



## SCUOLA EUROPEA di VARESE

indirizzo: via Montello, 118  
21100 Varese (VA)  
ITALIA

telefono: +39 0332 806111

fax: +39 0332 806202

sito web: [www.eursc.org](http://www.eursc.org)

codice fiscale: 80009540123

## INTERNAL PROCEDURE

### Entering and Exiting the Materna

#### 1. ENTRY INTO THE MATERNA

##### 8:20 (Every day)

Doors open, parents who accompany their child may ONLY enter the atrium ('KISS & GO' area) and must leave their child with the teacher on duty. All of the class teachers start work at the same time. There are also some assistants who have a duty by the internal door according to the rota. The class teachers who are not on duty should be in the classroom ready to welcome their children at 8.30. The assistants who are not on duty but who are contracted to start before 8:40 should be in the classroom.

##### 8:45 (Every day)

The doors are closed and class activities begin. Parents who arrive after 8.45 MUST enter the school via the guard (Via Montello).

#### 2. EXITING THE MATERNA

##### 12:40 (short days) 16:00 (long days)

Doors open and children are collected directly from the class teacher or assistant in the 'Rotonda'. Parents must leave by the main door before the second bell. ONLY parents who have a PASS can leave by the internal doors to collect children in the primary school.

(Parents and children MUST not stay in the Materna play area.)

##### 12:45 (short days) 16:05 (long days)

The second bell is rung and the parents must leave the building with their children. Class teachers/assistants immediately start to exit the building with the bus children. At this point the teacher or assistant on duty is responsible for children who have not been collected by a parent / guardian. When the parent/guardian arrives they must wait until the class teacher or class assistant returns from their bus duty.

##### 12:55 (short days) 16:15 (long days)

If a parent/guardian does not arrive, the class teacher or assistant is responsible for taking the child to the secretary's office so the parents can be called.

(Parents and children MUST not stay in the Materna play area.)

Febbraio 2017