**Allegato 2)**

**SCHEMA PROGETTO ORGANIZZATIVO**

Denominazione del Progetto \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

elaborato e presentato dall’ente/gestore \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

per l’attività di \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

sede operativa attività presso il Comune di \_\_\_\_\_\_\_\_\_\_\_\_\_ in via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ n. \_\_

Contatti e recapiti della/l sig.ra/sig. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ quale referente

dell’attività Telefono/Cellulare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PEC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Soggetto gestore di un servizio per la prima infanzia già autorizzato: SI / NO

Periodo di funzionamento: dal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ al \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Numero Posti disponibili: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Numero gruppi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fasce d’età dei minori: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PARTE INTRODUTTIVA**

Breve descrizione generale del servizio offerto.

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**Team**

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| **Funzione** | **Cognome e Nome** |
| Gestore del servizio |  |
| Responsabile del Progetto |  |
| Coordinatore delle attività ludico-ricreative e organizzative |  |

**CAPITOLO 1 - REQUISITI STRUTTURALI**

In questo capitolo andrà descritta la struttura e/o l’area, con particolare riferimento a:

* locali interni (*fornire la descrizione degli spazi/locali/ambienti destinati ad usi diversi)*;

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* spazi all’aperto (esclusivamente gli spazi in cui vengono svolte attività - *fornire l’indicazione dei mq. totali, la suddivisione dello spazio per ciascun gruppo di bambini, l’eventuale presenza di giochi esterni e di spazi destinati ad usi diversi*)

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* servizi igienici (indicare numero e posizionamento);

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* spazi per l’accoglienza – entrata

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**CAPITOLO 2 - LE ATTIVITÀ LUDICO-RICREATIVE PROPOSTE**

* Attività ludico-ricreative proposte.

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* attività motorie e sportive.

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* calendario di apertura e orario quotidiano di funzionamento

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* programma giornaliero di massima delle attività

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**CAPITOLO 3 - MINORI**

Informazioni inerenti i minori

Si dovrà specificare:

* il **numero e l’età** dei bambini e degli adolescenti accolti

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* la **composizione dei gruppi** (rapporto numerico tra operatori e bambini suddivisi per fasce d’età). La realizzazione delle diverse attività dovrà garantire la continuità di relazione fra gli operatori e piccoli gruppi di bambini/adolescenti, mantenendo, inoltre, lo stesso personale a contatto con lo stesso gruppo di minori

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* descrivere le modalità di inserimento di minori con disabilità (l’inserimento va garantito in collaborazione con i servizi che hanno in carico gli stessi e deve facilitare l’integrazione del bambino/adolescente nel gruppo in cui è accolto)

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**CAPITOLO 4 - PRECAUZIONI IGIENICO SANITARIE**

Descrivere:

* le precauzioni generali di igiene per i bambini/adolescenti e per gli operatori;

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* modalità e frequenza di pulizia e disinfezione degli spazi, degli arredi e delle attrezzature, con particolare attenzione ai giochi di uso quotidiano e agli oggetti che vengono toccati più frequentemente (ad es. maniglie/pomelli, pulsanti degli ascensori, corrimano, interruttori, maniglie delle porte, telecomandi, rubinetti, fasciatoi, seggioloni, lettini)

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**CAPITOLO 5 - IL PERCORSO DI ACCOGLIENZA E USCITA**

Accoglienza

Descrivere come viene gestita la fase di accoglienza dei bambini/adolescenti (*orario di accoglienza; modalità di gestione degli ingressi;*

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Accoglienza di bambini ed adolescenti con disabilità o con “fragilità”

Descrivere quali attenzioni speciali messe in atto per i bambini ed adolescenti con disabilità o provenienti da contesti familiari caratterizzati da fragilità.

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Uscita

Descrivere come viene gestita la fase di uscita/riconsegna dei bambini/adolescenti ai genitori/familiari, orari di uscita, spazio dedicato.

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**CAPITOLO 6 - MODALITÀ DI TRASPORTO**

Descrivere le modalità di trasporto dei minori:

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**CAPITOLO 7 - SICUREZZA ALIMENTARE**

Descrivere la modalità di espletamento dell’eventuale servizio di preparazione e/o distribuzione pasti eventualmente offerto:

1. **preparazione e consumo di pasti** (in caso di dotazione di cucina interna).

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1. del servizio di **fornitura pasti in monoporzioni** (per assenza in struttura della cucina interna).

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1. **consumazione pranzo al sacco**

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