



NURSERY "POLICINO"(1-3 years children)

**Call for the assignment of positions at the nursery of the Politecnico di Torino,
school year 2018-2019**

Period of time to submit the applications: April 19th 2018- May 17th 2018

Deadline for applications: May 17th 2018, h 12:00 a.m

Ranking list results publication: by May 31st 2018

Ranking list-valid period of time: until April 30th 2019

Introduction

Within the framework of the initiatives to support and facilitate the relationship between life and work of the female and male workers of our Institution, a nursery service called *Policino* located in Corso Castelfidardo 51 is made available by Politecnico di Torino for the school year 2018-2019. The nursery service will be integrated with a baby-parking service according to the following modalities:

- Policino will be open from Monday to Friday, from 8.00 a.m. to 4.30 p.m., from September 10th 2018 to July 31st 2019¹. After 4.30 p.m and until 7 p.m, the nursery will be available as baby-parking service. For the children who are enrolled in the nursery, the first hour in the babyparking (from 4.30 p.m to 5.30 p.m.) is included in the monthly fee.
- The operating modalities of the baby parking service in the Summer period (July-September) for 2019 will be fixed and communicated during the year.

Art. 1 - Call publication

The present call is published in order to collect applications and constitute a ranking list to assign the available positions at the nursery Politecnico di Torino, located in Turin, Corso Castelfidardo 51, for the school year 2018-2019. At present, the number of available positions of the structure corresponds to 8 full time children².

¹ according to art. 7 of the call

² the actual number of available positions on the basis of the greatest capacity of the structure may vary according to the attendance typology required by parents (full-time or "vertical part-time")



Art. 2 – Year 2018/2019 calendar, service duration and timetable

1. As for the school year 2018/2019, the activities of *Policino* will be available from September 10th 2018 until July 31st 2019³. The nursery calendar will be based on the school calendar of the municipal nursery schools; please note that in the days in which the municipal nursery schools are closed for holiday, *Policino* will be open and available as baby parking service (national and local holidays excluded).
2. *Policino* is open from Monday to Friday from 8.00 a.m. to 4.30 p.m, according to the following attendance rules:
 - full-time (from Monday to Friday, from 8.00 a.m. to 4.30 p.m)
 - “vertical” part-time (two or three days per week, from 8.00 a.m. to 4.30 p.m)
 - “horizontal” part-time (from Monday to Friday, from 8.00 a.m. to 1.00 p.m, lunch time included).

Arrival time (from 8 a.m to 9.30 a.m) and hometime (from 3.30 p.m to 4.30 p.m) can be flexible in order to better combine both the needs of female and male workers and of children.

Moreover, in order to better satisfy the needs of the parents and the children, further flexibility may be offered within the framework of *Policino* service operating rules and/or agreed with the body which runs the nursery service. The applicants fill the annex A indicating their attendance preferences in the attendance options; however, Polito may assign positions according to other attendance options, based on the number of available positions, number and options of the submitted applications.

3. For the children who attend *Policino* the attendance of the baby-parking service (from 4.30 p.m to 5.30 p.m.) is included in the monthly fee. After 5.30 p.m, children are allowed to access the baby parking service after having regularly made a reservation and paid for it, according to the rules. Children are not allowed to stay in *Policino* more for than 10 hours per day.

Art. 3 - Users

1. The nursery can host a maximum number of 20 children (among these 20 positions, 4 positions will be reserved to part-time attendance, but they may be assigned to full-time applicants, if applications for the part-time service are not submitted), between 12 and 36 months old.
2. All the admitted children have the right to attend the nursery *Policino* according to the following criteria:

³ according to art. 7 of the call



- a) until they are 3 years old;
- b) limited to the job contract period or to the Polito courses attendance by the parent who applies.

Even though the conditions expressed in points a) and b) are not satisfied during the year, it will be guaranteed that children attend *Policino* until the end of the school year.

3. In order to be admitted in Policino, children must be one year old within October 31st 2018. On the basis of all the submitted applications, the names of the children who are admitted will be inserted in a ranking list, according to the criteria expressed in the following art.4. This ranking list will be used in order to assign the positions which are immediately available or which will be available by April 30th 2019.
4. Applications related to the admission of children who will be one year old between November 1st 2018 and December 31st 2018 may be accepted, as well. A waiting list taking into consideration these applications will be worked out and be used according to the criteria expressed in following art.4, only if all the positions included in the merit ranking list (point 3) have been assigned.
5. For the school year 2018/2019, applications submitted after the closure of this call and before February 28th 2019 may be accepted, as well. These applications are restricted to those children who will be one year old within March 31st 2019. Applications will be evaluated by a Judging Commission (see art. 12) according to the criteria expressed in following art. 4 and they will be positioned in the ranking list below the positions related to the applications submitted within the deadline. These applications will be taken into consideration only if the positions deriving from the ranking list and the waiting list worked out according to point 3 and 4 will be completely assigned.

Positions will be assigned on monthly basis, according to the abovementioned ranking list, by taking into consideration only the children who will be one year old within the last day of the month following the month in which the positions are available. The updated ranking list will be published on the official register of Politecnico and on the Polito intranet accessible through the following link <http://www.swas.polito.it/services/cug/>

6. The categories of people who are eligible to submit the enrolment application for their children are:
 - a) technical and administrative staff
 - b) faculty staff
 - c) fellowships holders (employment contract with Politecnico)



- d) external collaborators with an employment contract with Politecnico
- e) PhD students and students enrolled in Polito PhD courses
- f) staff belonging to companies and external bodies which have an agreement with Politecnico

Please note that, in order to be eligible to submit their application, to be enrolled in the nursery service and to keep the position in the ranking list, the applicants must belong to one of the above-mentioned categories.

Art. 4 – Ranking list: criteria

1. The positions for the nursery *Policino* are assigned according to the ranking list, worked out on the basis of criteria which take into consideration all the aspects that make the relationship between applicants' life and work difficult, with the aim of favoring the workers welfare and of assuring the effectiveness of the service.
2. The ranking list will be unique and worked out on the basis of the applications submitted by the staff according to the following order :
 - a) full time technical and administrative staff
 - b) full time academic and researcher staff
 - c) part time technical and administrative staff
 - d) part-time academic and researcher staff
 - e) fellowship holders (employment contract with Politecnico)
 - f) external collaborators with an employment contract with Politecnico
 - g) PhD students and students enrolled in Polito PhD courses
 - h) Staff belonging to companies and external bodies which have an agreement with Politecnico
3. Therefore, the ranking list will be worked out on the basis of the following criteria and points:

Family Unit (in the family unit of the child for whom the application is submitted, the members to be considered are the parents living together and any brother or sister):

- a) number of children (including the child for whom the application is submitted):
 - children 0-3 years **2 points** to each child
 - children 4-6 years **1 point** to each child
 - Minor children who are more than 6 years old **0,5 points** to each child
- b) Alternatively:
 - b1) family unit including a parent who is in physic and or psychic conditions compared to invalidity (equal or more than 66%) (ASL- local health institution certification) **2 points**
 - b2) family unit including a parent who can be entitled to the treatment of the Italian law 104/1992 (ASL- local health institution certification) **3 points**



- c) single-parent family unit (where the child is recognized by a single parent or family unit with a dead parent or a single parent who is entitled to the parental authority)⁴ **3 points**
 - d) family unit with separated parents or parents who applied to a court obtain a separation, divorced, unmarried (only if they do not cohabit permanently)⁵ **1,5 points**
 - e) disabled child for whom the application is submitted (ASL- local health institution certification) **3 points**
 - f) family unit with other disable minors (ASL- local health institution certification) ... **2,5 points**
 - g) brothers or sisters for whom the enrolment application is submitted for the same school year **1 point**
4. If applicants meet all the necessary requirements, the priority is given firstly to the female parent/applicant, secondly to the child belonging to the family unit with an lower ISEE (economic situation index) and, finally, to the child with an older age.

Art. 5 – Documents to submit in order to participate in the call

1. Application (annex A) duly filled in and signed.
2. Family unit's Equivalent Economic Situation Indicator (ISEE) 2018. Submitting ISEE is not compulsory; if it is not submitted, the corresponding fee to be paid will be the highest one and any preference criteria, according to art. 4.4 of the call can be applied.

⁴ A single-parent family unit is a family unit formed by single parent who apply and live with his/her child. Please note that if the applicant is remarried or cohabits permanently with another person, any point can be assigned.

⁵ Ibidem.

Art. 6 - Fees

a) Monthly fees for the applicants referring to points a), b), c), d), and e) of art.3, paragraph 6 of the call refer. Fees are differentiated according to the ISEE⁶ income range:

1. Range up to Euro 32.000
2. Range more than Euro 32.000

Attendance typology	1 RANGE	2 RANGE
Full-time	Euro 235	Euro 290
Vertical P/T, 2 days fixed per week	Euro 140	Euro 165
Vertical P/T, 3 days fixed per week	Euro 195	Euro 230
Part-time-morning	Euro 180	Euro 215

b) Monthly fees for those who apply in accordance with point f), art. 3, paragraph 6 of the notice

- **Full-time attendance**, Euro 750
- **“Vertical” Part-time attendance:**
 - 2 days per week, Euro 340
 - 3 days per week, Euro 480
- **Part-time attendance morning**, Euro 480

If more than one child attend *Policino*, the fee corresponding to the second child/children will be reduced by 20%.

Referring to art.3, point 6, if the category of an applicant changes (from a,b,c,d,e to f and viceversa) during the school year 2018-2019, if the applicant intend to enroll for the following school year, the fees for the school 2019-2020 will vary on the basis of the new category.

The fees do not include meal charges, which are ruled by art.8 instead.

⁶ The Family unit's Equivalent Economic Situation Indicator (ISEE) has to be submitted also if applicants intend to enroll for the next school years (from the second year on) in order to benefit from the position in the first ISEE income range.

The Family unit's Equivalent Economic Situation Indicator (ISEE) can be submitted, if applicants intend to enroll for the next school years (from the second year on), also by those ones who were assigned the second ISEE income range, if the income situation has changed.



Art. 7 - Nursery service during July 2019

During July 2019 the nursery service (from July 1st to July 31st) will be guaranteed only after checking that the number of the children who attend the nursery are at least to 10. As a result, parents are required to confirm the attendance of their child during the month of July by April 15th 2019 and to pay the July monthly fee subsequently.

If the minimum number of attending children is not reached, the nursery service will be available until June 28th 2019; from July 1st 2019 *Policino* will work as Baby parking, in order to optimize the capacity of its structure and to meet all different needs of the staff.

Art. 8 - Meals

The nursery service includes lunch time and snack time (in the morning and in the afternoon). The canteen service will be assigned to an external service supplier and it will be charged Euro 6,00 maximum (Vat included) for each meal. Meals may be purchased and paid to the Polincontri Association.

Art. 9 – Fees payment

1. Once the ranking list is published, the applicants to whom positions have been assigned must confirm the enrolment within 10 working days and commit themselves to pay to the body which runs the nursery service a deposit which corresponds to a monthly fee. Deadlines and modalities will be defined subsequently. The deposit will be paid back on the last monthly attendance fee.
2. Payment modalities: fees must be paid directly to the body which runs the nursery service through bank transfer or non-transferable bank check, within the day 5 of the each month.

Art. 10 – Application submission procedure

The paper applications (Annex A) addressed to the Responsible for the procedure – ref. Micronido Policino, have to be submitted by hand or by fax to 011 0906329 to the Record Office of Politecnico di Torino (Ufficio Protocollo, office hours: from Monday to Friday, 9 a.m - 4 p.m), located in Corso Duca degli Abruzzi 24, **by 12 a.m. on May 17th 2018** (otherwise they will be excluded). In order to be evaluated properly, the applications will have to be submitted together with all the necessary documents. If applications are submitted for more children, they have to be handed in and submitted to the Record Office singularly.



Art. 11 – Procedure Responsibility

The person responsible for the procedure is Dr. Enrico Borgo, Service for Organisation Development and Welfare – Human Resources and Organisation Area; phone number 011-0906392; ruo.formazione@polito.it .

Art. 12 – Judging Commission

The Judging Commission will be appointed with Director-General's decree which will be published on the Polito intranet and accessible through this link <http://www.swas.polito.it/services/cug/>

Art. 13 – Ranking list

The ranking list will be published by May 31st 2018 on the official register of Politecnico and on the Polito intranet accessible through the following link: <http://www.swas.polito.it/services/cug/>

The ranking list will be valid until April 30th 2019.

Art. 14 – Information about the personal data treatment

In relation to submitted personal data, it is important to highlight what follows:

- a) In order to enter the ranking list and access a position, the requested data must be necessarily submitted so that the applicant family unit economic situation of the and all the other requirements can be checked;
- b) Data are collected by the institutions in charge and employed with the only aim of working out the ranking list and assigning the positions, also by using the necessary information technology tools, according to the Italian law;
- c) Data can be communicated to the Italian Ministry of Economy and Finances and to the Italian Finance Guard for the necessary check procedure.
- d) In any moment, the declarant can address the bodies to which he/she submitted the declaration or the certification to check, update, integrate, rectify or cancel the data which concern him/her, require a block and oppose to the treatment, if data are treated against/by violating the law. Updates, integrations, rectifications and cancellations will influence the ranking list only if they take place within the notice deadline.



- e) The Politecnico di Torino is holder of the treatment of the data.

Art 15 – Legal aspects and rules

1. Please note that children have to be vaccinated in accordance with the Italian law. This represents a compulsory entry requirement to be enrolled in the Nursery Policino.
2. Please note that some rules may not be included in the Call, so kindly refer to the current Italian law.

Annex

A) Enrolment application form for the school year 2018-2019 for nursery *Policino*

Turin, April 19th 2018

Director-General
(Dott A. Tommasin)
A.Tommassin