



MUNICIPALITY OF PIACENZA  
Educational services

**APPLICATION GUIDE  
TO NURSERY SCHOOLS  
(3/36 MONTHS OLD)  
For children born between 01.01.2024 and 31.05.2026**

Educational year 2026/2027  
**APPLICATION OPENS**  
from 24.03.2026 until 24.04.2026

**SUBMISSION OF APPLICATIONS: ONLINE ONLY**

**CULTURAL MEDIATOR AVAILABLE  
BY APPOINTMENT ON**

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## **NURSERY SCHOOLS: WHAT ARE THEY AND WHERE ARE THEY LOCATED**

Nursery schools are an educational and social service; they welcome children aged between three months and three years, supporting their growth and development, together with their families.

In the next educational year, nurseries will be open to children born between 01.01.2024 and 31.05.2026.

Nurseries are organized into sections based on the children's age. Referring to the 2026/2027 educational year, the age groups are:

<b>INFANTS</b>	children born from 01/11/2025 to 31/05/2026
<b>TODDLERS</b>	children born from 01/01/2025 to 31/10/2026
<b>PRE-SCHOOL CHILDREN</b>	children born from 01/01/2024 to 31/12/2024
<b>PART-TIME NURSERY</b>	children born from 01/01/2024 to 31/10/2025

Please note that, from year to year according on the ages indicated in the applications, the composition of the sections may change, in order to ensure better access to the service.

### **Opening hours:**

The full-time municipal nurseries are open from Monday to Friday, from 7:30 am until 4:00 pm. Some municipal nurseries (Arcobaleno, located in Via Penitenti and Pettiroso, located in Via Pettorelli) also offer an extended afternoon service (usually activated from mid-September) from 4:00 pm to 6:00 pm. Only children who are 12 months old and above can access the extended afternoon hours. Enrollment is subjected to the payment of an additional monthly fee.

The remaining nurseries close at 4:00 pm.

Full-time affiliated nurseries operate from Monday to Friday from 7:30 am to 4:00 pm. Any additional hours must be arranged directly between families and the Managing Organization.

The part-time nursery **Il giardino di Alice** hosted by the municipal nursery Girasole, located in Via Sarmato, 19 – telephone number +393440403282 for the next educational year accomodates children born from 01.01.2024 to 31.10.2025.

It is possible to choose from different attendance options:

- Morning session: 7:30 am-1:30 pm (with lunch, without nap time)
- Afternoon session: 1:30 pm-7:30 pm (with nap time and dinner)
- Alternating school attendance: morning session 7:30 am-1:30 pm or afternoon session 1:30 pm-7:30 pm – in agreement with the provider, a child could alternate morning and afternoon attendance, based on family needs. Note that the alternating attendance cannot be occasional or sporadic.

Attending from 7:30 am to 7:30 pm is not allowed.

The available attendance slots are the ones above mentioned; it will not be possible to attend for more than six hours per day.

In order to obtain all the necessary information to choose the facility, please check carefully the nurseries location and organization listed in the following table:

**TABLE 1. NURSERY SCHOOLS – OPERATING PROCEDURES**

<b>NURSERY SCHOOLS</b>	<b>ADDRESS</b>	<b>OPERATOR</b>	<b>AGE</b>	<b>NOTE</b>	<b>LUNCH</b>	<b>OPENING HOURS</b>
Arcobaleno	Via Penitenti n.9	Municipality	3/36 months		Internal kitchen	7:30 am-4:00 pm Extended school service from 4:00 pm until 6:00 pm
Girotondo	Via Don Dieci n.9	Municipality	3/36 months		Internal kitchen	7:30 am-4:00 pm
Pettiroso	Via Pettorelli n.10	Municipality	3/36 months		Internal kitchen	7:30 am-4:00 pm Extended school service from 4:00 pm until 6:00 pm
Girasole	Via Sarmato n.19	Municipality	3/36 months		Internal kitchen	7:30 am-4:00 pm
Astamblam	Via Guarnaschelli n.4	Municipality	3/36 months		Internal kitchen	7:30 am-4:00 pm
Vallera	Str. Vallera n. 61	Municipality	12/36 months		Conveyed meal	7:30 am-4:00 pm
Il nido del Facsal	Via Giordani n.25	Unicoop affiliated	3/36 months		Internal kitchen	7:30 am-4:00 pm
Il giardino dei colori	Via Farnesiana n.25	Association Farnesiana concession	3/36 months		Internal kitchen	7:30 am-4:00 pm
Lilliput	Via Farnesiana n.26	Fenice affiliated	3/36 months		Internal kitchen	7:30 am-4:00 pm
L'oasi di via Ottolenghi	Via Ottolenghi n.19	Contractor Unicoop	3/36 months		Internal kitchen	7:30 am-4:00 pm
Affa la giraffa	Via Foresti n. 6	Eureka affiliated	12/36 months	Accommodation from one year of age	Conveyed meal	7:30 am-4:00 pm
Casa Morgana	Via Taverna n.37	Casa Morgana affiliated	12/36 months		Conveyed meal	7:30 am-4:00 pm
Casa Turchina	Via Tomba n.33	Casa Morgana affiliated	12/36 months		Conveyed meal	7:30 am-4:00 pm
Marco Polo	Via Rigolli n.23	Inacqua affiliated	12/36 months		Conveyed meal	7:30 am-4:00 pm
Mirra	Via Campagna n.40	Nursery Schools Soc. affiliated	12/36 months		Internal kitchen	7:30 am-4:00 pm
S. Eufemia	Via S. Marco n.37	Sfinge coop. affiliated	24/36 months		Internal kitchen	7:30 am-4:00 pm
Il giardino di Alice	Via Sarmato n.19	Contractor Aurora	12/36 months		Internal kitchen	7:30 am-1:30 pm
					Conveyed meal	1:30 pm-7:30 pm
						alternated

## **HOW TO APPLY**

Applications take place through the portal eCivis, accessible via the address <https://piacenza.ecivis.it>; SPID or CIE are needed to access all the online services.

**Important:** the parent/guardian who fills in the application will be the one responsible for the payments. Families with children enrolled or to be enrolled in multiple childcare services are suggested to keep the same account holder.

To complete the application it is also recommended to prepare any required documentation to be attached online (PDF format-scan – or JPG format-photo). Depending on the cases, the required documents are as follows:

- Copy of a valid identification document of the non-declaring parent;
- Certification attesting to the disability of the child to be enrolled, pursuant to Law 104/92;
- Certification pursuant to Law 104/92 in case of siblings with disabilities;
- Disability certificate of a family member residing with the child to be enrolled;
- Legal separation certificate (with Court approval), clearance and/or authorization from the Public Prosecutor's office in the case of assisted negotiation;
- Medical certificate in the case of a new pregnancy (not related to the child to be enrolled);
- Report from the competent social service attesting to the family's condition of hardship;
- Documentation proving any other condition of a parent's permanent absence from the household;
- Copy of the employment contract and any other relevant condition for the assignment of points.

For information and assistance, call: **Ufficio Nidi (Nursery schools office)** tel. 0523/492509 Monday to Friday from 8:45 am to 1:00 pm Monday and Friday from 3:30 pm to 5:30 pm.

## **THE APPLICATION FORM**

Families of children residing in the municipality of Piacenza may submit an application.

At the end of the enrollment process, the system will send a notification of successful application protocol to the user's email address. Please note that failure to receive the email with the protocol notification indicates that the application was not successfully completed (it is recommended to check the spam folder as well).

Through access to their personal area, the user will be able to check the status of their application, that is to say **Submitted** (if successfully forwarded to the system), then **Accepted** or **Rejected** (if internal checks reveals any irregularities).

It is recommended to keep the application protocol number, that will identify the position in the rankings that will be published later.

The application that have completed the procedure, meaning those submitted by 23:59:59, **24/04/2026**, will be considered as received within the deadline for ranking purposes.

Families of children who are not residents of Piacenza may also submit an application, but only under the following conditions:

- a) children in foster care, provided that at least one of the foster parents is a resident of Piacenza;
- b) children who are guests in mother-and-child shelter facilities within the municipal area, as reported by the social services of their municipality of origin.

## **VACCINATION REQUIREMENTS**

National Law 119/2017 and subsequent amendments and implementing measures have introduced mandatory vaccinations to access and to attend to early childhood education services, both public and private. To access to the service, the family is therefore required to authorize the Municipality to request directly from the Local Health Authority (AUSL) of Piacenza the certification of the vaccinations carried out for the child, as provided by Circular No. 2166 of 09/03/2018, jointly issued by the Ministry of Health and the Ministry of Education (MIUR). Parents are informed that not complying with this obligation precludes attendance to the service.

It is specified that, except cases of exemption for medical reasons - which must be certified by the pediatrician and authorized by the competent AUSL service - children who do not meet vaccination requirements will not be admitted to the nursery, even if they are entitled based on their position in the ranking.

## **CHOICE OF NURSERY**

**Each family may select between a minimum of one and a maximum of six preferences.**

It is important to carefully consider the choice of the nursery, as the placement will be assigned only to one of the nurseries indicated by the family, in accordance with age eligibility requirements of the facilities and based on the final general admissions ranking.

**IMPORTANT:** when filling in the application, please pay close attention as the choice of the nursery is the sole responsibility of the family and cannot be changed once submitted.

The office will assign placements in accordance with the order of preference indicated by the family.

## **THE APPLICATION FORM ALLOWS SELF-CERTIFICATION OF:**

- The family's situation (personal data, family status, employment status, and any other relevant fact deemed useful to report regarding the minor or members of their household);
- In the case of parental separation, the application form must include the details of the separation decree, the court-approved separation agreement, or the clearance/authorization from the Public Prosecutor's Office in the case of assisted negotiation.

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However, there is still an obligation to submit medical or health certifications, INPS certificates (e.g., certificates for children with disabilities and/or certification attesting to the invalidity of family members within the household). For access to applications for children in situations of severe social and economic hardship, a specific report prepared by the Social Services must be attached. It is important to note that all required documentation must be submitted in PDF or JPG format.

The information provided in enrollment applications is handled in compliance with privacy laws that protect personal data. The data controller is the Municipality of Piacenza, Piazza Cavalli, 2; the data processing manager is the Director of Educational Services.

The law on self-certification allows Public Administrations to conduct sample checks, and in all cases where there are legitimate doubts, to verify the accuracy of self-certified statements. In the event of false declarations, the applicant will immediately lose any obtained benefits and will be subject to the sanctions provided by the Penal Code and relevant special laws.

The responsible office will verify the declared requirements both during the preparation of the rankings (provisional and final) and when examining appeals, as well as at any time during the educational year.

## ***RANKINGS: Criteria and Procedures***

Based on the applications received, children will be admitted in order of ranking, formulated in accordance with the current Regulations for access to early childhood education services in the Municipality of Piacenza, approved by City Council Resolution No. 7 on 17/01/2025 and available on the Municipality's website: [www.comune.piacenza.it](http://www.comune.piacenza.it).

The aforementioned Regulations establish that admission rankings will be divided into homogeneous age groups: Infants, Toddlers, Pre-school Children.

For the 2025/2026 educational year, the age groups defined for ranking purposes are as follows:

<b>INFANTS</b>	children born between 01/11/2025 and 31/05/2026
<b>TODDLERS</b>	children born between 01/01/2025 and 31/10/2025
<b>PRE-SCHOOL CHILDREN</b>	children born between 01/01/2024 and 31/12/2024
<b>PART-TIME NURSERY</b>	children born between 01/01/2024 and 31/10/2025

The available spots for the 2026/2027 educational year are summarized in Annex A. However, it should be noted that, in order to optimize resource allocation based on children's ages and the number of applications, the exact number of spots available per facility and per section will be specified together with the publication of the final admission ranking, which is expected to be released by the end of June 2026.

## APPROVAL OF THE RANKINGS

Once the evaluation process is completed, each application will be assigned a score, determining the child's placement in the provisional general ranking.

The provisional rankings, divided by age group and approved by the Director's resolution, will likely be published by the end of May 2026 on the Municipality of Piacenza's website ([www.comune.piacenza.it](http://www.comune.piacenza.it)) and displayed at the Nursery Office, municipal and affiliated nurseries, and the Public Relations Office (URP) at via Beverora n° 57.

Upon reviewing their assigned score or REJECTED application status, families may submit a written appeal to request a reassessment of their assigned score or their admission into the final ranking. Appeals may also be submitted if there have been changes in the family's circumstances after the application was submitted.

The appeal, which must include supporting documentation, must be submitted to the relevant office at Via Beverora, 59, during office hours, or sent via email to: [nidi.infanzia@comune.piacenza.it](mailto:nidi.infanzia@comune.piacenza.it) within **10 days** from the date of publication of the provisional ranking. The appeal form will be available on the e-Civis portal under the "Documents" section.

If no appeal is submitted after this deadline, the assigned score and the application status in the provisional ranking will be considered final.

The Director of the Service, after reviewing all received appeals, will issue an official resolution approving the final rankings. The outcome of the appeals will also be communicated to the applicants before the publication of the final ranking.

The final ranking will likely be approved by June 2026 and will remain valid until all available spots are filled, but no later than April 30<sup>th</sup>, 2027.

The final rankings will be posted at the Nursery Office, the URP, and published on the Municipality of Piacenza's website.

## **CRITERIA FOR ASSIGNING THE ADMISSION SCORE**

All requirements that contribute to the admission score for the service must be met at the time of application submission or within the deadlines established by the call for applications.

These requirements may be modified through an appeal if new circumstances arise between the date of application submission and the publication of the provisional ranking.

The primary requirement for accessing the rankings is residence in the Municipality of Piacenza for both the child and at least one parent or legal guardian.

Families of children not residing in Piacenza may also apply for admission only under the following conditions:

- a) Children in foster care, provided that at least one foster parent resides in Piacenza.
- b) Children housed in mother-child shelters within the municipal territory, as reported by the social services of their municipality of origin.

Each application will be placed in the corresponding age-based ranking based on a total score, which is calculated by summing the partial scores assigned according to various parameters assessing the family's situation.

In the event of a tie in scores, priority will be given to the older child.

The criteria used to organize the rankings and the corresponding indicators for assigning admission scores are as follows:

## **A. Priority conditions**

A child's disability, certified under Law 104/92 and subsequent amendments, as per Annex 3 of DPCM 159/2013 and any later modifications or additions, places the application at the top of the ranking.

## **B. Social burden**

This category of indicators, supported by appropriate documentation from the Municipal Social Services responsible for the child or family, is assessed based on the child's needs and risk conditions in terms of fundamental rights related to physical, psychological, and emotional development.

A disadvantaged child is under the care of competent Social Services for the following reasons:

1. Protection needs **at the top of the ranking**
2. Severe distress due to problematic socio-family conditions not solely attributable to economic factors **20 points**
3. Economic-social distress **10 points**
4. Ongoing adoption or pre-adoptive/temporary foster care process related to the child for whom the application is submitted **10 points**
  - The points assigned in the case of a foster child apply exclusively when the application is submitted by the foster family and cannot be combined with the other points related to social hardship.
  - Points 1, 2, and 3 are not cumulative with each other.

## **C. Employment Status of Parents or Guardians**

The situation is assessed to promote a better balance between work and personal life, considering the type of employment contract, workplace location, working hours, and any special difficulties. Each employment status is evaluated at the time of application submission and must still be valid by the application deadline. Points are assigned based on the employment status of each parent, and in the case of a single-parent family, the score for the working parent's condition is doubled.

### **1. Employment**

- 1.1. Permanent employment contract, self-employment, or fixed-term contract lasting at least 9 months **10 points**

This score cannot be combined with the points assigned under sections 1.2 and 6.1.

- 1.2 Fixed-term employment contract with a duration of less than 9 months **6 points**
- 1.3 Occasional work, fiscally documentable, with a duration of at least 3 months **3 points**

This score is not cumulative with the score assigned for point 1.1

- 1.4 Other work activities or extracurricular internship, fiscally documentable **2 points**

## 2. Working hours:

For employees, the contractual working hours applied by the company/entity where they work are considered:

- full-time: 35 or more hours per week **4 points**
- part-time: 20 to 34 hours per week **3 points**
- part time up to 19 hours per week **2 points**

## 3. Absences/business trips with overnight stays for work reasons (supported by a contract):

The total number of overnight stays completed in the previous year and up until the submission of the application is taken into account; for mothers on maternity leave, the year prior to the pregnancy is taken into consideration

- for more than 91 days per year **3 points**
- for a total period of 30 to 90 days per year **2 points**

## 4. Work time (attach contract):

Workers engaged in inconvenient working hours for at least 4 (four) hours per week during the time slot between 6:00 pm and 7:30 pm **3 points**

## 5. Commuting (distance between residence and workplace)

- Distance greater than 60 km or in the case of self-employed workers, without a fixed workplace **4 points**
- Distance between 31 and 60 km **3 points**
- Distance between 15 and 30 km **2 points**

Note: commuting refers to the daily travel that workers or students must undertake to get from their residence to their workplace or place of study. The considered distance is the one-way trip from the residence to the workplace.

This distance is only taken into account if the parent resides with the child. Student commuting is only considered in the case of mandatory attendance (to be certified). Google Maps is used to calculate distances.

## 6. Student:

6.1 Enrollment in courses with mandatory attendance: recognized courses, university faculties, doctoral research programs, specialization schools, internships, professional training courses lasting no less than 600 hours, including any mandatory internships **8 points**

6.2 Enrollment as an off-course student in university faculties and other study courses, provided they have a minimum duration of 6 months **4 points**

**7. Unemployed/Job Seeker** attending active policy programs agreed upon with the Employment Center (signing of the Service Agreement, to be attached) **2 points**

This score cannot be combined with other scores related to employment status.

## D. Situation of the child's family unit

For the purpose of assigning points, both parents are considered part of the household, even if they have separate residences, unless one of the following conditions is proven otherwise with appropriate documentation: legal separation (with court approval), clearance/authorization from the Prosecutor's Office in case of assisted negotiation, death of a parent, or another condition of non-temporary absence from the household of a member, affecting the family burden in educational and financial terms. Verification will be carried out on the declared information to confirm the actual absence of a parent.

1. Absence of a parent due to death, non-recognition of the child, legal separation, divorce with exclusive custody of the child to the requesting parent, imprisonment of a parent, or a single parent having full parental responsibility, or in cases of confirmed inability to trace a parent's residence **15 points**
2. Absence of a parent due to legal separation, divorce with shared custody, or cohabitation with both parents. **6 points**
3. Presence of one or more members of the household (excluding the child for whom the application is submitted) in a condition of:
  - certified disability equal to 100%, with or without recognition of the accompaniment allowance\* **12 points**
  - Certified disability from 67% to 99%\* **10 points**
  - Disability from 33% to 67%\* **5 points**

\*Attach certification issued by INPS

The score will be assigned regardless of the number of household members with a certified disability. In the case of multiple members with disabilities, the one with the highest degree will be considered.

4. Presence of a twin sibling of the child for whom an application is being submitted **5 points**
5. Presence of children or minors in foster care aged 0-3 (excluding the one for whom the application has been submitted)
  - N° 1 **4 points**
  - N° 2 **6 points**
6. Presence of children or minors in foster care aged 4-6 (excluding the one for whom the application has been submitted)
  - N° 1 **2 points**
  - N° 2 **3 points**
  - More than 2 **4 points**
7. Presence of children or minors in foster care aged 7-16:
  - N° 1 **1,5 points**
  - N° 2 **2,5 points**
  - More than 2 **3,5 points**
8. New pregnancy **1 point**

## **ADMISSION**

The child will be admitted to the nursery according to the order indicated in the corresponding age-based ranking, respecting the preferences stated on the application form and based on the actual availability of spots in the facilities chosen by the families.

The family will be required to provide a written response to the Office regarding the acceptance or refusal of the assigned spot within five days from the notification. In case of no response from the family, the spot will be considered forfeited.

The dates for the new children's acclimatisation will be set by the Office, taking into account the order of the ranking list. Any postponements beyond the date established and communicated for acclimatisation must be agreed between the Service and the family and authorised. Such postponements do not, however, exempt the family from paying the fees, which run from the date of admission.

Considering the strong emotional value of the first admission to the nursery, families will be asked to collaborate in making it a success by respecting the times and procedures recommended by the nursery staff. In particular, to help the child settle in, gradual settling-in times and the constant presence of a parent or family member are recommended.

Children are usually admitted in stages or individually, between September and October. The actual admission of the child is usually preceded by individual meetings and interviews with the section teachers.

A child who does not report to the nursery within 5 days from the date of admission without providing suitable justification will be declared disqualified ex officio.

The availability of the spot is maintained - for a maximum period of 90 days - only upon justification accompanied by appropriate documentation and regular payment of the fees. This period can only be exceeded in the event of particular and documented situations of necessity.

## **WAITING LISTS**

Unsuccessful applications will remain in the corresponding ranking by age and will constitute the waiting list from which to draw during the year to fill any places that would eventually become available, again with reference to the child's age.

Waiting lists are ordered by score, regardless of the preferences expressed in the application. The office in charge, following the availability of places, will therefore proceed to the sliding of the waiting list according to the order of points in the age ranking.

The office will inform the families of the availability of the place; acceptance or refusal must be received within 5 days from the communication. Failure to reply will be considered as a renunciation.

Waiting lists will remain in force, during the educational year of reference, at the same time as the ranking list, until 30/04/2027.

## **TRANSFERS**

Families of children already attending a nursery school may request a transfer to another nursery within the timeframes and procedures set out in the regulations. Transfers always take effect from the following educational year. Transfers between different types of services (from Nursery to EduGate Service) are not permitted.

## **FEES**

The fee system applied in the nurseries is based on customised monthly fees approved by the Municipal Council on the basis of the guidelines approved by the City Council. Detailed regulations on the fee system will be sent together with the letter of admission to the service to the families of eligible children.

Those who intend to take advantage of the fee reductions must submit an ISEE declaration to INPS, before the beginning of the 2026-2027 educational year (art.11 of the Regulations). The data regarding the ISEE declaration will be acquired automatically by the Office in charge by accessing the INPS database.

Attendance fees applied from the next September are as follows:

**Exemption:** granted to applicants who present ISEE certificates below €4,300.00, together with a request for exemption issued by Social Services.

**Minimum fee** of €53.50 per month applies to:

- ISEE values from €0.00 to €3,000.00
- children in foster care
- children with severe disabilities pursuant to Law 104/92, Article 3, paragraph 3. To obtain this benefit, the family must submit certification issued by the Disability Assessment Commission established at the Local Health Authority (AUSL) of Piacenza.

There is the possibility of benefiting from full exemption, if the required conditions are met.

**Personalized ISEE-based fee**, equal to a fixed percentage of 1.79% of the declared ISEE value, for ISEE values from €3,000.01 to €27,000.00.

**Maximum fee:** €529.00 per month for:

- users presenting ISEE certificates above €27,000.01
- users who choose not to submit an ISEE certificate
- users who move their residence to another municipality after the child has been admitted to the nursery.

In the case of multiple siblings attending the nursery at the same time, the Office will reduce the fee(s) by 50% for the second and subsequent children.

### **Monthly part-time nursery fee**

For part-time nursery users, the same rules described above apply, with a 30% reduction on the assigned fee.

## **PAYEMENT**

The due amounts must be paid to the Municipal Administration using the following methods:

### **1 On the PagoPA payment platform**

It is a payment system designed to make any payment to the Public Administration simpler, safer, and more transparent. Public bodies are required by law to adopt it (Art. 5 of the Digital Administration Code and Article 15, paragraph 5-bis, of Legislative Decree no. 179/2012).

A payment notice is sent to the paying parent via email and can also be downloaded from the personal page of the website. The notice, in electronic format, can be paid at all Payment Service Providers that participate to PagoPA, seven days a week and 24 hours a day through online channels. The list of locations authorized to receive payments via PagoPA® is available at:

<https://wisp.pagopa.gov.it/elencopsp>.

### **2. Direct debit from current account**

The applicant who intends to activate automatic direct debit on their bank current account must complete the appropriate SEPA - SDD form online on the "Registrations" portal.

In the event of non-payment, enforced collection procedures will be initiated in accordance with the provisions set out in Royal Decree No. 639 of April 14<sup>th</sup>, 1910, and the municipal regulation for the enforced collection of local revenues approved by City Council Resolution No. 17 of July 23<sup>th</sup>, 2015.

## **CALENDAR**

The **nurseries** operate from September to June: from Tuesday 01/09/2026 to Wednesday 30/06/2027. The regional school calendar is observed for Christmas and Easter closures.

In July, a summer service is offered for children with both parents employed, or with the only parent employed in the case of single-parent families. Employment refers to the month of July.

**Nurseries Office, Viale Beverora, 59  
tel 0523 492509**

**nidi.infanzia@comune.piacenza.it**

**Pedagogical Coordination, Viale Beverora 59**

**Municipal nurseries coordination  
tel 0523 492575**

**Coordination of contract/concession nurseries  
tel 0523 492578**