



CENTRI ESTIVI 2017 – NURSERY SCHOOL SHORT HANDBOOK FOR PARENTS

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INFORMATIVE MEETING

An informative meeting will take place on Wednesday 10th May at 5.30 pm at “sala formazione del Settore Servizi scolastici”, via Raggio di Sole 2, Padova, for all the parents who are interested in the organization of Centri Estivi for nursery school children.

WELCOME MEETING AT CENTRO ESTIVO

A welcome meeting will take place on Saturday 1st July from 10 to 12 am at each location to present the activities of Centro Estivo and to introduce the staff members who will look after the children. We suggest that the parents and their children take part in the meeting held in the location where their children are registered.

This is conceived as an occasion to present the service, get to know each other, visit the location and show the rooms which have been rearranged for summertime activities. Parents will also have the chance to have an individual conversation with staff members, in order to better share information concerning their children.

PARTITION INTO GROUPS

Children will be divided into groups according to the instructions given by the educators from the nursery schools the children go to.

The suggested activities will be diversified on the basis of children’s needs, competences and development.

TIMETABLE FOR THE DAY

Following the timetable used during the academic year, the typical day at Centro Estivo will be organized as below:

- 7.30-9.00 a.m. Welcome
- 9.00-9.30 a.m. Morning break
- 9.30-10.00 a.m. Personal hygiene
- 10.00-11.00 a.m. Small group activities
- 11.00-12.00 a.m. Lunch
- 12.00-12.45 a.m. Personal hygiene
- 12.30 am -1.00 pm Pick up time for part-time enrolled children (Scricciolo school)
- 12.45/13.00 pm - 2.45/3.00 pm Nap time
- 2.45 pm -3.30 pm Wake up and afternoon break
- 3.30 pm - 4.00 pm Pick up time for full-time enrolled children
- 4.00-5.45 pm Extended time (for enrolled children only) with a little snack at 4.30 pm
- Pick up time for extended-time enrolled children by 5.45 pm

OCCASIONAL EARLIER LEAVINGS

In case of proved need it is possible to arrange an earlier pick up from the nursery with educators, as long as activities or their organizations are not interrupted.



WELCOME

During the meeting of 1st July at every location of Centri Estivi between parents, children and educators, children will have the occasion to become familiar with spaces and educators.

Educators will be present every day to welcome children and guide them to a gradual separation from their parents. On the first four days of the Centro Estivo, during welcome time (7.30/8.00-9.00 am) and in agreement with educators, parents can stay for a short time to assure children a soft and gentle separation.

STAFF MEMBERS

The staff is qualified following the criteria defined by the Settore Servizi Scolastici del Comune Padova, every member has suitable requirements for early childhood. Following the activities carried out during the school year the relationships will be maintained as below:

- 1 educator every 6 children under 14 months
- 1 educator every 8 children from 14 months to 3 years

The staff is selected by cooperativa Terr.A. and will be different from the one currently present in the council facilities. Educators staff from council nursery school will have a meeting with educators from Centro Estivo, in order to give them information over every single child enrolled, forms (authorizations, diet, urgency medicine) and pictures (4 to be given the nursery school staff by parents) concerning them.

MEALS: SNACK AND LUNCH

Lunch and breaks are included in the enrollment fee, they are provided by the nursery school and given by educators; company and standards will be the same as during the school year.

STORY-BASED PROGRAM

All the activities that will be carried out during the summer camp will be based on the theme 'The Animal Farm'. Throughout the week, the children will meet different animal characters such as horses, dogs, cows, goats ... who will accompany them during the structured activities scheduled every day.

ROOM ORGANIZATION

Classrooms and/or the hall (depending on the building) will be organized into spaces dedicated to different ages, in order to enable children to make several experiments.

For example:

- Youngest children: smooth corner, mirror and motion corner, treasure basket corner
- Middle children: heuristic game, reading corner, costumes, house corner
- Oldest children: symbolic corner, construction corner, reading corner

ACTIVITIES

Different activities will be suggested for each age group. They will generally be handle work activities or



creative graphic-pictorial activities, in alternation with cooperation games, exercises or water games, as well as animated lectures, musical experiences and outdoors activities.

INFORMATION FOR PARENTS WITHIN EACH LOCATION

There will be a bulletin board in every location, divided into age groups; menus and a brief description of planned activities will be shown daily, as well as all the useful information aiming at improving the service. Educators will note down and inform parents about their kids' attitudes to lunch, sleep and any physiological needs.

CHANGE BAG

We kindly ask parents' cooperation in always providing at least one clothes change in a bag to be permanently kept in the Centro Estivo location:

- For children going to the Centro Estivo in the same nursery school they attended during the academic year, the change bag will be the same and it will be left at the nursery school.
- For children going to the Centro Estivo in a different nursery school from the one they attended during the rest of the year, we remind that it will be parents' duty to give the bag (with one change at least) to educators.

CHILDREN'S PICK-UP AUTHORIZATIONS – PRIVACY FORMS

Authorizations already provided during nursery school year are still valid: on the last day of school, parents will collect authorizations from educators, in order to give them back on Saturday 1nd July to Centri Estivi educators. If parents need new forms to authorize other people, they can ask them at any time.

- Parents need to have a valid ID to show the staff members at pick-up times.
- For their safety, children will not be allowed to leave the school building with any adults who don't have the pick-up authorization.

EMERGENCY MEDICINE GIVING FORM

- The forms which have already been given to the nursery school are still valid
- On the last nursery school day parents will have to get these documents back from the nursery school educators, together with the medical certificate and the medicine (please check its expiry date), in order to give them to the Centro Estivo staff members by Saturday 1nd July.

FURTHER INFORMATION

- The children will never leave the Centro Estivo location.
- Parents will have to give the educators from their nursery school 4 pictures of their children by 8th June. These pictures will be posted to the children's locker, box and bed or cradle.
- The entrance time for children goes until 9 am. We highly recommend punctuality, so that



activities can start regularly and meals are prepared correctly.

- Please check every day the **bulletin board** set by the educators at the nursery school, to get useful information about the service
- Every child will have to bring their own disposable **nappies**
- Every week water games will be organized (please check the bulletin board): in those days children will have to bring their swimsuit, towels and water sandals. We also recommend to apply sunscreen to children before getting to Centro Estivo.
- We recommend that parents apply insect repellent to children; we make a point of emphasizing that every nursery school provides “Citronella” insect repellent, therefore parents should inform about any allergy to “Citronella”
- A sun hat is highly recommended

ANYTHING YOU HAVEN'T SEEN IN THIS LIST

can be requested by emailing to centriestivi@coopterra.it.