

**ANNOUNCEMENT FOR APPLICATIONS OF SISSA INTERNAL USERS
FOR ENROLLMENT IN SISSA'S KINDERGARTEN
"La SISSA dei Piccoli"**

EDUCATIONAL YEAR 2025/2026

Applications can now be submitted for enrollment in SISSA's kindergarten "La SISSA dei Piccoli" for the educational year 2025/2026, that will start on September 1st, 2025 and will end on August 31st, 2026.

The kindergarten is located in the B1 building of the SISSA campus, in Via Bonomea no. 265 – Trieste, and can take in 21 children from the ages between 13 and 36 months. The capacity of the kindergarten can be increased by 15% (overbooking), for a total of 24 children, in accordance with art.11 of D.P.Reg. Friuli Venezia Giulia October 4th, 2011 no. 230/Pres.

The concession procedure for the management of the kindergarten is underway. Matters concerning admission, management and organization of the kindergarten are governed by the "Regulations regarding the management of SISSA's kindergarten" issued by Director's Decree no.189/2018 dated March 16th, 2018 – Attachment A (hereinafter referred to as the "Regulations"), which forms an integral part of this Announcement.

1. Requirements for enrollment in the kindergarten

To be enrolled in the kindergarten, at the beginning of the educational year, children must be over 13 months and under 36 months of age on September 1st, 2025.

An essential requisite for access to the SISSA Kindergarten is the fulfillment of vaccination requirements provided by law for access to Municipal Kindergartens of Trieste.

Only children who have received all the compulsory vaccinations may attend the kindergarten (see: Compulsory Vaccinations According to the Decree-Law of May 19, 2017). The compulsory vaccinations may only be omitted or deferred in cases of proven danger to the health of the child, when specific clinical conditions, duly documented, are present.

The Management will verify violation of mandatory vaccination obligations.

2. SISSA internal users

Admission to the kindergarten is reserved primarily for the children of persons who hold a position (work/research/collaboration) at SISSA (administrative and technical personnel, professors, researchers, research assignment and fellowship holders, students, collaborators), defined as "SISSA internal users".

The following may apply:

- persons who hold a position of work/research/collaboration at SISSA for the duration of at least one year from the date of the application;
- winners of public competitions for work/research/collaboration positions for one year at SISSA, who start before December 31th, 2025 (included);
- persons who have signed no contract at SISSA may apply, if they have got the grant for a contract in order to carry out researches at SISSA for the duration of at least one year from the date of the application, upon SISSA's official commitment to host the researcher at its offices so that he/she can carry out research activity in collaboration with the Scientific Areas of the School, with no costs to be charged to the Administration.

With regard to the persons who hold a position (work/research/collaboration) at SISSA subject to renewal, in case the renewal of the contract has already been approved by SISSA's bodies in charge when the application is filed, in the determination of the annual duration of the contract the time of renewal will also be considered.

Applications should be presented for children who will turn 13 months of age by December 31st, 2025.

For children who turn 13 months of age after December 31st it is possible to apply for admission to the kindergarten, during the educational year, after the child is 11 months old, as specified in the Regulation.

3. Organization and opening hours

The kindergarten will remain open 12 months a year. The educational year starts on September 1st and terminates on August 31st of each year.

The kindergarten will be open from Monday to Friday, from the first business day of the month of September until the last business day of the month of August of each year.

The kindergarten will remain closed on weekends and public holidays (civil or religious festivities recognized by the State)

Other possible closures will be communicated to the families, in accordance with the Regulations.

If the attendance to the kindergarten is lesser than 5 user, during Christmas Holidays and the August 15th week SISSA can authorize the kindergarten closure for more than 2 days. The Management demonstrates the low-attendance through a survey among all the kindergarten users.

The kindergarten will be open from 7.30 a.m. to 5.30 p.m. from Monday to Friday. The children will be received from 7.30 a.m. to 9.30 a.m.

The children can be collected as follows:

- part-time attendance from 1.15 p.m. to 2.15 p.m.
- full-time attendance from 3.00 p.m. to 5.30 p.m.

The attendance of the children should be continuous.

4. Fees to be paid by the families of SISSA internal users

The amount of the monthly fee will be communicated to families following the conclusion of the concession procedure.

The monthly fee for full-time attendance to be paid by SISSA internal users will be defined according to the ISEE bracket of the SISSA internal user and the corresponding amount of SISSA's contribution.

Methods of contribution to the kindergarten fee are defined in "Regulation governing social welfare benefits for SISSA employees, students and research fellows" and published on the webpage [Benefici socio - assistenziali | Scuola Internazionale Superiore di Studi Avanzati](#) - "Criteri e modalità"; they are based on ISEE certification (so-called "Minorenni", in the case of unmarried parents who are not living together).

The brackets of ISEE correspond to the following contributions of SISSA:

THE BRACKETS OF THE ISEE		SISSA MONTHLY CONTRIBUTION
I	from € 0 to 25.000	€ 485,00
II	from € 25.000,01 to € 30.000,00	€ 455,00
III	from € 30.000,01 to € 35.000,00	€ 425,00
IV	from € 35.000,01 to € 40.000,00	€ 395,00
V	more than € 40.000,00	No SISSA contribution

For part-time attendance, monthly amount of the fee to be paid by the family and monthly amount of SISSA contribution are reduced by 25%.

The contribution will be directly paid by the School to the Management of SISSA's kindergarten.

The fees deducting SISSA contribution should be paid by the families directly to the Management, within the 10th day of each month following the attendance, in accordance with the indications given by the Management, who will issue a receipt confirming the payment.

The fees do not include the cost of meals which must be paid by the families when they pay the fees, on the basis of the number of days that the child has attended kindergarten.

The meals will be supplied by the same company that runs SISSA's cafeteria and each daily meal costs Euro 4,97 VAT included. This amount is subject to adjustment due to inflation.

The monthly fee may be reduced in cases foreseen by art.18 of the Regulations.

If two children attend the kindergarten, the full monthly rate will be paid for the first child, while for the second the fee will be reduced by 50%.

We inform that SISSA's kindergarten is in the process of renewing its accreditation for the purposes of requesting Regional contributions. Further information at the following link:

<https://www.regione.fvg.it/rafvfg/cms/RAFVG/famiglia-casa/politiche-famiglia/>

5. Application procedure for enrollment in SISSA's kindergarten for the educational year 2025/2026

Applications and confirmations for enrollment of SISSA internal users in the kindergarten should be sent **not later than Friday 28th March, 2025** by e-mail to: protocollo@sissa.it up until the above-mentioned deadline.

The applications should be presented using the form attached to this announcement (Attachment B), which can be found on the website <https://titulus-sissa.cineca.it/albo/> and should include:

- a) "Regulations regarding the management of SISSA's kindergarten", signed on the last page in acceptance by the parent making the application, and which is attached, as an integral part, to this announcement (Attachment A);
- b) a photocopy of a valid identity document of the parent making the application;
- c) a copy of valid ISEE (indicator of equivalent economic situation) certification, so-called "Ordinario" or "*Minorenni*", for the grant of SISSA contribution; if not at disposal at the moment of the submission of the application, it may be consigned not later than 30st April 2025.

The number of places reserved for children of internal users will be determined in accordance with art. 4 of the Regulations. We inform that SISSA had finalized an agreement with the Municipality of Trieste to make available 4 places for children included in the council lists for the educational years 2023/2024, 2024/2025 and 2025/2026. The places reserved to internal users for the educational year 2025/2026 amount to 18.

6. Classification list for SISSA internal users

If the number of requests for enrollment exceeds the number of places available, a classification list will be drawn up using the criteria indicated in art. 4 of the Regulations.

The School reserves the right to verify the truthfulness of the declarations presented, in accordance with the laws disciplining self declarations.

7. Validity of the classification list

Requests for enrollment which cannot be satisfied will remain valid until a new classification list is drawn up for the following year, and the children will be admitted even after the educational year has commenced if further places become available. Applications received after the deadline of this announcement will be inserted, following their order of arrival, at the bottom of the current classification list in order to allow new entrants to the kindergarten if places become available.

8. Enrollment of internal users

SISSA will transmit the communication of acceptance of the application for admission to the e-mail address indicated by the applicants in the application form. Following receipt of this communication, the families who have been offered a place should confirm, by the 31st of May 2025, the enrolment in the kindergarten by presenting to the Management the receipt of payment of a deposit of € 300.00. The deposit should be made in accordance with the instructions indicated in the communication of admission to the kindergarten.

In the case of confirmation of enrollment of children who already attend the kindergarten, the deposit paid for the educational year 2024/2025 will be withheld as deposit for the educational year 2025/2026.

The deposit is intended to guarantee participation in the initial introduction period, and the attendance of the child for the educational year for which it is given. If the child does not participate in the initial entrance period within 30 days following the deadline indicated for the initial entrance period, the deposit will be kept by the Management as a form of indemnity.

For all matters not expressly mentioned in this Announcement and for information of a general nature regarding the educational services offered, please refer to the Regulations regarding the management of SISSA's kindergarten "La SISSA dei Piccoli" (Attachment A).

In accordance with Regulation (EU) 2016/679 "General Data Protection Regulation" and with D.Lgs 196/2003 all personal data received will be treated, also with information technology, exclusively for the use of the present procedure.

For information contact SISSA's Ufficio Gestione e Sviluppo Risorse Umane – (e-mail: asilonido@sissa.it).

There are attached to this Announcement:

- Attachment A) "Regulations regarding the management of SISSA's kindergarten";
- Attachment B) "Application for enrollment in SISSA's kindergarten for the educational year 2025/2026".

THE GENERAL SECRETARY
dr. Marco Rucci
(Italian version signed digitally)

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