



CHATTERBOX STARTERS RULES AND REGULATION

REGULATIONS

For Chatterbox Early Childhood Educational Services Attachment to the Prospectus

I. GENERAL PART

Art. 1 Educational Co-Responsibility Pact

By signing the request for registration in the Starters Section, the family declares to share and undertake to respect the principles expressed in the Prospectus, the Chatterbox Educational Project and these Service Regulations.

Art. 2 Respect for people and premises

The staff, families and students of the Educational Structure participate with a correct, collaborative and mutually respectful behaviour.

Everyone must observe with the utmost attention the organizational provisions concerning safety, the use of premises, equipment and materials, sharing the common responsibility of maintaining the welcoming and orderly environment and avoiding waste.

It is absolutely forbidden to obstruct even temporarily escape routes and emergency exits with any material. Parents must access the premises exclusively within the limits established by this regulation and in constant compliance with the distancing rules established for the protection of all. In any case, they must ensure at the entry and exit from the premises that the external doors are closed in order to avoid the risk of entry of unwanted people.

Art. 3 Entry and exit of pupils

Upon arrival, the parents entrust the children to the educator of the section, to whom they communicate any special needs or information necessary for the adequate reception of the children.

At the end of the educational activities and especially after the return of the children to the families, Chatterbox declines all responsibility for any accident or damage to people or things and the stay in the internal and external spaces of the Structure is allowed under the strict supervision of the parents and only in the case of further activities to which they have been invited or authorized to participate. Particular care must be taken not to leave unattended any other minors who accompany the parent on entry or exit from the premises.

In the event that the parents or legal guardian cannot for any reason take back their child, a timely communication via email is necessary to be sent as soon as possible and in any case within the time of conclusion of the service to the chatterbox secretary, at the address secretary@chatterboxschools.co.uk. The personal data of those who are authorized by the family to collect the child from the Structure must always be kept constantly updated and communicated before the withdrawal; otherwise Chatterbox reserves the right, to protect the child, not to hand them over to people not previously identified. Excess hours due to postponed withdrawal will be counted with the balance at the end of the month.

II. FREQUENCY PROVISIONS

Art 3 Criteria for admission to the Chatterbox Starters Section



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At the time of registration and for the purposes of effective attendance, the fulfilment of vaccination obligations is required in compliance with Law no. 119 of 31 July 2017

Registration in the Starters Section is reserved for children who have reached 18 months of age and do not exceed 3 years of age. The inclusion of children within the structure is regulated by a calendar that takes into account the month of birth and the actual constitution of the sections at the time of the request. Priority is given to the siblings of children already included in the Chatterbox circuit.

In order to facilitate families who require the continuity of the Chatterbox path in subsequent school grades, the following scores are assigned for the purposes of the priority ranking:

- full-time frequency points 5
- to the little siblings of children already included in the Chatterbox circuit points 4
- to children who turn 18 months by 31 December of the reference year... . points 3
- to children from English-speaking or bilingual families..... points 2

Art. 4 Refusal of admission:

Without prejudice to the provisions of the law, the Manager may deny admission for the following reasons:

- lack of places available in the section for which registration was requested;
- failure to comply with the obligations relating to the vaccination class at the time of the request;
- lack or irregularity of the required authorization to stay in Italy;
- failure to share the educational project, the PTOF or the Co-Responsibility Pact by the child's family;
- impossibility for the school to meet the particular needs of care and learning of the child;

Art. 5 Clothing

For the attendance of the entire Educational and Scholastic Chatterbox path, starting from the Starters Section, **the mandatory use of the** school uniform is required, which consists of:

Chatterbox tracksuit (sweatpants and navy blue pants) and Chatterbox t shirt (polo shirt/white t-shirt), a pair of shoes to keep at the school and to be used exclusively during attendance.

For safety reasons, children may not wear necklaces, bracelets, rings or earrings.

The family must affix a label with the name or other sign of recognition on the child's clothing, otherwise the Management declines all responsibility for any loss of the same.

Art.6 Respect for Privacy

Chatterbox declares that the personal data provided following registration will be processed in the exclusive interest of the existing activity and in compliance with the legislation on the protection of privacy referred to in the Privacy Code and EU Regulation 2016 679 and subsequent amendments and additions as per the information that is referred to here in full.

Art. 7 Diseases and indispositions.

The Structure, while referring to the rules established by the competent authorities and the consequent progressive administrative streamlining, has adopted some rules that it considers essential to ensure the well-being of all members of the educational and school community.

To this end, it requires the essential collaboration of families first of all in reporting as soon as possible the onset of infectious diseases in children or other family members living with them and in respecting the rules set out below.

a) Input and frequency



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To protect the child concerned and other children, in the presence of fever or other obvious symptom, the school will not accept children at their entrance.

Staff are obliged to promptly notify parents or legal guardian when the following symptoms present themselves and do not allow the child to participate in educational activities

- Body temperature above 37° *
- Diarrhoea*
- Vomiting*
- Conjunctivitis*
- Mouth and skin infections*
- Other signs or symptoms of possible major diseases (e.g. the baby appears strangely tired or has persistent crying or has a continuous cough, unjustified irritability, or complains of persistent abdominal pain or has other unusual signs*).

In such cases, the child must be re-entrusted as soon as possible by the educators to the parents or other adults authorized by them.

* For better protection of the children directly concerned and of the entire educational and scholastic community, the collaboration of families is required so that the child is kept under observation:

- **in case of temperature above 37 °, diarrhoea or recurrent vomiting**, their return to the structure no earlier than 48 hours
- **in case of conjunctivitis or infections of the mouth and skin**, their return only following a return certificate drawn up by the reference paediatrician or other paediatrician of the public health facility.
- **in the event of a continuous cough or other persistent symptoms of malaise**, their return to the structure after at least 48 hours

It is not possible to readmit to the community, after acute pathology, whenever the child requires for his state of health special care that involves prejudice to the care of other children.

b) Provisions relating to particular exanthematous diseases of the child or other cohabitants.

Referring to the provisions of the Ministry of Health, and in order to preserve the entire educational community, the school agrees to observe - under the guidance of the reference paediatrician or other paediatrician of the public health facility - a period of quarantine with suspension of attendance as follows:

- ☑ Measles: 5 days from the appearance of the exanthema
- ☑ Chickenpox: 5 days from the appearance of the last vesicles
- ☑ Whooping cough: 5 days from the start of antibiotic therapy
- ☑ Mumps: until clinical healing
- ☑ Rubella: until clinical healing
- ☑ Other infectious diseases: in the case of particular diseases such as: hepatitis, salmonellosis, ringworm, impetigo, pediculosis (for the latter we mean here referred to the specific procedure established by the Management), or other forms that require particular controls and specific prophylaxis, the school considers it essential to certify the certificate of the reference paediatrician or of a Public Health Structure certifying the suitability for return.

c) Administration of drugs

The educational staff does not administer drugs to children, except in cases of life-saving drugs in the presence of certified health needs and in any case **exclusively upon written request * of the parent with attached medical prescription indicating the dosage and according to the specifically established procedures. The drug must be supplied by the family in an intact package bearing the expiration date**



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and with the package leaflet attached. The documentation must be endorsed by the Management of the Structure that has prepared a form downloadable from the site.

d) Frequency interruption.

In relation to the reason that led to the interruption of the frequency, the following provisions are in force:

Absences for health reasons.

For absences over 5 consecutive days (including holidays and pre-holidays) the school requires, for precautionary reasons, the presentation of a medical certificate of readmission.

NB: the certificate, therefore, will be necessary from the 7th day from the beginning of the disease and not if the return takes place on the 6th day.

In the persistence of the epidemiological emergency, in compliance with the provisions of Ministerial Decree 80/2020, the previous term is reduced. Therefore, for absences of more than 3 consecutive days (including public holidays and pre-holidays) it is necessary to present a medical certificate of readmission.

NB: the certificate, therefore, will be necessary starting from the 5th day from the beginning of the disease and not if the return takes place on the 4th day.

Scheduled absences for family reasons.

Expected absences for family reasons must be communicated in advance in writing to the school secretary indicating exactly the dates of absence and specifying in the communication that the absence is due to "family reasons". In response, the school will transmit a copy of the model of self-certification (absence disclaimer) to be signed pursuant to Presidential Decree 445/2000 by a parent or by those who have parental authority. The family must send the photo of the document by 8:00 am on the day of the return to the school secretary via WhatsApp (Viale La Plaia mob.3453878647)

Unexpected absences and not due to illness:

The family is required to notify the school on the first day of absence. The child will be readmitted to school upon presentation of the appropriate self-certification (absence disclaimer). The family will have to send the photo of the document by 8:00 am on the day of return to the school secretary via WhatsApp (Viale La Plaia mob.3453878647 – Via Tempio +39 070 773 8269)

Upon receipt of the self-certification or medical certificate, the secretary will notify the educator who will welcome the child. The paper copy of the document in a sealed envelope must be inserted by the child's family in the appropriate box at the entrance to the school for its archiving.

Art 8 Feeding and meals.

The menu administered to children is regulated by the dietary tables prepared and approved by the ASL of competence. The preparation of meals is entrusted to an external catering whose references - together with a copy of the dietary tables in use are published on the bulletin board of the office available to parents.

Morning and afternoon snacks: the school offers children fruit for the morning snack and fruit or bread for the afternoon snack.

Special Diets: the request for personalized diets must be delivered by the family to the Management accompanied by all the related documentation (detailed medical certification referring to the dietary table to be used, prepared and countersigned by the paediatrician or the nutritionist doctor of the family) so that it can be presented to the territorial ASL for the mandatory checks.



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It is not allowed to bring candy, chewing gum and chocolates to school; it is also forbidden to give directly or through your child any other type of food to other children present in the Structure.

Due to the various pathologies now increasingly widespread, on the occasion of birthdays the educators organize every month the preparation of a *fruit mandala* to celebrate the birthdays of that month.

Exclusively on the occasion of any festive occasions - for example Halloween, Carnival or other events or anniversaries - the Structure, subject to agreement with the Management, may admit the delivery of sweets by families in compliance with the procedures indicated in the HACCP manual adopted by the school. The foods must strictly be of professional invoice and not homemade and accompanied by a receipt and list of ingredients.

It is also recalled that even on these special occasions the Structure must take into account food intolerances and the wishes/indications received from families regarding the feeding of their children.

It is therefore recommended to check in advance with the educational staff any contraindications in this regard. The Management declines all responsibility in case any external person contravenes these provisions.

Art. 9 General safety regulations

The premises of the Structure and the children enrolled in the service are covered by Insurance.

The Office is in compliance with the law on Safety and Health in the workplace pursuant to Legislative Decree no. 81/2008 and Legislative Decree 106/2009 and subsequent updates.

The staff is in possession of a first aid and fire-fighting certificate and participates in first aid, fire and occupational safety update meetings as required by law.

The structure is equipped with a defibrillator for the use of which the staff is trained and kept constantly updated.

During service hours, fire drills and full evacuation tests are regularly carried out with staff and children.

III. OPERATION OF THE SERVICE

Art. 10. Calendar

The educational calendar allows clients to use – according to the contractual conditions – the service from the first Monday of September to the last Friday of June and is published every year on the institutional website of chatterbox in downloadable format. For the month of July, the Structure proposes – in relation to the number of requests received from the families of the members and the actual feasibility and sustainability – a specific educational project of reception in the spaces of the Structure or in another external location.

Art. 11. Frequency time.

The offices are open in relation to the different services offered from Monday to Friday from 7:45 am and until 17.00 am (1530 on Fridays). On the occasion of particular events the closing time is extended. Families can choose, depending on their needs, the time of attendance within a "basic offer" that goes from 7:45 to 15:30, with the possibility of further extension in relation to the actual needs of the family.



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At the request of families and with different rates depending on the chosen solution, it is possible to agree on different times. The attendance fees are established annually by Chatterbox srl and communicated to families before registering for the service.

With regard to admission to the service, the ranking list, drawn up according to the criteria defined by the Regulations for the operation of the service in art. 3, is respected. The registration contract and the Regulations also establish the procedures for insertion and resignation from the service.

For a better and serene development of the child's educational day, regular and stable entry is required by 9.30 am; this allows to welcome and reassure the little ones during the detachment from the parents and to better respond to the needs of individual children (snack- personal hygiene-rest-play).

Children must be returned to their families within the time slots chosen at the time of registration. If it is necessary to have a different time than usual for the withdrawal (anticipated or postponed in relation to a single day or for a certain period), the same must be agreed in advance so as to allow a possible different internal organization. Excess hours due to postponed withdrawal will be counted with the balance at the end of the month.

Art. 13 Inclusion of new members

The insertion period is regulated by precise provisions that are communicated to the families of the new members and that take into account the need to combine the well-being of the new member with that of the other children. Families are invited to respect the instructions received directly from the educators or through the secretary. The sections welcome children in order of age with the same period of insertion.

Art. 13 Outdoor activities

Chatterbox encourages outdoor fun and educational activities throughout the year (including winter) with the sole exception of rainy days. It is therefore essential that children are always in a state of health such that going out into the garden does not constitute prejudice.

Art. 14 Personal autonomy

For a harmonious development of the child, the management encourages to abandon the use of nappies between 2 and 3 years old. To this end, in the teaching activity there is a period of "potty training" to accustom the children to the use of potty or toilet.

Art. 15 School equipment

It is required, at the time of insertion, the provision by the family of:

- three complete changes labelled with the child's name (to be replaced regularly whenever they are used)
- bib - if possible in silicone - labelled (which will be sanitized daily by the educators)
- where particularly requested by the child (for greater reassurance) 1 labelled cover
- cot/crib top sheet - (labelled)
- cap and sunscreen (limited to the summer period) – (labelled)
- a pack of nappies (to be replaced according to the instructions of the teachers)



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Art. 16 Snack

To protect the health of the children, the entry of foods not directly controllable or certifiable by the staff such as: snacks, cakes with creams, pastries etc. of domestic preparation is not allowed. For this reason, the Structure provides, included in the fee, everything necessary for the children's snacks.

Art. 18 General provisions

For everything not mentioned in these regulations, reference will be made to the signed enrollment contract and the current school prospectus here mentioned.