

**CALL FOR APPLICATIONS FOR ENROLLMENT  
FOR SISSA INTERNAL USERS AT THE NURSERY SCHOOL  
"La SISSA dei Piccoli"**

**EDUCATIONAL YEAR 2026/2027**

It is hereby announced that the submission period for enrollment applications to the SISSA nursery school "La SISSA dei Piccoli" for the educational year 2026/2027 is open. The educational year starts on 01.09.2026 and ends on 31.08.2027.

The Nursery is located in building B1 within the SISSA campus at via Bonomea n. 265 – Trieste, and is set up to accommodate 21 children aged between 13 and 36 months. The nursery's capacity can be increased by 15% (overbooking), for a total of 24 places, pursuant to Article 11 of Friuli Venezia Giulia Regional Presidential Decree dated 4 October 2011, no. 230/Pres.

Access, operation, and organization of the Nursery are governed by the "Regulations for the management of the SISSA Nursery School" issued by the Director's Decree n. 189/2018 dated 16.03.2018 – Attachment A (hereinafter "Regulations"), which forms an integral part of this call.

In this call, masculine terms refer to persons of all genders and identities.

## **1. Admission Requirements**

Children who have reached 13 months of age and have not exceeded 36 months as of 1 September 2026 may be admitted to the Nursery at the start of the educational year.

Admission to the SISSA Nursery requires fulfillment of the vaccination obligations provided by current regulations for access to nurseries affiliated with the Municipality of Trieste. Vaccination may be omitted or postponed only in cases of concrete danger to the health of the minor and/or their cohabitants, as certified by the family doctor employed or affiliated with the National Health Service by the competent Health Service Company or other public health facility, or where mandatory vaccinations administered exclusively by the National or Regional Health Service are not available.

Only children whose families have fulfilled the vaccination obligations under current regulations will be admitted. The relevant check will be carried out by the managing company.

## **2. SISSA internal users**

Access to the Nursery is primarily reserved for children of those who have an employment/research/collaboration relationship with SISSA (administrative and technical staff, faculty, researchers, research staff, fellows, students, collaborators), defined as "SISSA internal users". Research staff includes holders

of Research Grants, Research Contracts, Research Assignments, and Post-doc Assignments.

Applications may be submitted by:

- those who hold an employment/research/collaboration relationship with SISSA of at least one year's duration from the date of application submission;
- those who are winners of a competition for an employment/research/collaboration relationship with SISSA of at least one year's duration, starting by 31.12.2026 (inclusive);
- those who, although not having a contract with SISSA, have obtained funding for a contract of at least one year's duration from the date of application submission, to carry out research activities at the School's premises, based on a formal commitment from SISSA to host the individual researcher at its premises for research activities in collaboration with the School's scientific Areas, without costs to the Administration.

Regarding holders of employment/research/collaboration relationships with SISSA subject to renewal, if the contract renewal has already been approved by the competent SISSA bodies at the time of application, the one-year duration will also take into account the renewal period.

Applications may be submitted for children who turn 13 months by 31.12.2026.

For children turning 13 months after 31 December, admission applications may be submitted during the academic year, after the child reaches 11 months of age, according to the procedures indicated in the Regulations.

### 3. Operation and hours

The Nursery is open 12 months a year. The educational year starts on 1 September and ends on 31 August each year.

The Nursery service runs from Monday to Friday, from the first working day of September to the last working day of August inclusive, each year.

The Nursery will be closed on public holidays. Public holidays include civil and religious holidays recognized by the State.

Any additional closure periods will be communicated to families, as provided in the Regulations.

Upon request by the managing company, during Christmas holidays (24/12 - 05/01) and Ferragosto week, the School may authorize Nursery closure for a period longer than two days if the attendance request during those periods is less than 5 users.

The Nursery hours are from 7:30 a.m. to 5:30 p.m., Monday to Friday.

Admission is from 7:30 a.m. to 9:30 a.m.

Exit will take place as follows:

- part-time: exit from 1:15 p.m. to 2:15 p.m.
- full-time: exit from 3:00 p.m. to 5:30 p.m.

Attendance at the Nursery must be continuous.

#### 4. Fee payable by families of SISSA Internal users and SISSA contribution

The monthly fee for the academic year 2026/2027 is €768.81 VAT included for full-time attendance, and €576.61 VAT included for part-time attendance.

The monthly fee payable by SISSA internal users' families will be determined following assessment of the ISEE band of the SISSA internal user and the related School contribution.

The contribution methods to the nursery fee for SISSA internal users are defined in the "Regulations for Socio-Assistance Benefits for SISSA Employees, Students, and Research Fellows", published on the webpage [Socio-Assistance Benefits | Scuola Internazionale Superiore di Studi Avanzati](#) under "Criteria and Methods", and are based on the ISEE certification ("Minors", in the case of non-married, non-cohabiting parents).

The following SISSA contributions correspond to the ISEE bands:

| ISEE Bands |                            | monthly SISSA contribution |
|------------|----------------------------|----------------------------|
| I          | € 0 to € 25.000            | € 485,00                   |
| II         | € 25.000,01 to € 30.000,00 | € 455,00                   |
| III        | € 30.000,01 to € 35.000,00 | € 425,00                   |
| IV         | € 35.000,01 to € 40.000,00 | € 395,00                   |
| V          | over € 40.000,00           | no SISSA contribution      |

For part-time attendance, the monthly fee payable by the family and the SISSA monthly contribution will be reduced by 25%.

The SISSA contribution will be paid directly by the School to the managing company.

The net monthly fee after contribution must be paid by families to the managing company by the 10th day of the month following the attendance month, according to the methods established by the company, which will issue the receipt confirming payment.

The amount of the fee does not include the cost of meals, which must be paid by families at the time of paying the fee itself, based on the number of days the child attends the Nursery.

Meals will be provided by the same company that runs SISSA's cafeteria, and the related daily cost is €4.97 VAT included. This amount is subject to adjustments based on the inflation rate.

The monthly fee will be reduced in the cases provided for in Article 18 of the Regulations.

In the case of two children attending the Nursery, the full fee will be charged for the first child, and a reduced fee of 50% will be charged for the second child.

It is noted that the SISSA nursery school "La SISSA dei Piccoli" is in the process of renewing its accreditation for the purpose of the fee reduction benefit, as provided for in Article 15 of Regional Law 20/2005 and regulated by Regional Presidential Decree 048/2020. All information for verification is available on the Friuli-Venezia Giulia Region website: <https://www.regione.fvg.it/rafvq/cms/RAFVG/famiglia-casa/politiche-famiglia/>

## 5. Application submission methods for the educational year 2026/2027

Admission applications to the Nursery and enrollment confirmations for SISSA internal users already attending the Nursery must be submitted by Friday, March 27, 2026, to the email address [protocollo@sissa.it](mailto:protocollo@sissa.it).

Applications must be completed using the model attached to this Call (Attachment B), available on the website at the following link: [Asilo nido | Scuola Internazionale Superiore di Studi Avanzati](#) and must be accompanied by the following:

- a) "Regulations for the Management of the SISSA Nursery School", signed on the last page for acceptance by the applying parent, attached as an integral part of this Call (Attachment A);
- b) photocopy of the valid identity document of the applying parent;
- c) copy of the valid ISEE certification ("Standard" or "Minors") for determining any SISSA contribution, if available at the time of application submission or by April 30, 2026.

The number of places reserved for children of SISSA internal users will be determined pursuant to Article 4 of the Regulations. A convention with the Municipality of Trieste is being finalized, which provides 4 places for accommodating children included in the municipal rankings for the educational years 2026-2027, 2027-2028, and 2028-2029. The places available for internal users for the academic year 2026/2027 are 18.

## 6. Formation of the Ranking for SISSA Internal Users

If enrollment requests exceed the number of available places, a ranking will be drawn up, applying the criteria set out in Article 4 of the Regulation.

The School reserves the right to verify the truthfulness of the statements made, in accordance with the rules governing self-certification.

## 7. Validity of the Internal Users Ranking

Any unsatisfied requests will remain valid until the formation of the ranking for the following year and will be accommodated even after the educational year has started if additional places become available.

Applications submitted after the deadline set by this Call will be added, in order of arrival, to the end of the current ranking to provide for new and further admissions if places become available.

## 8. Enrollment of internal users

SISSA will send the communication of acceptance of the admission application to the email address indicated by the applicants in the enrollment application.

Following the acceptance communication, new enrollees by May 31, 2026, must confirm enrollment by presenting to the Nursery managing company the receipt attesting to the payment of a deposit equal to €300.00. The deposit must be made according to the methods that will be indicated in the acceptance communication. In the case of children already attending the nursery, the deposit paid for the previous academic year will be retained as the deposit for the academic year 2026/2027.

The deposit is intended to guarantee the child's actual enrollment and attendance for the academic year for which it is provided. In the event of failure to enroll the child within 30 days after the indicated enrollment deadline, the deposit will be forfeited by the company as compensation.

For everything not expressly indicated in this Call and for general information on the provision and management of the educational service, reference is made to the "Regulations for the Management of the SISSA Nursery School" (Attachment A).

It is informed that all data provided to this Administration will be processed only for purposes connected and instrumental to enrollment and subsequent attendance at the nursery school, in compliance with current provisions, pursuant to Legislative Decree 30.06.2003, no. 196 "Personal Data Protection Code" as amended by Legislative Decree 10.08.2018, no. 101 "Provisions for the adaptation of national legislation to the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such

data and repealing Directive 95/46/EC (General Data Protection Regulation)", as per the information notice at the following link: <https://www.sissa.it/privacy>.

For information, contact the SISSA Human resources management and development office by emailing: [asilonido@sissa.it](mailto:asilonido@sissa.it).

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

There are attached to this Call:

Attachment A) "Regulations regarding the management of SISSA's kindergarten"

Attachment B) "Application for enrollment in SISSA's kindergarten for the educational year 2026/2027".

*gm/ap*