



MUNICIPALITY OF UDINE

Culture and Education Service

Organisational Unit Educational Services



INFORMATION NOTICE

ADMISSION TO THE NURSERY SERVICE, 2026/2027 SCHOOL YEAR

MUNICIPAL NURSERIES OF UDINE

MUNICIPAL NURSERIES	Minimum age of children that can be admitted from 1 September 2026	Available attendance slots		
		minimum	medium	maximum
“Cocolâr” - Via Alba, 27 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Dire, fare, giocare” - Via della Roggia, 48 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Fantasia dei Bimbi” - Via Diaz, 20 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Sacheburache” - Via Baldasseria Media, 21 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
PRIVATE NURSERIES OPERATING UNDER A PUBLIC SCHEME	Minimum age of children that can be admitted from 1 September 2026	Available attendance slots		
		minimum	medium	maximum
“Casetta a colori” - Via Ravis, 19/A - Udine	13 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	//
“Papa Giovanni XXIII” - Via Cividale, 650 - Udine	13 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“C’era una volta” - Via delle Scuole, 7 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Girotondo” - Via Volturmo, 44 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Piccoli Principi” - Via Sabotino, 2 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Rosa e Azzurro” - Via Mantova, 13 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Ghirigoro” - Via Caprera, 28 - Udine	3 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Ghirigoro” - Via Lavariano, 4 - Udine	13 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm
“Filippo Renati” - Via San Valentino, 23/25 - Udine	13 months	07.30 am – 1.30 pm	07.30 am – 4.00 pm	07.30 am – 5.30 pm

ACCESS TO THE NURSERY SERVICE

Applications for admission to the service must be submitted from **1 February to 31 March 2026 (inclusive)**. This needs to be done exclusively ONLINE, by accessing the following web address:

<https://udine.ecivis.it/>

To access the service, it is necessary to possess SPID (Sistema Pubblico di Identità Digitale - Public Digital Identity System) credentials, or a CIE (Carta d'Identità elettronica - Electronic Identity Card)

Once the application form has been submitted and the request has been received by the office, it can no longer be modified by the user. For any amendments or changes, it is essential to contact the office by 25 March 2026 at the latest.

CHILDREN YET TO BE BORN: Registration for the municipal nursery service may also be requested for children yet to be born, provided that the family has a pregnancy certificate indicating an expected due date no later than 31.05.2026.

To apply for the service, you must request a telephone appointment by emailing asilinido@comune.udine.it. The appointment period will be from 10 to 31 March 2026.

CHILDREN WITH OFFICIALLY RECOGNISED DISABILITIES OR IN VULNERABLE SITUATIONS: Parents of children with certified disabilities or in vulnerable situations must, at the time of submitting the application, indicate the child’s specific needs that must be met in order to ensure the child’s full and regular access to the service. In order to benefit from priority in the ranking list, the documentation must have been issued before 31.03.2026.

Parents of minors with disabilities whose certification is still in progress at the time of enrollment closure are invited to contact the Operational Unit. Early Childhood Services at the email address: asilinido@comune.udine.it.

CHILDREN ALREADY ATTENDING THE NURSERY, 2025/26 SCHOOL YEAR: It is not necessary to submit a new application for enrollment for children already attending the municipal nurseries of the City of Udine in the 2025/26 school year and who, by virtue of their age, will continue to attend in the 2026/27 2026/27 school year.

For new applicants: for the purposes of the ranking list, the ISEE (Equivalent Economic Situation Indicator) value used for the **allocation** of points will be acquired ex officio, by querying the INPS Portal as of 31/03/2026, subject to authorisation given at the time of application. In the event that authorisation is not granted, no points will be allocated. **For children yet to be born**, it is the responsibility of the parent to send the child's tax code and notify that the ISEE certificate has been updated.

INDICATION OF ATTENDANCE PREFERENCES AND TIME SLOTS

In the application for admission to the service, the applicant **must** indicate:

- the nurseries that they would prefer the child to attend, numbering not fewer than 3 and listed in descending order of preference;
- the chosen attendance slot from among those available at the nurseries indicated as preferred.

WARNING:

- The indication of preferences is not binding on the administration. Assignment to one of the nurseries indicated as preferences can only be guaranteed if, at the time of admission to the service, the chosen nursery still has places available.
- In some nursery facilities, the number of sleeping places may not be sufficient to meet all requests for access to the afternoon attendance slot (pick-up at 4:00 p.m.). If the number of sleeping places is insufficient, the preference criteria set out in Article 13 of the Municipality of Udine's Regulations for Early Childhood Educational Services will be applied. The Administration reserves the right to verify, even during the school year, that the conditions for access to the afternoon attendance slot are still met. In the event that the requirements for access to the afternoon attendance slot are no longer met, the Administration, in agreement with the nursery, will decide whether to maintain the attendance slot or change it to the minimum attendance slot (pick-up at 1:30 pm).
- access to the maximum attendance slot (until 5:30 p.m.) is reserved exclusively for children whose parents have proven and documented work-related or other needs that prevent both of them from looking after the child until the end of that time. The Administration reserves the right, even during the school year, to verify that the conditions for access to the maximum attendance slot are still met. In the event that the requirements for access to the maximum attendance slot are no longer met, the Administration will automatically change the child's attendance schedule.

DECLARATIONS MADE IN THE APPLICATION

Please note that the declarations made on the application for admission to the service are rendered pursuant to Articles 46 and 47 of Italian Presidential Decree No. 445/2000 and therefore:

- the municipal administration will carry out the necessary checks to verify the truthfulness of the declarations made in the application;
- if the aforementioned checks reveal that the content of the declaration is untrue, the consequences laid down in the above-mentioned Italian Presidential Decree will apply;
- Art. Article 76 of the aforementioned Decree stipulates that anyone making false declarations is liable to punishment under the Criminal Code;
- When applying for admission, applicants may, voluntarily, attach a certificate from their employer confirming that the employment relationship is in place on the date the application is submitted. This is in order to facilitate and speed up the checks carried out by the office, pursuant to the aforementioned Italian Presidential Decree No. 445/2000.

ADMISSION TO THE SERVICE

Admission to the nursery service **is granted**, on a preferential basis, to children resident in the Municipality of Udine.

For a child to be admitted to the service, the following is required:

- **compliance with the vaccination obligations** laid down by current legislation (Decree-Law No. 73/2017, converted into Law No. 119/2017). Families are not required to submit any documentation, since, pursuant to Art. 3-bis of Law No. 119/2017, as supplemented by Art. 8-ter of Decree-Law No. 148/2017, converted into Law No. 172/2017, it is the Municipality of Udine that will send ASU FC the lists of enrolled children so that compliance with vaccination obligations can be verified.
- the successful outcome of checks on the **regular payment of all fees for previous years** and the current year. This includes those relating to other minors in the family unit who are dependants of the applicant or of the co-obligated parent/guardian.

ATTENDANCE FEES

- The nursery is a **fee-paying service**. In order to benefit from reduced fees, all applicants (both new and already attending) must hold a valid ISEE certificate, which will be acquired ex officio by querying the INPS Portal by **15/07/2026**, , subject to the authorisation given when submitting the application. However, if authorisation is not granted, the maximum fee will be applied.

FEE REDUCTIONS: The Friuli Venezia Giulia Region promotes access to accredited early childhood services by supporting families in paying attendance fees through the provision of a financial benefit that directly reduces the amount of the fee payable by families at source.

The terms and procedures for submitting the application can be found on the Friuli Venezia Giulia Region's website: <https://www.regione.fvg.it/rafvvg/cms/RAFVG/famiglia-casa/politiche-famiglia>;

CONTACT DETAILS FOR EARLY CHILDHOOD SERVICES OPERATIONAL UNIT

For support in completing the application or for further information, please contact:

Early Childhood Services Operational Unit

Address: Viale Ungheria, 15 - Udine 33100

Opening hours: Monday to Friday from 8.30 am to 12.30 pm by appointment - information by phone or email

Telephone: (0432) 1272 576 – 1272 755 – 1272 428

Certified Email Address: protocollo@pec.comune.udine.it - E-mail: asilinido@comune.udine.it – WEB Site: www.comune.udine.it

Digitally signed

Head of Educational Services Operational Unit

Dr Francesca Gaiotti

(digitally signed in accordance with Italian Legislative Decree No. 82/2005 as amended)