



MUNICIPALITY OF UDINE
Culture and Education Service

INFORMATION FOR SUMMER RECREATION CENTRES FOR THE YEAR 2025



A) HOW TO REGISTER

The Summer Recreational Centre is an educational and recreational service of public interest that enables children and young people to transform their free time in the summer into meaningful and enjoyable experiences of living together with other peers. The main objective of the service is the enjoyment and well-being of children and young people through creative activities, outdoor motor games, sports activities, reading and expressive workshops in a welcoming environment.

The summer recreation centre also fulfils a social function in that it helps families during the summer period to reconcile family-work time after the school year ends.

1. Reservations

Bookings for Summer Recreation Centres (CRE) are

from Monday 3 February to Friday 28 February

exclusively **online** via the E-Civis system, by accessing the website <https://udine.ecivis.it/> and clicking on the **Login to personal area** button. To access the E-Civis portal, it is necessary to have a SPID (Public Digital Identity System) or CIE (Electronic Identity Card).

More information on SPID and how to obtain it can be found at w.spid.gov.it.

Information on how to activate the CIE can be found [at https://www.cartaidentitalia.interno.gov.it/attiva/](https://www.cartaidentitalia.interno.gov.it/attiva/)

The path to the online forms is **Login → Online forms → Fill in → Summer Recreation Centres**.

Please note that one application must be completed per child.

In order to proceed smoothly with the reservation, it is advisable to first have:

- tax code of the holder of parental responsibility
- tax code of the child
- SPID or CIE credentials
- ISEE 2025
- e-mail address that will be used as the address for the transmission of ALL communications concerning the service
- telephone numbers
- data of the child's pick-up delegate (surname, first name, date of birth, mobile phone, etc.).

The application for reservation for the service **will not be accepted** if there are unpaid invoices for CRE attendance in previous years payable by the applicant or the parent/co-obligated guardian or other person holding the invoice(s) for the service.

IMPORTANT NOTE

The E-Civis system contains the data of the person, referred to as '**Guardian**', who in 2024 or in previous years submitted the application for enrolment in the CRE service.

It is advisable that the person registered as a 'guardian' submit the application for the year 2025.

The person registered as "Guardian" in the E-Civis system is the holder of the payment notice and the corresponding invoice.

If for justified and proven reasons it is necessary to change the "Guardian" BEFORE SUBMITTING THE RESERVATION APPLICATION, it will be necessary to contact the offices immediately at the following references:

- progettieducativi@comune.udine.it

- telephone numbers 0432/1272790 and 0432/12772714

Furthermore, BEFORE SUBMITTING THE RESERVATION APPLICATION FORM by accessing the E-Civis platform, the tutor can change all his/her data except for the first name, surname and tax code and correct and/or modify the email address and/or telephone number, etc.. The change of email address must also be communicated at the same time to the Educational Projects Office by sending to the email address: progettieducativi@comune.udine.it, the change form that will be published on the E-Civis system and on the Municipality of Udine's website on the page dedicated to CRE, as the system does not update automatically but must be updated by the Service staff.

It is recommended that requests to change the 'guardian' and e-mail address be sent by 25 February 2025 to allow the system to be updated.

Once the application has been submitted, the data indicated can no longer be changed.

1. Access to the service

In order to facilitate access to the service for a larger number of families, a **maximum of three shifts** per child can be booked.

2. Submission of Applications

Please remember to be very careful when filling in the application because once the application has been submitted, it will be automatically registered and it will **no** longer be possible to modify, delete or resubmit it independently.

To delete the application sent, the guardian must write to progettieducativi@comune.udine.it and ask for its deletion, compulsorily quoting the application identification number issued by the E-Civis system and attaching an identity document of the guardian.

Cancellation requests must reach the above-mentioned e-mail by 25 February 2025.

After the closing date for bookings (28/02/2025) the data indicated in the application can no longer be changed.

3. Criteria for drawing up rankings

The rankings are drawn up according to the priority criteria set out in the Regulation for attendance at CRE, as amended by Municipal Council Resolution No. 11 of 28/03/2022:

- residence in the municipality of Udine of the minor or at least one of the holders of parental responsibility
- minors in possession of disability certification pursuant to Law 104/92 at the time of application (up to a maximum of 10% of the places available for each round of attendance at each CRE)
- minors with both holders of parental responsibility, even if not cohabiting, working, or, in the case of a single parent household, minors with working holders of parental responsibility
- minor with other cohabiting minors enrolled in CRE organised by the Municipality of Udine
- economic conditions of households as measured by the indicator of the equivalent economic situation (ISEE): households with lower ISEE have priority

The aforementioned conditions must be possessed at the time of the online booking and then declared when filling out the booking application.

Requests from non-residents are only accepted when the remaining available places are filled applying the same criteria as above.

4. Rankings

There are no provisional rankings. The definitive rankings will be made public approximately at the beginning of April and will be available on the Municipality of Udine website (www.comune.udine.it). The rankings can be consulted by location and by shift.

To consult the rankings, you need the application number issued by the E-Civis system.

5. Waiting lists

A waiting list will be drawn up for each CRE in order to fill any vacancies in the event of withdrawals or failure to fill all or part of the reserved places.

6. Payments

Those who, on the basis of the above criteria, will be placed in the ranking list will be sent, exclusively to the e-mail address indicated at the time of registration, a PagoPA payment notification in the name of the parent/guardian (which can also be downloaded from the E-Civis system).

IT IS RECOMMENDED THAT YOU ALSO CHECK THE RECEIPT OF THE E-MAIL IN YOUR SPAM FOLDER.

In order to finalise enrolment in the summer recreation centre, payment **must be made by the date indicated in the PagoPA notice; after this date, the booking will be automatically cancelled without further communication** and therefore no service will be rendered to the user with consequent termination of any contractual relationship as provided for by Article 26 of Presidential Decree 633/1972.

This year the invoice will be sent automatically to all users in the ranking list. Regular credit notes will be issued for shifts not confirmed with PagoPA payment.

Lastly, please remember to keep the invoice together with the payment receipt, issued by the PagoPA system, for the recognition of any contributions/grants (e.g. Dote Famiglia).

Please do not make payments after the date indicated in the PagoPA notice.

The reservation will in any case be cancelled and the sums paid will be reimbursed in accordance with the timetable set out in section D) para. 3 below.

B) AGE RANGES, LOCATIONS and SHIFTS, WORKING HOURS

1. Age groups, locations

The school premises are not equipped with air conditioning.

Some school sites ('Nievo', 'Pellico' and 'Ellero') will undergo scheduled works during the period June - August 2025.

a. CRE 3-6 YEARS (Giocaestate)

They welcome children **born after 01/01/2019 and three years old** at the time of attendance and take place at the following kindergarten sites:

- Pick' school - Via della Polveriera no. 9
- Benedetti' school - Via Val di Resia no. 11
- Via Baldasseria Media' school - Via Baldasseria Media no. 23
- Zambelli school - Via Bernardinis no. 105

b. CRE 6-11 YEARS (Giocaestate)

They accommodate **children born between 01/01/2014 and 31/12/2019** and take place at the following primary school sites:

- Nievo' school - Via Gorizia no. 18
- Divisione Alpina Julia' school - Piazza Polonia no. 1
- Zardini' school - Via Padova no. 9
- Pellico' school - Via San Pietro no. 70
- Girardini' school - Via Judrio no. 1/A

c **CRE 11-14 YEARS (Summer Play Camp)**

They take in children born between **01/01/2011 and 31/12/2014** and are held at the following secondary school location

- Ellero' school - Via Divisione Julia no. 1

2. Shifts

CRE 3-6, 6-11 and 11-14 years will be operated in bi-weekly shifts (10 working days, Monday to Friday):

a. The shifts for CRE 3-6 and 6-11 years are as follows:

- Pre-shift: from 16 June to 27 June (CRE 6-11: for 'Nievo', 'Divisione Alpina Julia' and 'Zardini' schools)
- 1st shift: 30 June to 11 July
- Round 2: 14 July to 25 July
- Round 3: 28 July to 8 August
- 4th shift: 11 August to 25 August (15 August the service will not operate)

b. The shifts for CRE 11-14 years are as follows:

- Pre-shift: 16 June to 27 June
- 1st shift: 30 June to 11 July
- Round 2: 14 July to 25 July
- Round 3: 28 July to 8 August

The 3rd round of the CRE 11-14 years will only be activated if the number of participants exceeds 50% of the available places.

3. Operating hours

All CRE respect the following timetables:

- entry from 7.45 a.m. to 9.00 a.m.
- first exit from 1.00 p.m. to 1.15 p.m. (including lunch)
- second exit from 3.30 p.m. to 4.15 p.m.

c) SUMMER CENTRE ACTIVITIES

1. Programming

The schedule for the day is indicatively as follows:

CRE 3-6 YEARS	CRE 6-11 YEARS	CRE 11-14 YEARS
----------------------	-----------------------	------------------------

7:45 - 9:00 Welcome. Approach activities and introduction to the story told. Animation activities with games and bans	7:45 - 9:00 Welcome. Activation activities and movement games	7:45 - 9:00 Reception. Indoor motor games. Party games
9:00 - 9:30 A snack and daily care/hygiene actions	9:00 - 10:30 Group games	9:00 - 10:30 Workshops
9:30 - 11:00 Theatre, creative and sensory activities	10:30 - 11:00 Snack and free play	10:30 - 11:00 Lunch
11:00 - 12:00 Movement and/or play activities	11:00 - 11:30 Movement and sports activities	11:00 - 12:00 Sports Activities
12:00 - 13:15 Lunch preparation and lunch	11:30 - 12:30 Team activities: treasure hunt, orienteering, games	12:00 - 13:15 Lunch
13.15-14:00 Free play-relaxation moment	12.30-13.15 Lunch	13:15 - 14:00 Free play, relaxation time, homework
14:00 - 15:15 Games, readings, workshops, expressive activities	13:15 - 15:00 Creative workshops, expressive activities, musical games	14:00 - 15:15 Role-playing, board games, fun activities
15:15 - 15:30 Snack	15:00 - 15:30 Snack and free play	15:15 - 15:30 Snack
15:30 - 16:15 Second exit	15:30 - 16:15 Second exit	15:30 - 16:15 Second exit

2. What to bring to the Summer Recreation Centre

- Customised water bottle
- Cap
- A marked bag containing gym shoes for CRE 6-11 and 11-14 years old
- A bag marked with a complete change of clothes for CRE 3-6 years old

Comfortable clothes and footwear are recommended.

3. Field Trips/Excursions

Outings are planned during the summer recreation centre and for CRE 6-11 and 11-14 years there is one outing per shift.

The child must be able to participate independently in all field trips/outings without endangering his/her own safety and the safety of others.

There are no alternative activities on the days of the field trips/outings, so children who do not participate in the field trips on these days will not be able to attend the summer recreation centre.

c) **SUPPORT FOR MINORS IN DISADVANTAGED CONDITIONS**

When registering online for the summer recreation centre service, the parent/guardian is required to indicate the child with a disability or disadvantage by completing the mandatory information sheet included in the booking application. The information contained in the information sheet is used to better understand the child's needs and to agree on the most suitable arrangements for attendance at the service, should the child be included in the ranking list.

At the end of registration, the office reserves the right to contact the parent/guardian of pupils who are not known to the service and, where deemed appropriate, also of known pupils, in order to receive further information on their reported needs. Any contact is for information purposes only and can under no circumstances mean that the child will be accepted at the summer recreation centre. Information regarding possible acceptance to the summer recreational centre will result **exclusively** from the approved rankings.

On the basis of the indications received, a joint assessment will be carried out with the company contracted to provide the CRE service, the Culture and Education Service and possibly the Social Services. The assessment will take into consideration the minor's needs, the appropriateness of the CRE service to his/her needs and characteristics, the time of stay at the centre, the possibility or otherwise of participating in outings and trips in the area. Please note that alternative activities may not be guaranteed on the days of the trips/outings.

Please note that the 1:1 educator/minor ratio is NOT envisaged. In each CRE and in each shift, the presence of a socio-educational reference animator is envisaged, who works alongside the CRE animators, taking charge of all the minors in disadvantaged conditions enrolled in that shift and in that centre.

In order to participate in the summer recreation centre service, a minimum ability to interact in group activities, games, socialisation is required, as well as a person's autonomy in the sphere of personal hygiene, nutrition and sphincter control, and a minimum ability to control one's own age-related emotions (managing frustration, anger, etc.).

To this end, parents/guardians are invited to carefully assess the child's ability to cope with the commitment required for a stay at the CRE, possibly indicating a short time of attendance.

Please note that the summer recreation centre service does not have a social welfare character, nor does it make use of social welfare workers. In the case of minors requiring an educator/minor ratio of 1:1, the stay at the summer centre will be defined, with the involvement of the family, by taking into consideration

- the possibility of assigning to the minor an operator/educator with specific skills for individual assistance made available by the Social Services of the municipalities of the "Friuli Centrale Ambito
- the compatibility between the timetable observed by the professional figure, the needs of the child and the timetable requested by the family
- the possibility for the families of minors in particular disadvantaged situations to accompany the minor with one of their trusted operators order to ensure that the minor stays at the CRE within the timeframe indicated during registration.

D) TARIFFS, SPECIAL CONDITIONS AND REFUNDS

1. Rates

Participants in the CRE service are charged the individual rates for each shift as established by Municipal Council Resolution No. 585 of 19/11/2024.

			Tariff
A)	For each shift with 10 actual days of attendance for minors resident in the municipality of Udine (7.45 a.m. - 1.15 p.m.)	€	126,76
	For each shift with 10 actual days of attendance for minors resident in the municipality of Udine (7.45 a.m. - 4.15 p.m.)	€	195,00
B)	For each shift with 10 actual days of attendance for minors not resident in the municipality of Udine (7.45 a.m. - 1.15 p.m.)	€	144,30
	For each shift with 10 actual days of attendance for minors not resident in the municipality of Udine (7.45 a.m. - 4.15 p.m.)	€	222,00

2. Special Conditions

Special conditions **for residents only**:

- total exemption for indigence or other cases of severe hardship by agreement with the social services of the municipality
- in the case of siblings enrolling **in the same shift**: the tariff for the first user is paid in full, tariffs for the second and subsequent users (brother and/or sister) are paid with a 20% reduction, subject to indication in the appropriate section of the application form.
- tariff reductions based on ISEE:

I.S.E. SCALES	TARIFFS due in the amount of	Timetable 7:45-13:15	Timetable 7:45-16:15
- from € 0.00 to € 10,000.00	30% of tariff A) full	38,03€	58,50€
- from € 10,000.01 to € 18,000.00	60% of tariff A) full	76,05€	117,00€
- from € 18,000.01	100% of tariff A) full	126,76€	195,00€

3. ISEE certificate

In order to benefit from the tariff facilitations, it is necessary to **be resident in the Municipality of Udine** and to be in possession of **the ISEE 2025 certificate** by the application deadline.

Any rate reduction will be calculated ex officio on the basis of the value for *Facilitated Benefits for minors or families with minors*, valid and present in the INPS portal on the closing date of bookings.

For users who have declared that they WANT to benefit from the tariff reductions linked to ISEE and have authorised the Municipal Administration to make use of the ISEE data in the INPS database, the Administration will autonomously acquire the data from the INPS portal at the end of the booking phase. The parent/guardian will therefore **not** have to indicate the value on the application.

Users who have declared that they DO NOT WANT to benefit from tariff reductions linked to ISEE and have not authorised the Municipal Administration to make use of the ISEE data in the INPS database will be charged the maximum tariff.

4. Refunds

The tuition fee is refundable:

- 100% of the amount paid only if the waiver reaches the competent office by 31 May 2025
- up to a maximum of 60% of the amount paid only in the event of non-use of the service, i.e. if the user has been unable to attend the chosen shift for serious, justified and documented reasons; the shift is considered non-attended if the user is absent on all the days of the period of the shift or on all but one of them. The request for reimbursement must reach the competent offices within 15 (fifteen) days from the end of the shift.

Requests for reimbursement and waiver must be received in writing by the competent office by the dates and deadlines indicated above.

The reimbursement request form will be published on the E-Civis system and on the Municipality of Udine's website on the page dedicated to CRE.

All refunds will be made from September 2025.

E) **CATERING SERVICE**

1. Nutrition

Meals will be provided by the School Cafeteria Service and will include lunch and snacks, mid-morning and mid-afternoon, according to the menu approved by the Health Authority.

On planned trips, children will be provided with a packed lunch (provided by the municipal catering service).

It is absolutely forbidden to bring any food or drink into the CRE.

By filling in the "**Special diet request**" section of the booking application, the parent/guardian communicates the need for the child to follow a special diet for health reasons or to avoid certain types of food due to food allergies or intolerances, or may request to avoid certain foods for religious, ethnic or cultural reasons.

In the case of special diets for health reasons, the medical certificate for the special diet, **if not already submitted during the school year**, must be received no later than 7 days after the start of the CRE pre-shift/shift exclusively by e-mail: ristorazione.scuole@comune.udine.it

For all **communications and information concerning the catering service**, users should contact the School Catering Office at the following numbers:

E-mail: ristorazione.scuole@comune.udine.it

Telephone number 0432 -1272720

Further information on the catering service is available on the following page of the Municipality of Udine's website: <https://www.comune.udine.it/Servizi/Ristorazione-Scolastica>

The contractor for the catering service for CRE 3-6 years is CIRFOOD s.c., which provides families with the **Menu Chiaro** website (for more information <https://www.menuchiario.it/comunediu dine/it/#/HomeMenu>) to inform them about the menu of the day and to give advice on healthy and conscious eating.

The contractor for the CRE 6-11 and 11-14 years catering service is CAMST, which provides families with the Website and App (for more information <https://menu.ristorazionescolastica.it/signin>) to inform them about the menu of the day and to give advice on healthy and conscious eating.

F) PARTICIPATION IN THE SUMMER RECREATION CENTRE SERVICE

1. User duties

Participants in the Summer Recreation Centre service must:

- be equipped with practical clothing appropriate to the activity taking place in the Summer Recreation Centres;
- maintain correct, respectful and non-violent behaviour towards things and people.

The Head of the competent Service reserves the right to take measures against users (oral or written reprimand, expulsion or suspension, depending on the seriousness of the cases) if it is established that the declarations contained in the application form are false, or in the event of facts and behaviour that could seriously disrupt the proper functioning of the Summer Recreational Centre and/or cause damage to the Municipal Administration.

The municipal administration declines all responsibility for the removal of clothing or objects belonging to members.

G) CHECKS ON DECLARATIONS

The Municipal Administration is required to verify, also on a sample basis, the declarations presented in the application pursuant to Presidential Decree 445/2000 and subsequent amendments and additions. If, on the basis of the checks carried out, it emerges that the declarations submitted, also in relation to minors in disadvantaged conditions, do not correspond to the truth, in application of the aforementioned rule, the Municipal Administration will order the forfeiture of the benefit, i.e. the suspension of the minors from the summer recreation centre service in progress.

H) DOCUMENTS

- Tariff schedule in force https://www.comune.udine.it/ocmultibinary/download/9448/117688/3/4073fd409fc4c78ed3fd60e80261a482.pdf/file/AnnexC_Deliberation_585.pdf
- Regulations for attendance at summer recreation centres [https://www.comune.udine.it/content/download/13229/194979/file/Regolamento_CRE_\(1\).](https://www.comune.udine.it/content/download/13229/194979/file/Regolamento_CRE_(1).pdf)
- Service Charter of the Summer Recreation Centres https://www.comune.udine.it/ocmultibinary/download/13229/194981/5/99e030cda22d01e3eebdd2f6f40c1f.pdf/file/c_artaservizicre.pdf

All documents can be downloaded from the Municipality of Udine website.