provider, related to the possibility of inclusion of the child in the educational project already started.

Art. 14 - Personal data processing disclosure and on the rights of the declarant according to the Legislative Decree 30.6.2003 n. 196
Regarding the acquired personal information, we specify the following:
a) the information must be provided to ensure the economic situation of the declarant family and requirements to access the ranking list and benefit of the allocation according to the criteria of this tender notice;
b) the data are collected and used by competent authorities, including by computer, only for the purpose of being able to access the ranking list and benefit allocation and in each case for purposes of the law;
c) the data can be transmitted to the Ministry of Finance and to Guardia di Finanza for any required controls;
d) the declarant can contact, at any time, the institutions that made the declaration or certification to verify his/her data, and eventually make them updated, completed, corrected or deleted; he/she can ask the interruption of them, and refuse their treatment, if used in violation of the law. Updates, additions, corrections and deletions will affect the ranking list only if made before the expiration date of the tender notice;
e) Politecnico di Milano is the holder of the data treatment.

The Director General
Eng. Graziano Dragoni

Milan, 06/04/2017
ANNEX 1

The undersigned ___________________________ ☐ Father ☐ Mother ☐ Tutor and/or Foster parent

Employee/ Co-worker of Politecnico at Dept./ Area/ Office ___________________________

☐ Technical/Administrative ☐ Professor ☐ Researcher

☐ Research fellow ☐ PhD student ☐ Other ___________________________

If the Employee has a fixed-term contract, insert the date of termination ______________________

APPLIES FOR REGISTRATION AT THE COMPANY NURSERY SCHOOL “PICCOLI PASSI” OF LECCO

for the educational year ........../........., with frequency hours:

☐ PART-TIME ☐ FULL-TIME

for the son/daughter_________________________ ___________________________

born in __________________ on __________________ Citizenship __________________

resident in ___________________________ ZIP CODE ___________

in Via ___________________________ n. __________________

Phone ___________________________

at (specify the degree of kinship - to be filled only in case of different residence from that of the parents)

_________________________

health card N. __________________ fiscal code __________________

MOTHER: Surname Name __________________

born in __________________ on __________________ Citizenship __________________

resident in ___________________________ ZIP CODE __________________

in Via ___________________________ n. __________________

home telephone __________________ cell phone __________________ e-mail __________________

fiscal code __________________ Profession __________________
Working hours:  ☐ PART-TIME (from ..........to ..........)  ☐ FULL-TIME (from ..........to ..........)

Place of work and employer _________________________________________________________________

Address _______________________________ Phone _________________________________

FATHER: Surname Name __________________

born in _______________________________ on __________________ Citizenship __________________

resident in _______________________________ ZIP CODE __________________

in Via _______________________________ n. __________________

home telephone _______________________ cell phone __________________ e-mail _______________________________

fiscal code __________________ profession __________________

Working hours:  ☐ PART-TIME (from ..........to ..........)  ☐ FULL-TIME (from ..........to ..........)

Place of work and employer _________________________________________________________________

Address _______________________________ Phone _________________________________

For the purpose of creating the ranking list, the undersigned declares:

☐ the members of the family are n. ______________;

☐ single parent family

☐ family where a parent has physical and/or mental disability conditions (greater than or equal to 66%) recognized by the ASL Invalidity Commission;

☐ number of children (included the one for which registration is made):

- children in the age group 0-3 years n. __________________;
- children in the age group 4-6 years n. __________________;
- children older than 6 years n. __________________;
- boy/girl with a disability (ASL certificate) __________________;
- family with other disabled children ______________;

☐ family with sisters/brothers that already attend and/or will attend, in the educational year for which you are applying for enrolment, the nursery school of Politecnico.

☐ ISEE certificate (without the document the last income bracket will be assigned)

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1 The members of the family are: the parents of the boy/girl for which you are applying, the child and any other children

Positive action of the Guarantee Single Committee of Politecnico di Milano
DECLARATION

The undersigned declares to be aware that in case of false declarations to the statements made above, in accordance with Article 76 of the Decree of the President of the Republic n. 445/2000 shall incur in penalties provided by Art. 483 and following of the penal code, as well as in loss of benefits obtained in accordance with Art. 75 of Presidential Decree 445/2000.

Milan, ___________________________ Signature ___________________________

IDENTITY DOCUMENTS

TYPE ___________________________ N. ___________________________
ISSUED BY ___________________________ ON ___________________________

The undersigned declares to be informed that, according to Legislative Decree 196/2003, the data provided will be used for the purposes of creating the ranking list and any possible registration and, for this reason, s/he agrees.

Milan, ___________________________ Signature ___________________________

Annexes: n. .......................