



INFORMATION NOTICE  
ADMISSION TO THE KINDERGARTEN SERVICE FOR THE YEAR 2025/26

KINDERGARTEN IN THE MUNICIPALITY OF UDINE

MUNICIPAL KINDERGARTENS	Minimum age of children accommodated on 1 September 2025	Available frequency bands		
		minimum	media	maximum
"Cocolâr" - Via Alba, 27 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Dire, fare, giocare" - Via della Roggia, 48 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Fantasia dei Bimbi" - Via Diaz, 20 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Sacheburache" - Via Baldasseria Media, 21 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
APPROVED PRIVATE KINDERGARTENS	Minimum age of children accommodated on 1 September 2025	Available frequency bands		
		minimum	media	maximum
"Casetta a colori" - Via Rivis, 19/A - Udine	13 months	07.30 - 13.30	07.30 - 16.00	//
"Papa Giovanni XXIII" - Via Cividale, 650 - Udine	13 months	07.30 - 13.30	07.30 - 16.00	//
"C'era una volta" - Via delle Scuole, 7 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Girotondo" - Via Volturno, 44 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Piccoli Principi" - Via Sabotino, 2 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Rosa e Azzurro" - Via Mantova, 13 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Ghirigoro" - Via Caprera, 28 - Udine	3 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Ghirigoro" - Via Lavariano, 4 - Udine	13 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30
"Filippo Renati" - Via San Valentino, 23/25 - Udine	13 months	07.30 - 13.30	07.30 - 16.00	07.30 - 17.30

ACCESS TO THE KINDERGARTEN SERVICE

Applications for admission to the service are submitted during the period from 1 February to 31 March 2025 inclusive exclusively ONLINE by accessing the following web address:

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

To qualify for the service, it is necessary to have SPID (Sistema Pubblico di Identità Digitale) credentials.

**BIRTH-BORN CHILDREN:** Enrolment in the municipal kindergarten service may also be requested for unborn children provided the family is in possession of a pregnancy certificate indicating the expected date of birth by 31.05.2025.

To apply for the service, you must request a telephone appointment by sending an email to: [asilinido@comune.udine.it](mailto:asilinido@comune.udine.it).

**CHILDREN WITH CERTIFIED DISABILITY OR IN SITUATIONS OF FRAGILITY:** The parents of children with certified disabilities or in situations of fragility are required to indicate, at the same time as submitting the application, the specific needs of the child that require to be met to ensure the full and regular use of the service by the child. In order to take advantage of priority in the allocation of points in the ranking list, documentation must have been issued before 31.03.2025.

Parents of children with disabilities in the process of being certified at the closing date for registration are invited to contact the Early Childhood Services O.U. at [asilinido@comune.udine.it](mailto:asilinido@comune.udine.it).

**CHILDREN ALREADY ATTENDING KINDERGARTEN IN THE YEAR 2024/25:** It is not necessary to submit a new application for children already attending the Municipality of Udine's kindergarten in the academic year 2024/25 and who, for age reasons, will continue to attend them in the year ed. 2025/26.

INDICATION OF ATTENDANCE PREFERENCES AND TIME SLOTS

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

- the kindergartens you would prefer your child to attend, no less than 3 listed in descending order of preference;
- the attendance band chosen from those available in the kindergartens indicated as preferred.

WARNING:

- The indication of preferences is not binding for the Administration. Assignment to one of the crèches indicated in the preferences can only be respected if at the time of admission to the service the chosen kindergarten will still have places available

- In some kindergarten facilities, there may not be enough bed places to satisfy all the requests for access to the afternoon slot (exit at 4.00 p.m.). In the event of insufficient bed places, the preference criteria set forth in art. 13 of the Udine Municipality's Early Childhood Education Services Regulations will be applied. The Administration reserves the right to verify, also during the course of the educational year, that the conditions for access to the afternoon slot are maintained. In the event of loss of the requirements for access to the afternoon attendance slot, the Administration, in agreement with the kindergarten school, will assess whether or not to maintain the attendance slot or to change it to the minimum attendance slot (exit at 1 p.m.).
- access to the maximum time slot of 5.30 p.m. is reserved exclusively to users whose parents have proven and documented work or other needs that prevent them both from caring for the child until the end of the time slot. The Administration reserves the right to verify, even during the course of the educational year, that the conditions for access to the maximum time slot are maintained. In the case of the loss of the requirements for access to the maximum frequency band, the Administration will automatically change the child's frequency band.

## DECLARATIONS MADE IN THE APPLICATION

Please note that the declarations on the application form are made pursuant to Articles 46 and 47 of Presidential Decree 445/2000 and, therefore:

- the municipal administration will carry out the necessary checks to ascertain the truthfulness of what is declared in the application;
- should the above checks reveal that the contents of the declaration are not true, the declarant shall be deprived of the benefit of admission to the service pursuant to Article 75 of the aforementioned Presidential Decree;
- Article 76 of the aforementioned Presidential Decree provides for punishment under the penal code for those who issue false declarations.

## ADMISSION TO THE SERVICE

Admission to the kindergarten service is preferentially **reserved** for children resident in the Municipality of Udine.

In order for the child to be admitted to the service, it is necessary:

- **the fulfilment of the vaccination obligations** provided for by current legislation (Decree-Law No. 73/2017, converted into Law No. 119/2017). Families are not expected to submit any documentation, since, pursuant to Article 3-bis Law no. 119/2017, as supplemented by Article 8-ter of Decree-Law no. 148/2017, converted into Law no. 172/2017, it will be the Municipality of Udine that will send to ASU FC, the lists of those enrolled for the verification of the fulfilment of vaccination obligations.
- the positive outcome of the checks **on the regularity of the payment of all the fees of the previous and current years**, also in relation to other minors in the household dependent on the applicant or on the parent/co-obligated guardian.

## FREQUENCY LINES

The kindergarten **service is a paid service**. In order to benefit from the fee reductions, the user must be in possession of a valid ISEE certificate. The following will be taken into account when calculating the attendance fee:

- **for users already attending:** the ISEE value that will be acquired ex officio by querying the INPS Portal by the beginning of the educational year of reference;
- **for new users:** the ISEE value indicated in the application form. A change will be made ex officio if the ISEE value resulting from the INPS Portal differs from the one indicated;
- **for unborn children:** it will be the parent's responsibility to send the child's tax code and to communicate that the ISEE certificate has been updated.

**REDUCING RATES:** The FVG Region promotes access to accredited early childhood services by supporting families in the payment of attendance fees through the provision of an economic benefit that reduces the fees charged to families "at source".

Application deadlines and procedures can be found on the Friuli Venezia Giulia Region website: <https://www.regione.fvg.it/rafv/cms/RAFVG/famiglia-casa/politiche-famiglia/FOGLIA53/>.

## CONTACTS U.O. EARLY CHILDHOOD SERVICES

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

**Unità operativa Servizi Prima Infanzia**

**(Early Childhood Services Business Unit)**

Address: Viale Ungheria, 15 - Udine 33100

Opening hours to the public: Monday to Friday from 8.30 a.m. to 12.30 p.m. by appointment - information by phone or email

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

PEC: [protocollo@pec.comune.udine.it](mailto:protocollo@pec.comune.udine.it) - E-mail: [asilinido@comune.udine.it](mailto:asilinido@comune.udine.it) - Website: [www.comune.udine.it](http://www.comune.udine.it)

Digitally signed

Resp. Un. Org. Educational Services

Dr Francesca Gaiotti

(digitally signed in accordance with Legislative Decree 82/2005 as amended)