

Enrolment Guide for Nursery and Spring Class of the Municipality of Naples, Academic Year 2025/2026

"Welcome! This section will explain how to correctly submit an enrolment application for your children to the Municipal Nursery and Spring Sections of Naples.

Requirements and Terms

- **Who can enrol in the Nursery?** Children residing in the Municipality of Naples, born between 1 January 2023 and 31 May 2025, divided by age group (Toddlers, Semi-toddlers, Infants).
- **Who can enrol in the Spring Class?** Children residing in the Municipality of Naples, born in 2023.
- **Are there exceptions?** Yes! Non-resident children can also apply in specific cases (foster care, military parents, etc.) or foreign citizens with residence in Naples.
- **What is the deadline for submitting the application?** Applications can be submitted from 10 March to 10 April 2025.

How to apply

- **Online only!** Applications must be submitted exclusively online, through the Municipality of Naples website or the link <https://servizieducativi.comune.napoli.it/>
- **What is needed?** SPID, CIE or CNS of the parent submitting the application.
- **Need help?** Nursery offices and Municipal offices offer assistance by appointment.
- **Can I choose more than one nursery?** No, you can only apply for one nursery or Spring Section. However, you can indicate a second choice for the waiting list.
- **Who pays the fee?** The parent submitting the application is responsible for payment.
- **Separated parents?** Both parents must agree on the enrolment.
- **Privacy:** Carefully read the personal data processing policy.
- **Declarations:** False declarations will result in exclusion from the ranking.

Frequency time

- **Full or part-time?** You can choose between full-time (8 am to 4 pm) or part-time (8 am to 1 pm), both with canteen service.
- **How to choose?** Indicate your preference in the application. Allocation will depend on available places.
- **Can I change my mind?** Only in exceptional cases and with a justified request.

Vaccinations

- **Mandatory!** You must declare compliance with vaccination obligations at the time of enrolment.
- **Documentation:** The school will verify with the ASL. Failure to regularise by July 2025 will result in the child losing their place.

Rankings and appeals

- **How do they work?** Rankings are based on age groups, priority (siblings already enrolled, disability, etc.) and scores (family unit, parents' employment, etc.).
- **Appeals:** Appeals can be submitted within 10 days of the publication of the provisional ranking, which will be published on 15 May 2025.
- **Final ranking:** Will be published on 5 June 2025.

Admission and attendance

- **Places:** Admission depends on the availability of places.
- **Absences:** Prolonged and unjustified absences will result in the loss of the place.

Waiting lists

- **How do they work?** Unsuccessful children will be placed on a single waiting list for the Municipality and can take over if places become available in the chosen nurseries.

Late enrolments

- **Exceptional cases:** Late enrolments are only possible for children with disabilities, serious disadvantages or transfer of residence.

Monthly contribution

- **Payment:** Families pay an advance monthly fee, with the possibility of concessions based on ISEE.
- **ISEE:** Apply for ISEE by 30 June 2025 to obtain any concessions.

I hope this guide is helpful for you to submit your enrolment application."