**INTERNAL REGULATIONS FOR THE PRE-SCHOOL EDUCATION CENTER OF NOVA SOCIAL WELFARE SERVICES (SASNOVA)**

JUNE 2024

**Preamble**

The Social Welfare Services of Universidade NOVA de Lisboa (SASNOVA) within the scope of its competencies, provide indirect support through the operation of a childcare center, the Centro de Educação Pré-escolar (CEPE), aimed primarily at the children of students attending the Universidade Nova de Lisboa.

For CEPE to function normally, it is essential to have regulations that define a set of operating rules and, in this way, allow parents and guardians to know how CEPE is organized, trusting its staff and understanding the work that is carried out daily with their children.

Respect for and compliance with these rules will be fundamental to the management and operation of the CEPE.

**Article 1**

**PRE-SCHOOL EDUCATION CENTER**

1. The Pre-School Education Center, hereinafter referred to as CEPE, is an early childhood establishment, from 4 months to 5 years of age, under the responsibility of the Social Welfare Services of the Universidade Nova de Lisboa (SASNOVA), through its Childhood Support Office, designed to promote the training and balanced development of the child with a view to their integration into society as autonomous, free and caring beings.

2. CEPE's target audience is the academic world of Universidade Nova de Lisboa (NOVA). If there are still vacancies, children from other citizens with no connection to NOVA will be welcomed.

**Article 2**

**FACILITIES**

CEPE is located on the Campus of NOVA Faculty of Science and Technology, at Monte da Caprica in Almada.

**Article 3**

**EDUCATIONAL PROJECT/ACTIVITIES**

1. CEPE sees itself as an educational space which aims to welcome children and promote their well-being and overall harmonious development, namely by:

a) Ensuring the child's welcome by promoting socio-educational activities;

b) Providing the child with an environment of joy, affection and security, conducive to the initiation of affective relationships with each other, thus corresponding to each child's need for love;

c) To promote the personal and social development of each child, based on life experiences;

d) To encourage the child's inclusion in the various types of social groups that exist in society;

e) To help ensure that all children have equal access to learning;

f) Stimulating the child's overall development while respecting their individual characteristics and the development of expression and communication;

2. The pedagogical activities promoted by CEPE comply with the legislative framework in force for pre-school education.

**Article 4**

**RESPONSIBILITIES OF PARENTS/GUARDIANS**

Parents/guardians are responsible for

a) To monitor their child's development;

b) To contribute in every way to the child's healthy education;

c) To collaborate and participate in the life of the institution;

d) Contact the Educator on the day and at the time indicated or at another mutually convenient time;

e) Collaborate with the Institution in finding solutions to overcome problems/difficulties that arise with the child, to help them in their development process.

**Article 5**

VALENCES

1. CEPE has three classes, as follows:

a) Nursery, for children aged 4 to 12 months, during working hours or when their parents or guardians are unable to attend, providing them with continuity of family care and conditions for their development.

b) Creche means a day-care center for children aged 12 months to 3 years old, during working hours or when their parents or guardians are unable to attend, providing them with continuity of care and the conditions for their development.

c) Kindergarten is a preschool educational center, for children aged 3 to 5 years, during working hours or when their parents or guardians are unable to, providing them with continuity of care provided by the family and the conditions to prepare them for entry into the 1st cycle.

2. Attendance at the various classes depends on prior registration by parents or guardians.

**Article 6**

**SCHOOL CALENDAR**

1. The school term is defined annually and runs from the first working day of September to the last working day of August.

2. CEPE operates throughout the school year, except for the following periods:

a) Saturdays, Sundays and official holidays;

b) Lisbon Municipal Holiday (June 13th);

c) Carnival Day;

d) December 24th;

e) December 26th;

f) December 31st;

g) January 2nd;

h) The Monday following Easter Sunday;

i) Time off granted by the Government;

j) In extraordinary situations, namely in the event of epidemics or disinfestation, disinfection, deratization, etc. actions, with prior notice;

k) By indication of the Directorate-General for Health or another official entity;

3. CEPE will be closed for vacations during the month of August.

**Article 7**

**OPENING HOURS**

1. CEPE is open from 8am to 7pm every working day, with the normal working hours being from 10am to 4pm.
2. In order not to disturb the smooth running of the various areas, children may not enter the school after 10 a.m., except in exceptional cases which must be submitted in advance to the teacher of the child's room.
3. To avoid disruption and delays in the development of the school's activities and routines, children's companions should only remain inside our facilities for the minimum time necessary, and Parents or Guardians wishing to deal with matters relating to their child will always be welcomed, and any of the Educators will be available to receive them, whenever they request it in advance.
4. At the entrance, children must be handed over to the staff member responsible for that purpose and, at the exit, they will only be handed over to the respective Parent or Guardian, or to the person they have previously authorized in writing and registered on the User Form, and upon presentation of the identification document of the person who intends to accompany the child.CEPE closes at 7:00 p.m. If a child remains beyond this time, a penalty will be applied to compensate for the extended period of the staff's presence:
	* Up to 30 minutes: €10.00
	* More than 30 minutes: €20.00

This penalty is applied for each day that a delay occurs. The amount of the penalty calculated for the month will be charged with the monthly fee for the following month.

**Article 8**

**SCHOOL INSURANCE**

Children benefit from school insurance against personal accidents, which covers accidents on and off the premises when accompanied by CEPE staff.

**Article 9**

**HEALTH AND WELL-BEING**

1. CEPE's management may ask parents or guardians to present the children's vaccination records, as well as any other document deemed relevant;

2. When it is necessary to administer any medication to the child, it must be handed in by the guardian to the classroom teacher, accompanied by a medical prescription stating the following:

 - The child's name;

 - The time it should be taken;

 - Dosage and method of administration (orally or otherwise).

3. In cases of poor hygiene, and/or the child is a carrier of any type of parasite, they will be prevented from staying at CEPE until the situation has been remedied and the parasite eradicated.

**Article 10**

 **ILLNESS**

1. Children may not attend CEPE if they show symptoms of fever or an infectious disease.

2. In the event of illness, the notification of absence must be supplemented with an indication of the nature of the illness.

3. When resuming attendance, after a period of 3 days of absence due to illness (including the day of illness reported at school), a medical certificate must be provided proving that the child has recovered.

4. If the illness manifests itself on a Friday, a medical certificate must be presented when the child enters school on the following Monday.

**Article 11**

 **MEALS**

1. The following meals are served daily at CEPE: mid-morning snack, lunch and mid-afternoon snack.

2. Lunches are provided by an Entity contracted by SASNOVA, using a menu drawn up and controlled by CEPE's Pedagogical Coordinator and by SASNOVA's Food Division, observing the principles of a healthy and nutritionally appropriate diet for the ages of CEPE's users.

3. In the event of food allergies or alternative dietary options (e.g. vegetarian or vegan), CEPE will try, whenever possible, to meet the specific needs and conditions indicated by the Parent or Guardian, although the latter will be responsible for providing substitute foods to be used on a regular basis.

4. The soup to be given to the Nursery children must be brought by the parents, until they can be fed all kinds of vegetables. Mothers who are breastfeeding may go to CEPE's premises for this purpose until the child is one year old.

5. Once a week, to keep up with current trends in promoting healthy eating, lunch will consist of a vegetarian diet.

**Article 12**

**APPLICATIONS AND ADMISSIONS**

1. Applications for admission of children are made on a specific form and registered in the “applications” file, subject to the existence of vacancies and the following criteria, in the following order:

- Children not covered by the “Creche Feliz” program:

a) Students with children already attending CEPE

b) NOVA scholarship students

c) NOVA students without scholarships

d) Displaced NOVA researchers

e) NOVA teaching and non-teaching staff

f) Employees of entities working at the Caparica Campus and Madan Parque

g) External public.

- Children covered by free tuition under the “Creche Feliz” program, born on or after September 1, 2021:

a) Children who attended nursery school the previous year;

b) Children with disabilities;

c) Children of minor student mothers and fathers, or beneficiaries of personal assistance within the scope of Support for Independent Living or recognized as the main informal caregiver, or children in foster care or in shelters;

d) Children with siblings, who demonstrably belong to the same household, attending a service provided by the same organization;

e) Children benefiting from the social benefit Garantia para a Infância and/or the family allowance for children and young people (1st and 2nd brackets), whose guardians can be proven to live in the area of influence of the social response;

f) Children in single-parent or family households.g) External public.

- Children covered by free tuition under "Creche Feliz" program, born after September 1, 2021:

a) Children who attended the nursery in the previous year;

b) Children with disabilities/incapacities;

c) Children of minor student mothers and fathers, or beneficiaries of personal assistance within the scope of Support for Independent Living or recognized as the main informal caregiver, or children in foster care or in shelters;

d) Children with siblings, who demonstrably belong to the same household, attending a service provided by the same entity;

e) Children benefiting from the social benefit “Guarantia para Infância” and/or family allowance for children and young people (1st and 2nd brackets), whose guardians can be proven to live in the area of influence of the social response;

f) Children in single-parent households or large families, whose guardians can be proven to live in the area of influence of the social response;

g) Children in single-parent households or large families, whose guardians have a proven professional activity in the area of influence of the social response;

h) Children whose guardians have a proven occupation in the area of influence of the home.

1. If there are no vacancies, applications will remain on a waiting list and interested parties will be contacted in order of registration and according to the admission criteria mentioned above.
2. At the beginning of the school, children whose parents or guardians have outstanding tuition fees or other payments will not be allowed to attend;
3. Children are allocated to classrooms according to their age group, as verified by September 1st of each year;
4. Applications can be submitted throughout the year.

**Article 13**

 **SELECTION**

1. In the selection of the groups of children to be admitted, by age group, at the beginning of the school year, preference is given to children who have attended CEPE until the end of the previous school year, provided that the other conditions are met.

2. The vacancies resulting from the sorting referred to in the previous point will be filled considering the provisions of Article 12(1).

**Article 14**

 **ENROLLMENT**

1. Enrolment must take place as soon as a place has been allocated and, for children joining at the beginning of the following school year, it must take place during the month of July prior to that.
2. At the time of registration, the following fees will be charged, in accordance with the amounts set for the school year in which the child is due to be admitted:

a) Registration/enrolment;

b) School insurance;

c) Co-payment for fast-wearing materials.

For children covered by the “Creche Feliz” program, the above amounts will be borne by the Social Security Institute.

1. The parent or guardian is asked to fill in a form called the “Registration Form”. Filling in this form is compulsory, and the information provided is the responsibility of the parents (or guardians), who must sign it at the end. This form must be filled in by the parents (or guardians), provided that the other conditions are met.
2. In the case of children not covered by the “Creche Feliz” program, if the child's actual entry into CEPE does not occur immediately or at the beginning of the school year, the parent or guardian may hold the place for a monthly fee of €120. The deposit period for new admissions may not exceed 2 months, and from the 3rd month onwards (inclusive), the full monthly fee will be charged, according to the criteria defined. Children covered by the “Creche Feliz” program will be charged €25, which will be refunded when the service contract is signed.
3. Renewal of registration for the following school year, for children already attending the institution, must take place during the month of April, and the respective fees will be paid together with the monthly fee for the month of May.
4. The following documents must be presented at the time of admission:

- Documents related to the child:

a) Child's identification document;

b) Copy of the Individual Health Record (updated);

c) Medical declaration in the event of a pathology that determines the need for special care.

- Documents relating to the parents (or legal guardians):

a) Citizen's card;

b) For foreign citizens: passport and/or residence permit issued by the Aliens and Borders Service (SEF);

c) Proof of enrollment at NOVA (for 1st Cycle or Integrated Master's students);

d) Declaration issued by the NOVA Entity where you work (for teachers, researchers, non-teaching staff and scholarship holders);

e) Declaration issued by the Entities located on the FCT Campus attesting to the performance of duties;

f) Household tax return for the previous year;

g) Other documents that the management considers relevant;

h) In special situations, a certificate may be requested from the court ruling on parental authority or guardianship of the child in question.

7. If admission takes place between May and June, for children not covered by the gratuity, the fees mentioned in point 2 must be paid as follows:

a) Enrolment/registration (payment of 100% of the amount in force);

b) School insurance (payment of 50% of the amount in force);

c) Co-payment for fast-wear materials (25% of the current amount).

8. If admission takes place in July, the fees mentioned in point 2 must be paid as follows:

a) Enrollment/registration (payment of 100% of the current amount);

b) School insurance (payment of 50% of the current amount);

c) Quick-wear materials (no payment).

9. In any of the cases referred to in 7 and 8, the August monthly fee will always have to be paid.

**Article 15**

**SUSPENSION OR TERMINATION OF THE CHILD'S ATTENDANCE**

Attendance at CEPE may be suspended or terminated by a higher authority or whenever:

a) Delay in installments payment of more than two months;

b) Circumstances occur which, due to their seriousness or continuity, jeopardize the attendance of users or disrupt the normal functioning of the services.

**Article 16**

**PAYMENT**

1. Attendance at CEPE implies, as a co-payment, the payment of registration fees and monthly fees, the amounts of which will be reviewed and approved annually by the SASNOVA Management Board.
2. Tuition fees must be paid by the 8th of the month to which they relate;
3. In the event of late payment, a fine of 10% of the monthly fee will be imposed, to be charged the following month.
4. Proof of payment of the monthly fee must be submitted by the 9th of each month and sent to apoioinfancia@unl.pt.
5. If a child stops attending the Institution, the last monthly fee to be paid is the one for the month in which the child drops out.
6. The monthly fee for August will be included in the monthly fees for October to July of the school year to which it relates and will not be refunded if the child leaves CEPE. In the case of children who start attending CEPE after October, the monthly fee for August will be spread over the remaining months up to and including July.
7. If there are siblings attending the institution:

a) the second is entitled to a 10% discount on the monthly fee that is set, provided that the final amount calculated (with the discount applied) is not less than the minimum amounts practiced at the Institution, in which case the applicable minimum amount will prevail. This discount ceases to apply from the month following (inclusive) the departure of the first student;

b) the third student benefits from a 20% discount on the monthly fee, provided that the final amount (with the discount applied) is not less than the minimum amount practiced at the institution, in which case the applicable minimum amount will prevail. This discount will increase to 10% from the month following (inclusive) the first month of leaving.

1. Parents and guardians who do not intend to renew their child's enrolment for the following school year must inform CEPE by e-mail when the child starts attending and will thus be exempt from paying the monthly fees for August. In this case, the child will not be considered when allocating places for the school year in question.
2. The remaining children will be charged these fees, and even if they do not subsequently renew their registration for the following school year, this amount will not be refunded to them.
3. In the event of CEPE being closed for a period of 5 consecutive working days or more, tuition fees will benefit from a 20% discount, to be applied in the month following the closure period.
4. If the closure of the CEPE extends into the following month(s), during the month(s) of closure, the Parents or Guardians must pay a monthly fee of €120, to be paid by the 8th of the month to which the closure refers. Failure to pay this amount within the stipulated period will result in the loss of the place and the child's re-entry to CEPE will be subject to the list of applications from children awaiting a place.
5. Children born on or after September 1, 2021, who are covered by the “Creche Feliz” program, are exempt from paying the following fees:

a) Enrolment or renewal of enrolment;

b) The monthly fee;

c) School insurance;

d) Purchase of consumables;

e) Food (lunch and snack), as indicated on the establishment's menus, without prejudice to special diets if prescribed by a doctor. Whenever the child needs any additional food, not provided for in the menus, this will be the responsibility of the parents.

13. Expenses for outings, field trips, extracurricular activities and school uniforms are not included in the tuition fees, nor are they covered by the gratuity.

**Article 17**

 **Withdrawals**

1. In the event of a child's withdrawal, the Parent or Guardian must notify the institution in writing 30 days in advance.
2. If the deadline referred to in the previous paragraph is not met, the monthly fee for the following month will still be charged.
3. If the child does not attend CEPE for a period of more than 30 consecutive days, and the corresponding monthly fees and other amounts provided for in the regulations have not been paid, the child's enrolment will be automatically cancelled and the vacancy will be immediately allocated to a waiting user, and it will always be compulsory to pay any outstanding amounts.

**Article 18**

**Clothing**

1. Children's clothing should be simple and practical.
2. In the Nursery and Kindergarten classes, wearing a bib is compulsory and must be identified and put on before entering the room.
3. The model and pattern are established by CEPE.
4. Parents must purchase a kit consisting of a bib, T-shirt and hat, paying for it with the monthly fee for October. The t-shirt replaces the bib on field trips and in the summer.
5. Children should bring a change of clothes, hat and bedding in a duly identified backpack.
6. The instructions given by the educators regarding the clothing to be worn for extracurricular activities must be respected. Failure to comply with these instructions could make it impossible for the child to take part in the activities in question. Educators' instructions regarding clothing for extracurricular activities should be followed. Failure to adhere to these instructions may prevent the child from participating in the activities in question.

**Article 19**

**OUTDOOR ACTIVITIES**

1. CEPE organizes outings and other outdoor activities as part of the educational plan, considering the child's level of development and age.

2. Outings are guided and accompanied by the educational team and are subject to prior written authorization from parents/guardians at the time of each activity.

3. Some activities may require additional financial support.

4. The feasibility of an annual beach period will be subject to public health conditions and logistics at the time, and parents/guardians will be informed as far in advance as possible

5. The method of payment for the activity referred to in point 4 will be defined in good time and once registered there will be no refund of the amount paid under any circumstances, including in the event of impossibility for health reasons.

**Article 20**

**OTHER ACTIVITIES/SERVICES PROVIDED**

**1.** CEPE provides extracurricular activities, namely sports activities administered by coaches and teachers duly qualified for the purpose.

2. These activities will be announced at the beginning of each school year.

3. If there are not enough participants to form a group, the activity will not take place.

4. Attendance at extracurricular activities is subject to a monthly fee, which varies according to the type of activity.

**Article 21**

**REST**

1. The children in the Nursery will have a break of approximately 2 hours between daily activities, which will take place between 1pm and 3pm;

2. This rest period may also be taken by children in the kindergarten classroom, as indicated by the classroom teacher.

**Article 22**

**VISITS**

**To avoid any disruption to the development of daily activities, visits to children are not allowed during the period in which they are being carried out, except for nursery children who are breastfeeding, until the child is one year old.**

**Article 23**

**LOSS OF OBJECTS**

1. CEPE is not responsible for damage to or loss of personal belongings such as clothing, toys brought from home, etc.

2. No child should bring ornamental objects, such as wires, which could jeopardize their safety.

**Article 24**

**STAFF**

CEPE's staff is displayed in a visible place (entrance signboard) indicating the number of employees (Coordination, Technical Team, Auxiliary Staff), training and functional content.

**Article 25**

**CONTRACT**

When the child starts attending CEPE, a service contract is signed between CEPE and the parent or guardian.

**Article 26**

**FEES**

The prices for registrations, renewals, monthly fees, discounts and activities can be found in the price list published annually on the SASNOVA website.

**Article 27**

**COMPLAINTS BOOK**

Under the terms of the legislation in force, this establishment has a complaints book, which can be requested from the institution.

**Article 28**

**OMISSIONS**

Any cases not provided for in these regulations or doubts as to their interpretation shall be resolved by Order of the Executive Director of SASNOVA, on a proposal from the Childcare Support Office.

**Article 29**

**VIGENCY**

These regulations shall enter into force on the day following the date of approval by the SASNOVA Management Board.

Lisbon, June 2024