NOTICE OF REGISTRATION AT THE SERVICE OF THE CANTEEN

SCHOOL YEAR 2024/2025

(ANNEX TO THE DECISION OF THE MANAGEMENT N. 498/2024)

The Education Services Sector intends to activate the school canteen service for the school year 2024/2025.

WHO CAN SIGN UP

The school catering service is activated at the request of parents for the pupils of the kindergarten and primary school full-time and modular time of the Pietri Street Plexus, on days when the afternoon returns are scheduled.

They may apply to:

-        those who are enrolling in the first class the own child/s for the school year 2024/25, and intend to request the school catering service in the following cases;

-        those who, even though they already attend primary school are not enrolled in the school catering service, and want to use it from the school year 2024/25.

In the nursery schools, the catering service is provided by the daily provision of meals cooked in the kitchens of the Municipality of Mirandola, contracted.

For primary school the catering service is provided by the daily supply of cooked meals at the "TreTorri" meals center of the company CIR, located in Medolla

In addition to the daily meal, the daily diet is also provided for ethical and religious reasons and personalized diets with medical certification. The meal is provided in multiportion only.

Request special diets

The request for special diets, for medical, ethical or religious needs, must be reported to the educational services by the delivery of the special form, which can be found in the "Forms" section of this site.

The Organization will forward it to the manager of the restaurant service.

FEATURES OF THE SERVICE

The canteen service is provided in the following schools in Mirandola:

• Nursery school Sergio Neri, via Toti, 21

• Silvia Golinelli Kindergarten, Viale Antonio Gramsci, 66

• Poma Kindergarten, Poma Street, 19

• Carlo Collodi Kindergarten, via Menafoglio, 10, San Martino Spino

• Maria Montessori Kindergarten, via Morandi, 15, San Giacomo Roncole

Settore III° Settore Sociale, Educativi, Culturali e Sport - Servizi Educativi
Casella postale n. 2239039
Tel. +39 053529671/773/712
Mail: istruzione@comune.mirandola.mo.it
comunemirandola@cert.comune.mirandola.mo.it

• Primary Dante Alighieri full-time Via Giolitti, 24

• Dante Alighieri Primary Ordinary Time Venue of Via Pietri,

• Primary Giovanni Pascoli via Zanzur, 28 localities San Martino Spino

ENROLLMENT

Applications must be submitted EXCLUSIVELY through SPID, CNS or C.I.E. (Electronic Identity Card) credentials by filling in the appropriate online form on the web portal of the Educational Services Sector of the Municipality of Mirandola from the address: www.comune.mirandola.mo.it/services/education-training.

The applicant must be the person in charge of the bill and must provide an e-mail address.

The application submitted shall be valid for the entire school year to which it relates. Those who have already registered must not re-apply, but will still be required to download the app and follow the instructions for booking and unbooking of meals subtoriportata.

All communications should be made by e-mail to: istruzione@comune.mirandola.mo.it

HOW TO BOOK MEALS

From the next school year 2024/25, the above-mentioned primary schools will be introduced with the new way of booking meals via the eCivis app, which the parent who is the payer must download on their smartphone.

The application will be available for download from the stores of Android, iOS and Huawei devices. If necessary, you can also access the https://mirandola.ecivis.it page that will have the same cancellation functions, and from here you can also delegate the other parent to change the calendar (which will be accessible only to the holder of the payment), by filling in the form in the "Online forms" section.

To facilitate the use of the new system, the reservation of meals is automatically made by the system. It is the parent's task to cancel the meal by 9.15 am, by accessing the app or PC.

Special information, with the modalities of use of the app, will be sent to the parents concerned before the start of the school year 2024-25.

Access to the personal area where you can cancel meals for the/the dependent child/s is only accessible by entering your SPID or CIE data. The data relating to the pupil/s, including preferences regarding the type of meal and the calendar of the current year, will already be uploaded to the system and the meal will be considered already booked for all school days.

The family will have the possibility to cancel the reservation of the meal on the days when they will not want to use it in advance (7 days before) and until the morning (by 9.15)

Meals not cancelled before 9.15 will be invoiced to the user regardless of the actual consumption as they are still produced.

Please note that you must cancel in all cases of absence of the child from school due to unforeseen or planned circumstances (e.g. illness, quarantine, strikes, school trip...).

Settore III° Settore Sociale, Educativi, Culturali e Sport - Servizi Educativi
Casella postale n. 2239039
Tel. +39 053529671/773/712
Mail: istruzione@comune.mirandola.mo.it
comunemirandola@cert.comune.mirandola.mo.it

The school canteen service can only be revoked by written waiver to be transmitted to the educational service through the portal to the citizen. Such a waiver will result in the deactivation of the student from the reservation system.

For more information on how to cancel via the app, please see the tutorial at the following link: https://www.youtube.com/watch?v=C_nKCLTj3j8

TARIFFS AND PAYMENTS

The cost of a single meal for the current school year, for primary school, is € 5.00 and € 4.55 for nursery schools. These amounts will be charged monthly to the parent who requested the service.

The Education Services Sector, with a view to the digital transition and dematerialization of payment services, aimed at simplifying and reducing the environmental impact, provided that the payment notice and the debit notice should be delivered mainly digitally

Therefore, from September 2024 onwards, the PagoPa payment notice will be sent exclusively by e-mail to the address indicated during registration.

For those who still want to use the paper notices with delivery by regular mail, will be charged € 1.50 per single shipment.

As an alternative to the payment method with Pago Pa notice, you can always activate direct debit on your current account by submitting the appropriate form on the site https://www.comune.mirandola.mo.it/servizi/educazione-e-formazione Payment Pa

In the case of non-payment of fees, as well as financial penalties due for non-compliance and/ or controls, after a reminder the Municipal Administration will collect the amounts due, including administrative expenses and accrued interest, using the compulsory procedure provided for by law (DPR 602 of 29/09/73 and subsequent amendments).

It is very important that any change to the data communicated (change of residence, class change or transfer of the student etc.)

be communicated promptly to the educational service (mail istruzione@comune.mirandola.mo.it) to allow the update of the user archive.

WHEN AND HOW TO REGISTER

Applications for the year 2024-2025, can be submitted from **07/06/2024** to **05/07/2024**, exclusively online through SPID credentials, CIE (Electronic Identity Card) or CNS (National Card of Services), on the site https://www.comune.mirandola.mo.it/servizi/educatione-training

Once you have logged in via SPID/CIE/CNS, you must click on SCHOOL SERVICES, select NEW REQUEST and click on AILA MENSA SCHOOL REGISTRATION REQUEST and fill out the application.

All applications must be completed correctly in all their parts; the programme does not allow to continue filling in if the "mandatory" fields have not been filled in and completed or if the required documents are not attached.

Settore III° Settore Sociale, Educativi, Culturali e Sport - Servizi Educativi
Casella postale n. 2239039
Tel. +39 053529671/773/712
Mail: istruzione@comune.mirandola.mo.it
comunemirandola@cert.comune.mirandola.mo.it

It is possible to compile at a later time.

After completing the online registration application, the user may submit it, after having carefully checked the completeness and correctness of all the data entered, and download the identifier assigned to the application from the system. You can check your ranking through this number.

PRIVACY

All the information is covered by the confidentiality of the service and the data provided is used for the institutional purposes of the service, as provided for by the Privacy Law.

PARENT PORTAL/ CITIZEN PORTAL

Within the portal it is possible:

- view and download various documents (receipt of applications for registration to various services, registration and payment certificates, PagoPa communications, payment notices and receipts, payment orders, etc.);

- choose the method of payment for the services (whether by PagoPa or direct debit);

- change the choice of transmission of bulletins;

- pay for a PagoPa bulletin.

The portal can be accessed from this page:

https://www.comune.mirandola.mo.it/servizi/educazione-e-formazione

using the SPID/Cie/CNS credentials of the applicant parent.

Navigation is done first by selecting the child for which you are looking for information and, later, if you want to search information on the applications submitted or the fees of that child, by selecting the relevant entries from the curtains.

INFORMATION

For any additional information, please refer to the registration notice available on the website

https://www.comune.mirandola.mo.it/servizi/educazione-e-formazione

To contact the educational service you can send an email to istruzione@comune.mirandola.mo.it

Mirandola, 07/06/2024 prot. 23760

The head of department
(Dr. Giovanna Giliberti)

Settore III° Settore Sociale, Educativi, Culturali e Sport - Servizi Educativi
Casella postale n. 2239039
Tel. +39 053529671/773/712
Mail: istruzione@comune.mirandola.mo.it
comunemirandola@cert.comune.mirandola.mo.it