

SECRETARY GENERAL'S DECISION No 8/24

10 December 2024

laying down the regulations concerning the early childhood education service “Crèche” and the “Garderie” of the European University Institute

THE SECRETARY GENERAL,

Having regard to the Convention setting up the EUI, and in particular Article 8 thereof,

Having regard to the Headquarters Agreement between the Government of the Italian Republic and the EUI, and in particular Article 3 thereof,

Having regard to Article 1e and 27 of Staff Regulations applicable to permanent staff members of the European University Institute, as laid down by High Council Decision no. 06/2014 of 5 December 2014 laying down the Service Rules of Administrative Staff,

Having regard to Article 10, 12 and 80(4) of the Conditions of Employment of Other Servants of the European University Institute, as laid down by High Council Decision no. 6/2014 of 5 December 2014 laying down the Service Rules of Administrative Staff,

WHEREAS,

The EUI provides early childhood education and social services that promote, in cooperation with the family, the harmonious psychological, physical and social development of children in the first three years of life. In particular, they aim:

- to provide a response to the subjective needs of each child;
- to offer an educational space that favours sociality;

- to contribute to the development of a culture of childhood;
- to support parents in the care and growth of children;

The management of the EUI Crèche and EUI Garderie services covered by these regulations is entrusted in concession by public tender to entities operating in the sector and with proven experience;

The objectives, characteristics and quality standards offered are set out in the service charter prepared by the service manager, which is updated and published on the EUI website;

The EUI regulations govern the access criteria and the main aspects of the operation and administrative management of the EUI Crèche early childhood education service and the EUI Garderie occasional care recreational service;

There is a need to revise Secretary General's Decision No. 6 of 5 September 2024 laying down the regulations concerning the early childhood education service "Crèche" (EUI Crèche) and the "Garderie" (EUI Garderie) of the EUI to introduce a specific mechanism for future updates of the related Annex concerning the services costs.

HAS DECIDED AS FOLLOWS:

SECT. I - EUI CRÈCHE EARLY CHILDHOOD EDUCATION SERVICE

Article 1

Purpose and scope

The EUI Crèche service is an educational and social service that the EUI provides as a priority to the children of members of its community, in order to meet the needs of children and families.

The aims of the educational service are consistent with the National Guidelines for Children's Educational Services, as set out in Ministerial Decree No. 43 of 24 February 2022 (*National Guidelines for Children's Educational Services referred to in Article 5(1)(f) of Legislative Decree No. 65 of 13 April 2017*), and the "*Pedagogical Guidelines for the Integrated Zero-Six System*" prepared by the National Commission pursuant to Legislative Decree No. 65 of 13 April 2017, Article 10, p. 4.

These aims are manifold and focus on several fundamental aspects of child development:

1. **Identity construction:** fostering the construction of identity, promoting an early sense of self, well-being and security in a respectful and appreciative environment;
2. **Development of autonomy:** encouraging the progressive development of mastery of one's body and emotions, promoting self-awareness, openness to others and a desire to do and learn;

3. **Curiosity and learning:** keeping curiosity and motivation to learn alive through enjoyable experiences;
4. **Inclusive and harmonious relational experiences:** offering peaceful and harmonious social experiences, promoting early community experiences that support natural sociability, togetherness and respect for differences.

These aims are interconnected and guide every educational proposal the organisation of the service environment.

This service is not only a rich opportunity for families to socialise and meet each other, but also meets the need to harmonise work-life times with the daily and continuous entrusting of children aged between 4 and 36 months to qualified educators.

Article 2

Service Management

1. The educational management of the Crèche is entrusted to an external, suitably qualified entity, which will provide the educational and auxiliary staff.

The proposed educational offer will guarantee quality and will be based on the fundamental assumption that "education and care are inseparable"¹.

A number of dimensions of quality and coherent educational practices refer to this interweaving: the full professionalism of the operators, supported in their educational and didactic choices, in research projects, in exchanges with different realities, in collegial reflection on their own educational actions; the welfare curriculum, based on the recognition of personal differences and facilitating transitions between different educational institutions.

The staff must meet the requirements of Art. 11 of the Tuscan Regional Regulation DPGR 41/R 2013 and subsequent amendments and additions.

The staff and the pedagogical management coordination of the service (meeting the requirements of Art. 6 of DPGR 41/R 2013 and subsequent amendments and additions) will be in charge of all the responsibilities envisaged by the entrusting project, of drafting and implementing the pedagogical project and the educational project (complying with the provisions of the "National Guidelines for Children's Educational Services" and the "Pedagogical Guidelines for the Integrated Zero-Six System" as regards both the organisation of times and spaces, the care and welcome of children, meetings and contacts with families, the planning of activities and verification, and the care of the environments, tools and materials and all collateral initiatives to the service).

2. The pedagogical project, the educational project and the service charter will always be visible and displayed in the service.

¹ European Council Recommendation on high quality early childhood education and care systems (2019/C 189/02).

3. The managing body ensures a system for recording daily attendance, also in computerised form, and notifies families of absences that have not been previously reported by them, as promptly as is compatible with the facility's organisational methods.
4. The EUI provides for service quality monitoring and evaluation, based on self-evaluation and evaluative process carried out between different actors, also by means of specific survey instruments.

Article 3 ***The staff***

1. The ratio of educators to children is calculated for the different age groups as follows:
 - a) not more than six children per educator, for children under twelve months of age;
 - b) no more than eight children per educator, for children between twelve and thirty-six months of age.
2. The system of educators' shifts is structured in such a way as to guarantee:
 - a) the numerical ratio of educator-child in the different operating hours of the service in relation to the frequency of children as provided for by Art. 27 of DPGR 41/R 2013 and subsequent amendments and additions;
 - b) the maximum degree of co-presence between educators for continuity of relations with the children throughout the day.

Article 4 ***Operating schedule and timetable***

1. The EUI Crèche service generally accommodates 38 children from 4 months to 36 months, with the possibility of extending its receptivity up to 46 children at the same time.
2. The service is open 5 days a week, Monday to Friday, from 08:15 a.m. to 6.00 p.m.
3. The service normally operates from the first useful day of August until the last useful day of July. The annual timetable of operation, including official EUI closures, will be given to parents/guardians when applications are opened.

In order to activate the service for the month of July, the operator will send a notice to parents/guardians regarding attendance for that month. Parents/guardians will then be asked to indicate, no later than 31 May, whether or not they will be attending (in full or even partially, e.g. 15 days) during that month. The operator will only guarantee the service during the month of July if the minimum number of 6 children is reached. It is also envisaged that the opening hours of the service may be changed and thus reduced on the basis of requests received and subject to agreement between the operator and families.

4. The service offers daily and continuous attendance: each child can only be enrolled for 5 days a week.

5. An acclimatisation phase based on the 'participative acclimatisation' methodology is envisaged. This methodology requires the presence of the parent/guardian for the first three days, for a progressive total of hours, which generally takes up the morning hours. In any case, the organisation of the acclimatisation will be agreed with the working group during the meeting at the beginning of the year and the individual pre-settlement interviews. For later days with reduced parent/guardian presence, the attendance time for the children who are settling in will in any case be reduced and gradually increased during the first week/10 days.

Within the daily nursery timetable, the following time slots are provided for attendance:

- 8:15 a.m. – 1:30 p.m. (midday slot);
- 8:15 a.m. – 6:00 p.m. (full-time slot with rest).

Children are admitted from 08:15 a.m. to 09:30 a.m. The following time slots for reuniting with parents are provided for each attendance group:

- from 12:30 p.m. to 1:30 p.m. for the midday slot;
- from 4:30 p.m. to 6:00 p.m. for the full-time slot with rest.

If necessary, for reasons of urgency, and subject to prior notification to the manager, it is possible to leave before 11:30 a.m.

The choice of mode of attendance may be exercised by the parent/guardian in the enrolment application. This choice may be changed only once during the educational year and only at the beginning of the month by written communication to the EUI Real Estate and Facilities Service.

6. Children must be accompanied and collected by the person exercising parental authority or by an adult authorised in advance and therefore in possession of the appropriate proxy. Authorisation for the accompanying/pick-up of the child by a third party will only be granted after the parent/guardian has sent the relevant proxy to the manager, in accordance with the procedures established by the latter.

Article 5 ***Recipients of the service***

1. Enrolment and attendance at the EUI Crèche shall be reserved as a priority for the children of EUI members identified as follows:
 - a) members of the EUI statutory staff as defined in the Staff Regulations applicable to permanent staff and the Conditions of Employment of other servants of the Institute and the Institute's Teaching Staff Regulations;
 - b) trainees, scholarship holders, researchers and masters students, including other categories assigned to research activities.
2. In the case of remaining places, membership of the EUI Crèche may be

extended to the following external categories of persons:

- a) grandchildren, up to the second degree of relationship, of the EUI members mentioned in para. 1 of this Article;
 - b) children of employees of contractors providing on-site service at the EUI with an assignment of at least one continuous year and children of casual staff with a collaboration or freelance contract with the EUI of at least one year's duration.
3. Children aged between 4 and 36 months can enrol in the EUI Crèche service. Children enrolled and admitted to attendance, who turn three during the course of the education year, are guaranteed the possibility of continuing it for the duration of the annual operating calendar.

Article 6

Enrolment and admission criteria

1. The EUI is responsible for collecting, managing and verifying applications for enrolment and admissions to the EUI Crèche service for each educational year.

The application for enrolment must be submitted to the EUI Real Estate and Facilities Service, together with the required documentation.

2. Admission to the EUI Crèche is granted as a priority to children of EUI members, as identified in Article 5(1), Section I of these Regulations.

If applications for enrolment exceed the number of available places, the EUI Real Estate and Facilities Service will draw up an admission ranking based on the following priority criteria:

- a) children with disabilities,
- b) income bracket, in ascending order (from lowest to highest based on the table in point 1 of the Annex to these Regulations);
- c) children of researchers;
- d) children who already have a sibling enrolled in the EUI Crèche.

Priority in enrolment is in any case guaranteed to children who have already attended the previous educational year.

Children on the waiting list are allocated any place that becomes available.

3. In the event of remaining places being available, children in the categories identified in Article 5(2), Section I of the Regulations will be admitted to attendance.
4. A child admitted to attendance is guaranteed the possibility of continuing attendance for the entire duration of the annual operating calendar.

Article 7 **Service costs**

1. The EUI Crèche service involves the payment of the following costs:
 - a) attendance fee;
 - b) meal fee, which is not included in the attendance fee mentioned in a), as it is calculated separately on the basis of the meals actually consumed;
 - c) registration fee including insurance.

The aforementioned fees are specified in the Annex to these Regulations.

2. Suspension of the payment of the attendance fee for the month of July is possible, on the basis of the enrolment request sent by the parent/guardian no later than 31 May, in accordance with Article 4(3) of these Regulations.

Article 8 **Withdrawal procedures**

If a child withdraws from the EUI Crèche during the course of the educational year, the parent/guardian must give at least 30 days' notice in writing to the EUI Real Estate and Facilities Service.

Article 9 **Health provisions**

1. For the protection of the children and adults who attend the community, it is advisable that those who attend the service are in good health, with respect for everyone in the community. In this regard, in the event of absence due to illness, it is required that at least 24 hours from the day in which the symptoms have disappeared elapse before returning. The same rule shall apply in case symptoms appears on EUI Crèche's closing days.
2. In the case of absence due to illness of more than five consecutive days, whatever the mode of attendance, a medical certificate issued by the family pediatrician, attesting to recovery, is not required for readmission to the service.

With regard to certifications relating to compulsory vaccinations and readmission to the service, in fact, reference is made to the national and regional regulations in force, and in particular to the provisions contained in the recent *regional law No. 8 of 28 February 2023 "Provisions simplifying health certifications in the field of health protection in schools. Amendments to Regional Law 40/2009 of 15 February 2023"*.

In these provisions, the *ratio legis* must be found in the most up-to-date scientific evidence, according to which the maximum period of contagiousness of the disease occurs during the incubation phase and at the clinical onset, and then decreases during convalescence and, a few days after its onset, reaches a level compatible with presence in the community.

In fact, it is considered that the most effective measures to prevent the spread of infectious diseases are vaccination and ordinary prophylactic hygiene measures (thorough washing of hands with soap and water, ventilation of classrooms, etc.).

This is also in line with the opinion expressed by the Tuscan Clinical Governance Body in its decision No. 3 of 21 January 2020, expressly quoted in the preamble to the law, which states that “medical certification is not necessary to contain the spread of infectious diseases within school communities from early childhood education services to secondary school”.

3. Nursery staff are not authorised to administer medicines to children, unless, in the case of drugs considered ‘life-saving’, the administration itself is absolutely indispensable and cannot be postponed, or the non-administration of which could pose serious risks to the child’s health.

Administration will only be carried out with a doctor’s prescription stating that the administration is indispensable and cannot be postponed, the dosage and treatment schedule (time and method of administration), as well as written authorisation from the person exercising parental authority. Both the medical certificate and the authorisation from the family must be renewed every three months.

4. In the case of illnesses of suspected infectious origin or a clear state of malaise (repeated vomiting, 3 or more episodes of unformed stools, conjunctivitis, stomatitis, skin rashes, pediculosis, inconsolable crying) that occur during attendance at the service, the child must be removed from the service, after the family has been informed as soon as possible. A certificate from the treating doctor must not be presented for readmission to attendance. However, the 24 hours rule referred to under para. 1 of this Article shall apply.
5. For cases of pediculosis, the indications of the local ASL (Local Health Authority) are followed.
6. If a child is suffering from recent trauma that has involved treatment with sutures, dressings or plaster casts, the child may attend:
 - upon presentation of a medical certificate stating that the child can still attend the service, as well as self-certification from the parent in which they declare that they assume all responsibility for any consequences arising from being in the community;
 - subject to the normal functioning of the service.
7. Requests for variations to the menu for health reasons (including intolerances) must be duly certified by the family pediatrician.

Requests for variations to the menu for ethical-cultural reasons must be requested by the parents.

In the case of temporary physical ailments, a differentiated diet is provided for up to 2 days, subject to notification by the parents. Medical certification will be required for the need to extend this diet.

Article 10

Service Council and family participation

1. The EUI guarantees the constitution of the family participation body that favours the sharing of the relative intervention strategies, in order to implement the quality of the growth and training experiences carried out by the children during their attendance, called the service council (see Art. 4 DPGR 41/R2013). This body is composed of an identified head of EUI, the pedagogical management coordinator of the service, a representative of the service working group and at least one representative from each section of the service.
2. The operator organises the establishment of this body and manages the elections of the family representatives, usually by November. These representatives remain in office until the elections, usually in November of the following year.
3. The service staff organise at least twice a year the Assembly of Parents of enrolled children, either in plenary form or divided into sections, in order to present the educational project in its period, share and discuss:
 - the general themes of the organisation and operation of the service
 - the process of implementing the planning and educational experiences.

The Assembly elects its own representative for the Council referred to in the previous point.
4. In addition to the interviews foreseen by the educational project (usually, whenever the need arises), the service staff conducts individual interviews with the parents of the children attending the service to foster mutual understanding, learn more about each other and exchange information on the child's development and growth.

SECT. II - EUI GARDERIE RECREATIONAL SERVICE

Article 11

Purpose and scope

1. The EUI Garderie is an occasional care recreational service offered by the EUI to meet impromptu work-life balance needs. The EUI Garderie is open to children who have reached the age of 3, and who have not yet reached the age of 11 by 31 December of the educational year of enrolment. The following are eligible for the EUI Garderie occasional care service:
 - a) the recipients of the EUI Crèche service referred to in Article 5(1), Section I of these Regulations;
 - b) participants in events organised at the EUI premises and short-term visiting scholars.
2. The operator will guarantee the service on condition that the minimum number of 5 children present is reached.

Article 12
Conditions of the service: enrolment and admissions

1. In order to use the places reserved for the EUI Garderie service, the parent/guardian must fill in a registration form and submit it to the EUI Real Estate and Facilities Service at the same time as the request to benefit from the service. Parents/guardians must apply for the service at least three days in advance.
2. Recipients of the EUI Crèche service, as per Art. 5(1), section I, of these Regulations, may exercise the option to use the EUI Garderie service, if necessary during the course of the educational year, by notifying the EUI Property and Logistics Service accordingly.

Participants in events at the EUI premises and short-term visiting scholars may request the use of the EUI Garderie by sending an e-mail to the EUI Real Estate and Facilities Service.

3. In each case, admission to the EUI Garderie will take place on the basis of requests and daily availability.

Article 13
Service costs

1. The EUI Garderie service entails the payment of the following costs:
 - a) an attendance fee established on a *per diem* basis, to be paid on the basis of actual days of attendance;
 - b) registration fee including insurance.

These fees are specified in the Annex to these Regulations.

Article 14
Operating schedule and timetable

The EUI Garderie service may be open from Monday to Friday, from the first useful day of August to the last useful day of July, with daily operating hours from 8:15 a.m. to 6:00 p.m.

SECT. III FINAL PROVISIONS

Article 15
Processing of personal data

The processing of personal data for the purposes of the provision and management of the services covered by these Regulations must comply with the EUI Data Protection Policy (i.e., President's Decision No. 10/2019), as well as the General Data Protection Regulation (EU) 2016/679 (GDPR) and the relevant Italian legislation.

Article 16
Reporting

Recipients of the EUI Crèche and EUI Garderie services may contact the Real Estate and Facilities Service of the EUI or the operator directly, to report any inefficiencies or non-compliance in the application of these Regulations.

Article 17
Updates of the annex

The Director of the EUI Real Estate and Facilities Service is authorized to update the Annex. Updates shall be communicated to EUI's community.

Article 18
Entry into force of the Regulations

This decision shall enter into force on the date of its signature.

Secretary General's Decision 6/2024 as of 5 September 2024 shall be repealed.

Done in Florence, on 10 December 2024

The Secretary General



Marco Del Panta

Annex: EUI Crèche and EUI garderie service costs

ANNEX – EUI CRÈCHE AND EUI GARDERIE SERVICE COSTS

1. Costs for the EUI Crèche service pursuant to Article 7, Section I, of the regulations and specific conditions:

The monthly attendance fees paid by the service recipients (hereinafter “the users”) are determined based on the income brackets established by the EUI and the type of attendance chosen by the latter (i.e., full-time, part-time).

Therefore, for the purpose of determining the applicable income bracket, the user must submit to the EUI Real Estate and Facilities Service, along with the registration application, a self-declaration of the total income of the fiscal household.

In this regard, the EUI reserves the right to carry out *ex post* checks on the self-declarations submitted during the registration phase by the different categories of recipients of the EUI Crèche service.

The registration fee, which includes insurance, is annual and specifically based on the operational calendar (August – July).

N.B. The income bracket criteria apply exclusively to the recipients of the service as per Article 5(1), section I of the regulations (i.e., EUI members only) for the entire duration of their affiliation with the EUI. Therefore, the recipients of the service as per Article 5(2), letters a) & b), section I of the regulations, as well as EUI members who choose to keep their child enrolled in the EUI Crèche even after the termination of their affiliation with the EUI until the end of the current educational year, are excluded from the applicability of the aforementioned criteria. In these cases, the maximum rate (i.e., corresponding to the highest income bracket) applies.

If a user enrolls more than one child in the EUI Crèche, a 30% discount on the monthly attendance fee is provided for each enrolled child. This discount does not apply to the annual registration and insurance fee.

The EUI Crèche service also includes meal provision. This service is managed by the company awarded the contract for catering services at the EUI. Therefore, the cost of each meal is determined annually based on agreements with the contracting company. Due to the discounts available for the EUI catering service, master’s students, EUI researchers, and Max Weber Fellows are entitled to a 40% discount on the meal fee for the EUI Crèche.

– Fees details:

	Income brackets				
	A. up to € 1.650	B. € 1.651 – 2.650	C. € 2.651 – 5.000	D. € 5.001 - € 7.500	E. over € 7.500
Monthly attendance fee for full-time (in Euro)	50	145	290	365	430
Monthly attendance fee for part-time (in Euro)	35	95	195	245	290
Annual registration and insurance fee (in Euro)	50	70	90	120	150

Meal fee: starting from January 2023, the established cost is €5.00 per meal.

2. Costs for the EUI Garderie service pursuant to Article 13, Section II, of the regulations and specific conditions:

The attendance fee is determined on a *per diem* basis according to the income brackets established by the EUI and must be paid based on the actual days of attendance.

An annual registration fee, which includes insurance, is also required. This fee is based on the annual operational calendar (August – July).

N.B. The income bracket criteria do not apply to the recipients of the EUI Garderie service as per Article 11(1), letter b), Section II of the regulations. In such cases, the maximum rate (i.e., corresponding to the highest income bracket) will always apply.

If a user enrolls more than one child in the EUI Garderie service, a 30% discount on the attendance fee is provided for each enrolled child. This discount does not apply to the annual registration and insurance fee.

- Fees details:

	Income brackets				
	A. up to € 1.650	B. € 1.651 - 2.650	C. € 2.651 - 5.000	D. € 5.001 - € 7.500	E. over € 7.500
<i>Per diem</i> attendance fee (in Euro)	10	15	25	28,50	28,50
Annual registration and insurance fee (in Euro)	30	30	30	30	30