



# **THE UDINE INTERNATIONAL SCHOOL**

## **THE EARLY CHILDHOOD CENTER PROGRAM OF STUDIES**

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## **GENERAL INFORMATION**

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## ***THE FOUNDATION***

**The Udine International School (UIS)** is a non-profit Foundation whose main statutory objective is the promotion of international culture and education.

In order to pursue its aims, **The Udine International School** organises, conducts and administers educational and training programs as well as cultural activities and refresher courses. These activities pursue the objectives of the Foundation and are subject to the approval without appeal of the Board of Directors.

Within the framework of European Union guidelines, **The Udine International School** promotes co-operation with other Italian or foreign institutions having similar objectives.

In order to pursue these objectives, the Foundation established a school in Udine (Italy) in 2003 with English as a teaching language, open to students of both sexes and all nationalities, comprising a Nursery School, Kindergarten, Elementary School and Middle School. In 2006, our founding partner, The International School of Trieste, established an International High School in Trieste with a five-year program.

**The Udine International School** operates in conformity with the Statute of the Foundation and is governed by a Board of Directors to which a parent representative is elected every two years. The Director of the school is appointed by the Board of Directors of The International School of Trieste and is responsible for the educational and disciplinary functions of the school.

The educational programs of **The Udine International School** must be approved by the Board of Directors of The International School of Trieste (IST) which is responsible for issuing diplomas.

Diplomas issued by **The Udine International School**, through its founding partner The International School of Trieste, are legally recognised by Italian law (art. 10, comma 3, della Legge 29 gennaio 1986, n. 26).

The legal status of **The Udine International School** Foundation has been recognised by Decree of the President of the autonomous region Friuli-Venezia Giulia no. 0154/Pres., dated 11<sup>th</sup> May 2004.

The Statute of **The Udine International School** is available to all parents on our web site and in the Secretariat.

# ***MISSION & VISION STATEMENT***

## **Mission Statement**

**The Udine International School** delivers an instructional program characterised by

- world-class education
- global perspective
- outstanding pedagogy and
- an ethos of integrity to students from diverse backgrounds with ambitious goals.

## **Vision Statement**

Our challenge is to develop an international culture, versatility of knowledge and the capacity for individual growth.

## **Core Objectives**

To achieve its mission **The Udine International School** is committed to:

- **Developing High Educational Standards**

We work toward the constant improvement of both instructional programs and methodology, holding ourselves to the highest international benchmarks;

- **Nurturing an International Approach**

We embrace diversity, integration and coexistence by working together toward understanding;

- **Fostering Character Development**

We encourage one another to think critically and independently while acting responsibly and with sincerity to fulfill our greatest potential;

- **Galvanizing Academic Curiosity**

We challenge one another to actively engage the problems confronting us using the creativity and skill necessary for success in our world;

- **Building Community Ideals**

We cultivate a tangible sense of civic responsibility rooted in communal spirit, meaningful dialogue a strong sense of identity.

# ***ADMISSION CRITERIA***

**The Udine International School** does not discriminate on the basis of race, creed, colour, gender, or national origin and seeks to accept all qualified students who apply. Applications for Admission are accepted throughout the year in accordance with the published admission procedure. All applications to the school must be accompanied by previous school reports and/or records, any appropriate medical records, a valid identity document and any other documents required by the school.

Knowledge of the English language is not a determining factor for admission in the ECC.

The international status of our school implies that admission priority will be given:

1. Firstly, to English language foreign students;
2. Secondly, to non English language foreign students;
3. Thirdly, to siblings of students already enrolled in our school.

**The Udine International School** is not equipped or staffed to educate students with severe to moderate learning disabilities, physical or mental disabilities, or emotional/ behavioural problems and these students will not be admitted to the school. Students with mild physical, mental, emotional, or learning disabilities may be admitted if in the Principal's judgment adequate provision and/or special programs can be made. Special materials, supplies and/or additional instruction may be required and the costs for these will be the responsibility of the parent. These fees are in addition to the regular tuition fees.

Students with physical disabilities may be admitted if the school structure can accommodate his or her needs and if the implementation of these special programs is deemed feasible by the Principal.

The full procedure for enrolment or re-enrolment of students meeting the above criteria is found in section **26 – *ADMISSION, ENROLMENT & RE-ENROLMENT PROCEDURES*** of the **UIS ECC Parent-Student Handbook**.

## ***RECOGNITION***

Diplomas issued by **The Udine International School**, through its founding partner The International School of Trieste, are formally recognised by the Italian State by means of State Law no. 26 dated 29th January 1986, art. 10, paragraph 3 which states:

*“Vengono riconosciuti a tutti gli effetti i titoli rilasciati da The International School of Trieste. Il riconoscimento dei titoli é subordinato all’accertamento della conoscenza della lingua italiana da parte dei candidati mediante prova d’esame”*

On 20th December 2004, the Italian Ministry of Education, Universities and Research – The Friuli-Venezia Giulia Regional Education Office, formally acknowledged the school’s operation. The legal status of the **The Udine International School** Foundation has been recognised by Decree of the President of the autonomous region Friuli-Venezia Giulia no. 0154/Pres., dated 11<sup>th</sup> May 2004.

## ***ACCREDITATIONS & AFFILIATIONS***

**The Udine International School** is accredited by:

**CIS Council of International Schools** <http://www.cois.org/>

and collaborates with:

**ECIS European Council of International Schools** <http://www.ecis.org/>

**MAIS Mediterranean Association of International Schools** <http://www.mais-web.org/>

**The College of New Jersey – Faculty of Education** <http://www.tcnj.org/>

# **PROGRAM OF STUDIES**

## **A. INTRODUCTION**

Located in a recently constructed building within the “Monsignor F. Tomadini campus”, **The Early Childhood Center** comprises four sections:

**PRE-NURSERY** (2 to 3 year-olds)

**NURSERY 3** (3 to 4 year-olds)

**NURSERY 4** (4 to 5 year-olds)

**KINDERGARTEN** (5 to 6 year-olds)

The early childhood years are among the most formative for a child’s education and therefore ideal for easy and enjoyable English language acquisition. Children who attend **The Early Childhood Center** acquire a solid and secure background in all areas of the Early Childhood programs and are prepared for entry to the Elementary (Grades 1-5) and Middle School (Grades 6-8). The program is carried out in the English language; admission to the ECC does not require previous knowledge of the English Language.

## **B. PRINCIPAL AIMS**

**The Early Childhood Center** strives to provide children with a “*home away from home*”. We want each child to enjoy and benefit from his/her years at our school. Our aim is to create an atmosphere of mutual trust and understanding as well as to be attentive and sensitive to the needs of every child. Our main objectives are to support the development of the whole child, to motivate him/her and to provide experiences that address social, cognitive, emotional and physical aspects of his/her development.

A positive and supportive environment helps the child develop a sense of self-esteem and correct social behaviour. Highly qualified teachers (each section has a teacher and teacher’s assistant), a pleasant and colourful learning environment and engaging materials allow each child to grow and mature as both an individual and as a member of a group.

Limits and expectations are set to provide guidelines within which the child can experiment and learn. These limits, which provide the child with a sense of security, are consistent throughout the Early Childhood years and vary according to the child's age. We strive to instil a sense of justice, independence, and responsibility in our students, as well as to develop an awareness of international culture.

## **C. CURRICULUM**

**The Udine International School** curriculum provides specific programs in the four classes that progress from one class to the next. Within each of the four classes, programs are outlined according to the age, maturity and different stages of growth of the students.

### **PRE-NURSERY** (2 to 3 year-olds)

The Pre-Nursery program focuses on the development of autonomy, social/adaptive behaviours with a strong emphasis on communication/language (stories, songs, poems, English vocabulary, ability to repeat English words), fine and gross motor skills. The child is introduced to new objects and materials through manipulation, the discovery of self and body co-ordination, the discovery of his/her surroundings. Curriculum areas include Pre-Writing (manipulation, exploration of materials, co-ordination), an initial approach to Mathematics (counting, colours, shape and size identification, object classification), Science (observation of the natural world), Health (parts of the body, hygiene) Art (free expression through drawing, painting and collage) and Music (sounds and singing).

### **NURSERY 3** (3 to 4 year-olds)

The program concentrates on the development of the child's physical, social, cognitive, verbal and motor skills. It focuses on the gradual acquisition of independence in self-help skills and personal hygiene, learning and exhibiting positive interactions with peers and adults (taking turns, sharing, and playing cooperatively) and identifying and expressing feelings.

The weekly timetable includes Language and Literacy skills (listening and responding to sounds, directions, conversation, stories, books, beginning to communicate in English), Pre-Writing (co-

ordination, manipulation and tracing), Mathematics (basic shapes and sizes, weight and volume, sorting, patterns, numbers and counting), Science (the development of exploration and observation skills), Health (the parts of the body, personal hygiene, the five senses), Social Studies (the awareness of self, the family and the community), Art (painting and collage, manipulation of materials, textures and colours), Music (listening to sounds and understanding rhythm, singing songs), Motor Skills (gross and fine motor skills through individual and group activities and games). In Science and Social Studies topics change from year to year.

#### **NURSERY 4** (4 to 5 year-olds)

The program aims at helping each child to experience intellectual growth, educational stimulation, to acquire physical, mental, and emotional well-being and to become socially well-adjusted. The Nursery 4 program consists of activities relating to Language development (the ability to follow and tell a story, ask questions, following instructions, self-expression primarily in English), Pre-Reading (beginning phonics, concepts of print and books), Pre-Writing (co-ordination, pencil holding, copying, writing of letters), Mathematics (object classification, patterns, shapes, size and volume, numbers, the concept of time), Science (the development of exploration and observation skills, asking questions, hands-on sensory experiences), Health (health and the importance of eating correctly, personal hygiene, safety), Social Studies (more awareness of self, the body and its functions, the concept of growth, feelings, the members of the family, the home and the community), Art (painting, drawing, collage and the construction of various forms and objects, colour mixing), Music (singing, rhythm, music listening skills), and Motor Skills (gross and fine motor skills through individual and group activities and games). In Science and Social Studies topics change from year to year.

#### **KINDERGARTEN** (5 to 6 year-olds)

The program is based on the principle that a five-year-old child is enthusiastic, curious and ready for a learning experience within a school setting. It incorporates an appropriate balance of work and

play with the goal of preparing students for the transition to Elementary School. The curriculum aims at consolidating personal, social and working abilities.

The subjects include: Language Arts (the development of written and oral language, listening skills as well as the ability to follow instructions, comprehension, reading and listening to different types of stories, the development of the ability to retell stories clearly by using complete sentences in English, the ability to interpret and make comparisons, vocabulary expansion), Handwriting (eye-hand co-ordination, the correct holding of a pencil, the letters of the alphabet, copying correctly), Spelling (learning to spell his/her own name, letter identification, brief dictations, invented spelling), Mathematics (logical thinking, object classification, patterns, identification and writing of numbers up to thirty, measurement, size, clock reading, ordinal numbers, introduction to addition and subtraction), Social Studies (the development of one's own body and feelings, the discovery of how one learns, meets challenges and makes mistakes, appreciation of the uniqueness of each individual, how family members work, basic needs), Science (the identification and use of the five senses, the development of exploration and observation skills, asking questions, hands-on sensory experiences, investigative skills), Health (basic needs and healthy choices, hygiene, safety), Art (understanding of shape and size, lines, colour, drawing, the awareness of art and aesthetics and the development of personal interpretation, the use of art materials), Music (singing, different types of songs, rhythm and tone), Motor Skills (gross and fine motor skills through individual and group activities and games). In Science and Social Studies topics change from year to year.

**This Program of Studies has been updated in November 2016**

**We kindly ask parents to consult our web site for future updating**



# **THE UDINE INTERNATIONAL SCHOOL**

**THE EARLY CHILDHOOD CENTER**

**PARENT-STUDENT HANDBOOK**

# SUMMARY

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3. LATE ARRIVAL & ABSENCE
4. HEALTH
5. ADMINISTRATION OF MEDICATION
6. ACCIDENTS
7. OUTDOOR RECREATION
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## ***1 - SCHOOL HOURS***

FROM MONDAY TO FRIDAY:

SCHOOL DOORS OPEN	7:50		
CLASSROOMS OPEN	8:00	KINDERGARTEN	8:15
BEGINNING OF LESSONS P-N, N3, N4	9:00		
KINDERGARTEN	8:30		
LUNCH BREAK:			
PRE-NURSERY & NURSERY 3	11:30		
NURSERY 4 & KINDERGARTEN	11:35/11:40		
END OF LESSONS	15:50		

## ***2 - STUDENT DROP OFF & PICK-UP***

Parents or guardians must be rigorously punctual in dropping off students at school in the morning and picking them up in the afternoon. For security and organizational reasons, parents or guardians must not enter the school buildings to accompany or pick up students, unless permission to do so is granted by teachers. For security purposes and in order to comply with our responsibility related to the custody of minors, under no circumstances can students leave the school building unless accompanied by parents or an authorised person. The list of persons authorised to pick up the student can be updated at any moment without number limitation. In cases where students will be picked up by persons not known to the school, parents must **personally** inform the Secretariat the same morning or hand in a **written note**. Parents cannot inform the school by telephone.

***When in the parking lot dropping off or picking up students, parents must always hold children by the hand and never lose sight of them. Once children have been picked up by parents or guardians, the latter will be totally responsible for their security.*** After school supervision is provided by the school for a fee from 16:00 to 17:00. If students are to be picked up before the end

of the school day, parents must inform the Secretariat 24 hours before or, in exceptional circumstances, the same morning.

### ***3 - LATE ARRIVAL AND ABSENCE***

When a child starts attending The Early Childhood Center, it is very important that parents make every effort to assure consistent arrival and departure times in accordance with school hours. This provides the child with a sense of security. Punctuality is a must at **The Udine International School** and it is essential for the development of the child's sense of discipline and responsibility. If a child is late for school, the parents should notify the Secretariat with the reason. Kindergarten students who accumulate **five** late arrivals during one term must, for the following instance, provide a written justification. Parents will receive a written notification of the late arrivals from the school. The child's absence must always be reported to the Secretariat by the parents. When the child returns to school, parents must fill out the school register in the Secretariat. If a child is absent from school for five or more days due to illness, parents must present a medical certificate or parent self-certification in order for the child to be re-admitted to school.

### ***4 - HEALTH***

It is very important for children to rest when they are ill. We therefore ask parents to please keep their children at home if they are not up to a full day of activities. If a child should become ill at school, parents will be contacted immediately. Parents must inform the school if a child is ill with a contagious disease. This allows us to be alert for other children in the class who may be infected but do not yet show signs of the disease. Upon the child's return to school, parents must provide the Secretariat with a medical certificate or a self-certification by the parents of the child stating that he or she may be readmitted to school after a contagious disease. Parents are also required to fill out the school register should a child be absent from school for less than five days due to illness, while after an absence of five or more days due to illness a medical certificate or self-certification by the parents of the child is required. Parents are also asked to notify the classroom teacher if their

child has a medical problem (i.e. fainting spells, allergies to food or other, diabetes) or is on special medication.

## ***5 - ADMINISTRATION OF MEDICATION***

According to present regulations, pharmaceuticals can only be administered to children by their parents or specialized medical or nursing personnel. The school **cannot** therefore administer any form of pharmaceutical to students.

## ***6 - ACCIDENTS***

Unfortunately accidents and/or injuries do happen at school. If an accident or injury should occur, proper and prompt treatment will be administered to the child. If the accident is more than a slight one, an accident report will be filled out by the school and the parents of the child will be immediately informed. If need be, he/she will be taken to a local hospital.

All children are covered by an insurance policy for accidents which may occur at school, during field trips or during activities outside school grounds.

## ***7 - OUTDOOR RECREATION***

**The Udine International School** is located on the grounds of the Istituto “Monsignor F. Tomadini” amidst green and spacious surroundings. The Early Childhood Center is housed in a separate building with a specially equipped surrounding garden area for outdoor recreation. Outdoor recreation is dependent upon weather conditions; however, since fresh air is an important factor for a child’s development and growth, children are accompanied outdoors for recess in all seasons (children are kept indoors in case of rain or very cold temperatures). We therefore ask parents to ensure that children are adequately dressed for the season.

## ***8 - ASSESSMENT***

In all Early Childhood classes the children are informally assessed throughout the school year. In order to monitor the child’s intellectual and physical development and capabilities, parent interviews are organised to discuss each child’s progress and development. Parent/School co-

operation is highly recommended. Pre-Nursery students receive one assessment report at the end of the school year, Nursery 3 and Nursery 4 students receive assessment reports twice a year. Children enrolled in Kindergarten receive three report cards a year at the end of each term as do those enrolled in Elementary School.

## ***9 - PARENT/TEACHER COMMUNICATION***

The staff will discuss the development of each child on a regular basis. All teachers have a weekly conference time which must be scheduled through the Secretariat. If parents have any specific questions or concerns, they should feel free to discuss them with their child's teacher, after having arranged an appointment through the school office. This procedure permits the teacher to give parents his/her complete attention and does not interfere with teaching obligations. At the beginning of the school year, each class teacher will organise a class meeting in order to present a brief profile of the year's program and activities to parents. Parent-Teacher evening conferences are organised twice a year for Kindergarten and once in the middle of the year for Nursery 3 and Nursery 4. Appointments must be reserved through the Secretariat. Parent-Teacher day conferences will be suspended roughly for the entire week before issuing of report cards.

## ***10 - SCHOOL SUPPLIES***

Parents will be responsible for providing some consumables. The list of supplies needed will be compiled and given to parents at the beginning of the school year.

## ***11 - STUDENT UNIFORMS***

**The Udine International School** requires that students wear a **UIS** uniform to be ordered at school at parents' expense (we kindly ask parents to respect order deadlines which are announced in our weekly Newsletter). Parents will be required to buy items of clothing which include the Autumn/Winter and Spring/Summer collections. Substitution of other items or modification to school items are not permitted. Parents of students who for **five** times during any one term do not

wear the full UIS uniform will be asked by the class teacher to provide an explanation. We also kindly ask parents to have children wear shoes with Velcro fastening and not shoelaces.

Parents who have not given back school uniforms loaned to their children by the school in clean and good condition will be asked to pay for them. Report cards and Assessments will not be issued to students whose families have not settled their dues.

## ***12 - SCHOOL LUNCH***

The school provides each student with a snack at 9:30 and a hot, nutritious and well-balanced school lunch served everyday at 11:30 for Pre-Nursery (lunch served in the classroom) and Nursery 3, at 11:35 for Nursery 4 and at 11:40 for Kindergarten. A snack will also be served in the afternoon. Special attention is given to providing meals especially conceived and elaborated for school-aged children. The menu, prepared with organic produce (in accordance with regional standards) in our kitchen, is seasonal (Autumn/Winter and Spring/Summer menu) and follows the guidelines outlined by the local health authorities. These menus are available to all families in the Secretariat and are posted on our web site. Parents are asked to inform the school if their child has special dietary or allergy restrictions (whether they be for health or religious reasons) which must be documented with a medical certificate, stating the medical condition which warrants the restriction. The certificate must be renewed every year. A Nutrition Committee made up of four parents has been appointed to work together with us and the kitchen to supervise meal quality and to suggest revisions and improvements to the menu.

## ***13 - FIELD TRIPS & EVENTS***

The Nurseries and Kindergarten participate in several field trips and events during the school year. Field trips and events are a very important part of the school curriculum and the school highly recommends that students participate. A permission form authorizing participation of the student will be given out and must be signed by parents. The school will provide parents with detailed information concerning the trip prior to the departure date. All children are covered by an insurance

policy for accidents which occur at school, during field trips and during activities outside school grounds. A detailed policy governing school trips will be given to all parents when enrolling their children. Parents will be asked to sign the document for acceptance. It is also published on our web site.

### ***14 - BIRTHDAYS***

If parents would like to celebrate their child's birthday at school, ECC teachers will be happy to do so. In order to organise a small party for the children, we kindly ask parents to give teachers advanced notice. Parents are welcome to bring finger cakes, pies (please do not bring cakes with cream or other bakery items that need to be cut up) and/or pizza and fruit juice (please no carbonated beverages) and are also kindly asked to provide paper plates and napkins for the party.

### ***15 - FESTIVITIES***

Major festivities are celebrated with a party at school. The children play party games, sing songs and have special treats.

### ***16 - SCHOOL POLICY ON RELIGION***

As outlined in the Admission Criteria, **The Udine International School** accepts students of all races and creeds. The school policy regarding religion within the school grounds is the following:

- a) While each individual's religious convictions must be respected, no individual may engage in any form of religious proselytism on the school campus involving members of the school community;
- b) The school building may not be used by any member or group of the school community for purposes of a religious nature;
- c) The school will respect its host country's legally stipulated holidays even if such holidays are of a religious nature.

## ***17 - NEWSLETTER***

**The Udine International School** publishes a Newsletter every Friday in order to keep parents informed as to school activities and to communicate important information. The Newsletter will be sent to all families via e-mail every Friday afternoon and will also be available in the Secretariat. We kindly ask families to read the Newsletter regularly and attentively in that it is an important means of communication between the school and families.

## ***18 - MESSAGES***

Children will often have communications concerning the school in their bags or backpacks. Because of their young age, children often forget to mention this. We recommend that parents check their children's bags or backpacks everyday in order to make sure that these messages are read.

## ***19 - CHANNELS OF COMMUNICATION***

The school communicates with parents through notices sent home, through scheduled conferences between school personnel and parents and through school Newsletters. Parents may sometimes be uncertain about how they make their views known. In order to assist parents, we would like to outline below the various channels of communication.

1. When the problem concerns the child and his work, the best person for the parent to see is the teacher concerned. Appointments with teachers may be arranged through the school office. The class teacher should always be informed in writing through the Secretariat of any changes in daily routine, dietary or health problems or any other issues which affect the safety and welfare of your child. Teachers will not accept this type of communication given verbally by a student.
2. Problems which cannot be resolved through a conference with the teacher or teachers concerned, or questions of a more general nature concerning the operation of the school and its programs may be discussed with the ECC co-ordinator. Appointments may be arranged through the Secretariat.

3. The school Principal is also available to parents for any further clarifications. Appointments can be scheduled through the Secretariat or direct contact can be made via e-mail: [principal@udineis.org](mailto:principal@udineis.org).

4. The **UIS** Foundation Board of Directors Governing Committee (or a representative) can be contacted solely for information, issues or problems concerning administration.

**UIS** places great emphasis on the relationship between The School and The Family in the education process of children. As such, issues, concerns or other matters that a family wishes to raise regarding the education of their child should first and foremost be address by that family themselves via the procedures outlined above.

## ***20 - SUMMER CAMP***

**UIS** organises a Summer Camp for five weeks at the end of the school year open to **UIS** students as well as to those from outside the school. The educational, linguistic and recreational activities of the Summer Camp are organised and supervised by teachers and assistants who are, for the most part, part of the **UIS** staff.

## ***21- PARENT COUNCIL***

**The Udine International School** Parent Council is a non-profit, volunteer organisation made up of parents who belong to our school community.

All members of the **UIS** parent community are welcome to become part of the Parent Council as well as parents of alumni or parents who have left the school and had positively supported it in the past.

### Responsibilities:

- to promote a sense of community and encourage volunteerism;
- to organise social, sports and fundraising events to benefit our school community;
- to welcome and help new families become part of the school community;
- to encourage the school community to participate in school projects and events;

- to serve as a link in communicating feedback and information regarding Parent Council activities to the school community.

The activities of the Parent Council are governed by the Parent Council Charter.

## ***22 - CHARITIES***

A very important part of the **UIS** philosophy is solidarity towards the less fortunate. **UIS** sponsors several charity campaigns and organises various fund raising events during the school year. Full details of the charities supported by **UIS** are available on the school website.

## ***23 - SECRETARIAT***

Secretariat and Accounting Office hours will be announced at the beginning of every school year. These hours will be modified during summer and school year holidays. Parents will be notified of changes through our Newsletter.

## ***24 - TRAFFIC AND PARKING***

Parents should always respect basic traffic laws when transiting within the Monsignor F. Tomadini compound. We ask parents to use common sense in limiting their speed, not parking their vehicles in parking areas reserved for the physically challenged, be constantly on guard when transiting and backing up in the parking lot and never stopping their car in front of the school entrances when dropping off or picking up children. Drivers should be aware of the many children from both the school as well as the other facilities within the compound. Parents and others accompanying children must always avoid blocking entrance areas with their vehicles. ***UIS will in no way be held responsible for accidents which occur outside school buildings or fenced areas and once children have been picked up by parents or guardians.***

## ***25 - ADMISSION CRITERIA***

**The Udine International School** does not discriminate on the basis of race, creed, colour, gender, or national origin and seeks to accept all qualified students who apply. Applications for Admission are accepted throughout the year in accordance with the published admission procedure. All

applications to the school must be accompanied by previous school reports and/or records, any appropriate medical records, a valid identity document and any other documents required by the school.

Knowledge of the English language is not a determining factor for admission in the ECC.

The international status of our school implies that admission priority will be given:

1. Firstly, to English language foreign students;
2. Secondly, to non English language foreign students;
3. Thirdly, to siblings of students already enrolled in our school.

**The Udine International School** is not equipped or staffed to educate students with severe to moderate learning disabilities, physical or mental disabilities, or emotional/ behavioural problems and these students will not be admitted to the school. Students with mild physical, mental, emotional, or learning disabilities may be admitted if in the Principal's judgment adequate provision and/or special programs can be made. Special materials, supplies and/or additional instruction may be required and the costs for these will be the responsibility of the parent. These fees are in addition to the regular tuition fees.

Students with physical disabilities may be admitted if the school structure can accommodate his or her needs and if the implementation of these special programs is deemed feasible by the Principal.

## ***26 - ADMISSION, ENROLMENT & RE-ENROLMENT PROCEDURES***

The Statute of **The Udine International School** states that criteria for accepting enrolments of students are established by the Board of Directors.

### **First Enrolment:**

Parents wishing to enrol their children in **The Udine International School** ECC section should arrange for an appointment through the school Secretariat for an initial information visit. School visits can be arranged through the Secretariat at any time.

Parents should ensure that they have carefully read the school **Admission Criteria**.

The Application for Admission Form, duly filled out, must be handed in to the school Secretariat along with the requested documents.

Since class space is limited, a waiting list will be created when a particular class has reached maximum capacity.

Parents signing the Application for Admission Form accept all school policies as well as the terms and conditions included in the PARENT-STUDENT HANDBOOK and PROGRAM OF STUDIES published on the school web site ([www.udineis.org](http://www.udineis.org)).

Students will be admitted to the Pre-Nursery class if they turn two years of age during the calendar year in which classes begin.

Students will be admitted to Nursery 3 if they turn three years of age during the calendar year in which classes begin.

Within 7 (seven) days of presentation of the Application for Admission Form, students wishing to enter Grades 2 to 8 will be asked to sit an entrance test designed to evaluate the student's level in the following subjects: English, Mathematics and possibly Italian.

The results of the tests will be discussed within 7 (seven) days during a meeting with the Principal, the teachers and the family. The family will be informed whether the student has been admitted and to what grade.

Within 15 (fifteen) days of the meeting, the family of the new student must hand in the Enrolment Form, duly filled out and signed by both parents, to the school Secretariat along with all the information and documents requested.

The Enrolment Form and documents must be accompanied by proof of payment of the annual and individual "Registration Fee", the annual "Maintenance & Development Fee", the one-time "New Family Membership Fee" as well as 10% of the annual Tuition Fee, all of which are non-refundable. The "New Family Membership Fee" will not be requested should the family enrol a second/etc. child.

**Re-enrolment:**

The re-enrolment of a student will be considered valid only after the Enrolment Form, duly filled out and signed by both parents, has been handed in to the school Secretariat along with the documents listed in the enclosures.

The Enrolment Form must be accompanied by proof of payment of the annual and individual “Registration Fee”, the annual “Maintenance & Development Fee” and 10% of the annual Tuition Fee, all of which are non-refundable.

**N.B.** Enrolment and re-enrolment will be considered void and enrolment priority lost if the aforementioned fees have not been paid for and the Enrolment Form, duly filled out and signed, handed in to the Secretariat.

### **Refusal and Repeal of Enrolment**

Within sixty days, **The Udine International School** reserves the right to **refuse** enrolment or re-enrolment of a student without appeal. The family will be informed of the refusal via registered A.R. mail and fees already paid for will be refunded.

Furthermore, at the complete discretion of the Board of Directors and exclusively for extremely serious reasons, **The Udine International School** reserves the right to **revoke** without appeal an enrolment during the school year as well as decide the expulsion without appeal of any student whose parent(s) are involved in acts that are clearly contrary to the educational aims of the institution or who damage its image. Furthermore, parents of students who damage or misplace school property will be expected to replace or refund the school.

## ***27 - SCHOOL TUITION & FEES***

### **Terms & Conditions**

The Board of Directors of **The Udine International School** reserves the right to set tuition fees and conditions. The annual school tuition includes daily lunch, the use of all books as well as text books which remain the property of the school, the information technology network and WI-FI for Middle School students as well as one-day field trips.

Tuition fees are annual. Reduction or refund of school tuition due to student absence will not be granted.

When a **new family** enrolls a child for the first time in **The Udine International School**, enrolment will be considered complete and valid only after the present form, duly filled out and signed by both parents, has been handed in to the school Secretariat along with the documents listed in the enclosures. The enrolment must be accompanied by proof of payment of the annual and individual “Registration Fee”, the “Annual Maintenance & Development Fee”, the “New Family Membership Fee” and 10% of the annual Tuition Fee, all of which are non-refundable.

The **re-enrolment of a student or the enrolment of a second/etc. child** will be considered valid only after the present Enrolment Form, duly filled out and signed by both parents, has been handed in to the school Secretariat along with the documents listed in the enclosures. The **re-enrolment** must be accompanied by proof of payment of the annual and individual “Registration Fee”, the “Annual Maintenance & Development Fee” and 10% of the annual Tuition Fee, all of which are non-refundable.

Families can choose to pay the remaining 90% of the annual tuition fee in a lump sum by 15<sup>th</sup> September or in two instalments as follows:

- 15<sup>th</sup> September: 50%
- 31<sup>st</sup> January: 40%.

Enrolment and re-enrolment will be valid only upon presentation of proof of payment of the above amounts and can be paid in the Accounting Office via Bancomat or by chèque, when handing in the Enrolment Form, or via bank transfer.

Re-enrolments for all grades, with the exception of Nursery 3, Grade 1 and Grade 6, must be completed by 31<sup>st</sup> January of each school year. Those who re-enrol after the end of February will be subject to the payment of double the annual registration fee.

Re-enrolments for Nursery 3, Grade 1 and Grade 6 must be completed by 15<sup>th</sup> December of each school year. Those who re-enrol after 15<sup>th</sup> January will be subject to payment of double the annual registration fee.

Re-enrolments not accompanied by the above-mentioned payments will not be accepted and priority will be lost.

Parents withdrawing their children from **UIS** before the beginning of the school year or at any time during the school year, must give at least three months written notice to the school. Should the notice not be provided, a penalty equalling one third of the annual school fee will be applied. Report cards will not be issued to parents with outstanding financial obligations to the school until such obligations are met.

Furthermore, students whose families have outstanding school fees may also be prevented from attending classes.

The Board of Directors, in exceptional circumstances, can also repeal the terms and conditions specified above.

## ***28 - AMENDMENTS AND UPDATING***

Amendments and updating of programs, schedules, didactic and administrative organization will be deliberated by the Board of Directors and parents will be promptly advised during the school year through our Newsletter, class letters and/or our web site.

# ***WELCOME!***

Welcome to the wonderful world of **The Udine International School Early Childhood Center**.  
Our staff will do their utmost to make your child's stay with us enjoyable, stimulating and fruitful.  
For more information, or for an appointment to visit the school, please call the school Secretariat.  
We look forward to meeting you!

**This Parent-Student Handbook has been updated in November 2016**

**We kindly ask parents to consult our web site for future updating**