REGISTRATION TO SCHOOL SERVICES:

PRE AND POST SCHOOL - TRANSPORT – REDUCTION OF SCHOOL CANTEEN RATES – SPECIAL DIETS

SCHOOL YEAR 2022/2023

The school services are intended for students of the schools in Cassano d'Adda, with working parents or single parent (or parental responsibility holder/s).

Applications must be submitted starting from 27/06/2022 and **no later than 16/08/2022**.

The municipal administration reserves the right to re-open the terms of registration only in the presence of additional available places by providing adequate communication to citizens through the website.

Upon registration, it is possible to request the services for the whole year or parts of it.

In the event that the requests exceed the available places and the financial resources do not allow the establishment of a new service, a waiting list will be drawn up taking into account the priorities indicated in the "Guidelines for School Services" published on the website.

These services are reserved for families who have no outstanding debts to school services, otherwise the registration may be rejected.

The rates for the services are decided by the municipal administration.

HOW TO APPLY

The requests for school transport services, pre- and post-school, canteen rates reduction and personalized diet are presented digitally through *Sportello Telematico Polifunzionale di Spazio Città di Cassano d'Adda* (the Multifunctional Telematic Desk of the City of Cassano d'Adda) by selecting *servizi scolastici culturali e sportivi* (cultural and sport school services):

- *Ristorazione scolastica* (School catering)link: https://spaziocitta.comune.cassanodadda.mi.it/action:c_c003:ristorazione.scolastica
- *Trasporto scolastico* (school transport services)link: https://spaziocitta.comune.cassanodadda.mi.it/action:c_c003:trasporto.scolastico
- *Pre e post scuola* (pre- and post-school) link: https://spaziocitta.comune.cassanodadda.mi.it/action:c_c003:pre.post.scuola

To submit the application, it is necessary to authenticate with CNS, that is Carta Nazionale dei Servizi/*Tessera sanitaria* (Medical Card), or CIE (Electronic Identity Card), or *SPID* (Public System of Digital Identity).

If the application has been sent correctly, the system sends a confirmation email. Then, you have to log in back to the online portal to check the date and the protocol number of your application. **Be aware that in the rankings you will find these two elements to indicate your application.**

The offices of *Spazio Città* are available for support in:

- Issuing SPID or PIN of CNS and CIE;
- Going to the new *"Online Insieme"* desk, activated by the municipal administration in order to give assistance in sending electronic requests. This desk opens, only by appointment, at the following times:
    - Monday, Tuesday and Saturday from 8.30 to 12.30
    - Thursday from 9 to 12.30 and from 14.40 to 18.40

To book an appointment you can:

- Send an e-mail to demografici@comune.cassanodadda.mi.it providing your phone number in order to be contacted;
- Call the number *0363.366226* in the opening hours of *Spazio Città*

Applications received by e-mail or in ways other than those described above will not be taken into account.

PRE- AND POST-SCHOOL SERVICES

Pre and post-school fees for the 2022/2023 school year (approved by municipal administration) can be found in the following table:

PRE- AND POST-SCHOOL FEES **2022/2023**	
TYPE OF SERVICE	**MONTHLY FEE**
CRISTO RISORTO – GROPPELLO - CASCINE PRE-KINDERGARTEN (30 MINUTES)	€ 15,00
PRE-PRIMARY SCHOOL (1 HOUR)	€ 30,00
POST-PRIMARY SCHOOL (1 HOUR)	€ 30,00
GROPPELLO POST-KINDERGARTEN (1,5 HOUR)	€ 45,00
CRISTO RISORTO POST-SCHOOL (1 HOUR)	€ 30,00
CRISTO RISORTO POST-SCHOOL (2 HOURS)	€ 60,00

For the pre- and post-school service for the 2022/2023 school year, the Municipal Administration has established as follows:

• Pre and post-school services will be subject to a fee in all the school complexes where they will be activated;

• The pre or post school services will be activated with at least 10 students;

• In all the school complexes where the after-school service is active, the afternoon snack is borne by families.

To certify the status of working parent it is possible:

1. To attach the employer's declaration to the application to the school service

   OR

2. To self-certify this condition by filling out the dedicated section in the registration form.

The attendance to the services will be monitored by the managing body and the municipal administration**: in case of prolonged absence for periods of more than three weeks and in the absence of written and documented justification, it may cause the end of the participation** and the replacement with students on the waiting list.

TRANSPORT SERVICE

School transport service fees for the 2022/2023 school year can be found in the following table:

SCHOOL TRANSPORT SERVICE FEES 2022/2023	
TYPE OF SERVICE	**MONTHLY FEE**
One way trip	€ 24,00
Return way	€ 24,00
Round trip	€ 48,00

Regarding school transport service in 2022/2023, the municipal administration has established the following:

- Free service for those enrolled in the school complex of the district of Cascine San Pietro;
- 30% discount in the presence of a brother enrolled in the same service;
- 50% discount in the presence of more brothers enrolled in the same service;
- Paid transport service also for high school students residing in the district of Cascine S. Pietro.

The four school bus lines with relative stops will be available on the website *of Spazio Città*. After choosing the line of interest, each family must register the round trip stops.

Once the rankings for pre and post-school and transport school services have been defined, they will be published on the institutional website.

In compliance with current legislation on privacy, it is specified that the rankings will be drawn up using the protocol number and date of submission of the application.

SUMMARY OF PAYMENT METHODS FOR PRE- AND POST-SCHOOL SERVICES AND SCHOOL TRANSPORT

With regard to school transport services and pre- and post-school, the municipal administration has established that:

1. The services are reserved for families that do not have any debts related to school services and for this reason the registration can be rejected (or the service can be interrupted in case that the payment is not be made within the deadline);
2. The payment documents will be in the name of the parent requesting the service, therefore, the personal data - tax code – address – telephone number – email must be correctly reported in the application;

a) School service fees are monthly and fixed regardless of the days of use, therefore, the days of non-use of the services cannot in any case constitute any right to reimbursement, excluding cases of service suspension by the municipal administration for unpredictable causes.

3. The advance payment of the annual fee for school transport services, pre and post school will be requested two (2) times during the school year: the first by 30 September, the second by 31 January.
4. Citizens can renounce (partially or totally) the requested service by 30 September, or by 31 January for the January-June period. The renunciations to the service presented after these dates will not give the right to any refund;
5. In case of incorrect or undue payments, the Municipality will deduct the sums already collected in the next bill.
6. Receipts for payments must be kept by the families, as required by the law.
7. The non-payment of the school services fee within the terms indicated in the payment request will cause the exclusion from the service and possible replacement with another user in the waiting list, in the event that the families do not respect the repayment plan.

Please be aware that in the event of any emergency, for unforeseen and unpredictable causes, the methods of requesting payments for the aforementioned services may be subject to changes and / or suspensions.

For the Transport and pre-post school services, the following reductions are envisaged for the year 2022-2023:

- 50% discount in September for primary and middle school students;
- **25% discount in September for kindergarten students;**
- 25% discount in December and January for all students regardless of the school they attend;
- 25% discount in the of month of Easter holidays for all students regardless of the school they attend;
- 50% discount in June for primary and middle school students.

SCHOOL CANTEEN

The following information relating to the school catering service will remain valid until the ending of the still-in-progress tender procedures for the identification of the Company that will manage the service.

PERSONALIZED DIETS

It is possible to apply for a special diet for the following reasons:

ETHICAL-RELIGIOUS DIETS:

The application will be valid for the entire schooling or until formal renunciation. Therefore, applications submitted in the last school year are automatically renewed.

DIETS FOR CHRONIC PATHOLOGIES

Special diet requests for chronic diseases (celiac disease, etc.) **with the relative medical certification, as prescribed by ATS** *(Health Protection Company)*, are valid for the entire school career or until formal renunciation.

DIETS FOR ALLERGIES AND INTOLERANCES

For this type of requests, it is necessary to submit an application annually, attaching the **relative medical certificate, as prescribed by ATS.**

In order to allow an adequate organization of the service, it is essential to submit the request for special diet before the start of the school year. Applications must be submitted electronically on the *Spazio Città* website, following the indications described in the "*MODALITA' DI ISCRIZIONE*" (registration method") paragraph of this document.

HOW TO REQUEST FOR REDUCTION OF SCHOOL CANTEEN FEES S.Y. 2022/2023

Residents of Cassano d'Adda can take advantage of discounted rates, at the time of enrollment and before the start of each school year. It is essential to electronically fill in the application form on the Spazio Città website, following the instructions described in the "*MODALITA' DI ISCRIZIONE*" (registration method") paragraph of this document.

The request, that provides for the insertion of the ISEE value (income bracket), **will be valid for the entire school year**.

For the requests presented after the school year beginning, The reduced cost will be applied from the day in which the request has been presented, while the meals consumed up to that

date will be charged at the maximum rate.

	I.S.E.E. VALUE (INCOME BRACKET)	Preferential rate*
1st bracket	da € 0,00 a € 6.000,00	€ 2,14
2nd bracket	da € 6.000,01 a € 12.000,00	€ 3,77
3rd bracket	da € 12.000,01 a € 18.000,00	€ 4,93
4th bracket	da € 18.000,01 in poi	€ 5,23

**subject to ISTAT adjustment or any amount deriving from the tender in progress*

These rates will increase during the school year at the end of the tender procedure for the school catering service.

The band immediately lower than that of belonging is applied in the following cases:

a) in the case of a family unit with an ISEE certificate equal to or less than 20,000 euros and with three or more minors of which at least two attending the school canteen (facilitation granted for a child);

b) in case of a single-parent family unit with ISEE certification equal to or less than 12,000 euros and with dependent minors (facilitation granted for a child);

c) in the event of a change in the family's economic situation due to a change in the working status for at least 6 months with respect to the ISEE certification presented. This change has to be documented by specific declaration (declaration of dismissal or registration in the office for employment) and current ISEE.

The municipal administration reserves the right to carry out the appropriate checks on the declarations made.

For the 2022/2023 school year, the maximum rate will be applied in the following cases:

• if the student is not resident in the Municipality of Cassano d'Adda (except for specific agreements that will be made with the respective municipalities of residence);

• failure to submit the application for exemption / reduction;

• in the presence of incomplete or untruthful ISEE certificates;

• in the presence of ISEE certificates that report omissions and / or discrepancies found by INPS.

For situations related to serious economic hardship, after evaluation by the municipal social service, further reductions or exemptions may be granted.

On the municipal website, the "Information Notes" will be shortly available in the following languages: Arabic, Spanish, French, English, Chinese, Albanian.

For any information relating to the services, please refer to the "Guidelines for School Services" published on the website of the Municipality of Cassano d'Adda.

The Public Education and Educational Assistance Operating Unit of the Municipality remains available for any clarification via the following contact details:

mail: serviziscolastici@comune.cassanodadda.mi.it

Human services - phone number 0363-366253 (from Monday to Friday 9-12.30 am; Tuesday and Thursday 2-4 pm)