# *REGULATION INTERNAL*

***version of 05 Dec. 2025***

## Centro BACO

## Social, Educational and Rehabilitative Day Center for the Disabled
## Via E. Toti
## 73015 Salice Salentino (LE)

***Municipality of Salice Salentino***

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# GENERAL PRINCIPLES

## Art. 1) Subject of the regulation

These regulations govern the operation and management of the Socio-Educational and Rehabilitation Day Center for the Disabled in Salice Salentino, operated by GeNSS Coop Sociale in accordance with current state and regional laws.

The Municipal Administration carries out ongoing checks to ensure the service provided complies with the specifications, the educational project, and current legislation.

## Art. 2) Purpose of the service

The socio-educational and rehabilitation day center for the disabled, in compliance with the provisions of Regional Regulation No. 5/2019 and subsequent amendments , pursuant to Article 3, is aimed at maintaining and recovering the disabled person's levels of independence and supporting the family.

No discrimination in access and provision may be made on grounds of gender, ethnicity, language, religion, political opinion, psychological, physical, or socioeconomic conditions.

Art.3 of RR n.5/2019 replaced art.60 of RR n.4/2007.

## Art. 3) Service objectives

The service's objectives are planned and diversified activities based on user needs. All activities are open to the local community and are organized by leveraging the resources of the local community.

The Centre aims to provide:

- Psychological and social support and assistance to families;
- Support for the acquisition, maintenance, and strengthening of levels of autonomy, psychomotor, cognitive, affective, relational, and behavioral skills;
- Promotion of social integration in order to avoid forms of marginalization;
- Experimentation with new models of intervention integration with local structures;
- Ensure, through the network, an effective connection between the various local services, the family and the "territory" in a broader sense;
- To offer a space for entertainment, recreation, training and meeting for disabled citizens;
- Reduce the use of institutionalization.

## Art. 4) Service users

The center is intended for individuals between the ages of 6 and 64 with stabilized physical, mental, and sensory disabilities, with significant impairment of functional autonomy, who require social and health rehabilitation services.

For minors, attendance at the Center is exclusively for extracurricular activities, in addition to and in compliance with the mandatory attendance of the required study programs.

The center can accommodate a maximum of 30 disabled users with impaired functional autonomy, including minors, at any one time.

### Art. 5) User area

Resident Italian and foreign citizens experiencing the conditions of hardship listed in Article 3 of Regional Decree 5/2019 may access the service. The above-mentioned citizens are admitted to the Day Center following a functional assessment and preparation of an Individualized Care Plan by the Multidimensional Evaluation Unit (UVM) of the local health and social care district and/or the multidisciplinary team present at the Day Center.
The service is limited to the entire area and will therefore be accessible with priority to residents of the municipalities in the Campi Salentina Territorial Area: Campi Salentina, Squinzano, Trepuzzi, Carmiano, Veglie, Salice Salentino, Novoli, and Guagnano.

## SERVICE ORGANIZATION

### Art. 6) Structure and organization

The center's structure and capacity comply with national and regional laws. Management capacity is determined by the actual number of staff permanently assigned to the service.

The necessary continuity in the educator/user relationship is guaranteed by providing adequate replacement for staff absent for any reason.

Users are required to **respect the daily entry and exit times,** which are posted at the entrance to the center.

Upon leaving, users will be entrusted exclusively to their parents or to people designated by them at the time of entry.

Any changes, even temporary, to the people to whom users are handed over must be communicated **in writing** to the educators in advance.

### Art. 7) Participation bodies

Participation and social management are fundamental and constitutive moments of the educational-rehabilitative process.

In determining the most appropriate choices and objectives, both educationally and for the psychophysical development of users, we will work in close collaboration with family members or guardians to ensure shared and coherent educational action and to ensure and strengthen pluralism and the integration of different values in the relationship with the family.

To this end, the service coordinator will hold periodic individual and group meetings with all parents/guardians of the service to directly involve them in educational and organizational

decisions. All parents/guardians of the center's clients may participate in its management through the bodies and procedures established in these regulations.

### Art. 8) Attendance timetable

The center's hours of operation are 8:30 a.m. to 4:30 p.m., Monday to Saturday.

Users can check in between 8.30 and 9.30 am.

Check-out time is from 4:00 PM to 4:30 PM

A part-time exit is planned from 1.30pm to 2.00pm

### Art. 9) Clothing

The center provides: food, hygiene for its users, environment, and staff, educational materials, and any other consumables. The family is responsible for providing laundry and any necessary items for a change of clothes.

It is recommended that the user wear comfortable clothing that allows maximum freedom of movement.

Educators assume no responsibility for items brought to the center by users (personal toys, valuables, etc.) or for any damage (such as paint stains) that clothing may suffer during the stay at the center.

### Art. 10) Health care

Healthcare services and those necessary for the protection of the health of users are entrusted to the doctor designated by each family.

**Center staff are not authorized to administer medications.**
In cases of proven need, lifesaving medications may be administered upon presentation of appropriate documentation.

### Art. 11) Hygiene and health rules and

To enroll at the center, the following documents are required, which must be submitted before the user begins attending:

- **photocopy of the medical documentation on the user's health status and his/her pathology;**
- a certificate from the attending physician certifying that the user does not have any medical conditions that would prevent them from attending the community (the so-called certificate of good health, or more detailed documentation if the pediatrician deems it useful);

**Users will be removed from the center if they exhibit the following symptoms:**

- **fever above 37.5°C (external measurement);**
- **diarrhea (one or more bowel movements depending on the severity);**
- **conjunctivitis; stomatitis; pediculosis; repeated vomiting;**

- **suspected dermatological lesion (ringworm, scabies, hand, mouth, foot, etc. )**
- **infectious diseases;**

**In these cases, even for a single day's absence, the user will be readmitted only upon presentation of a medical certificate, which must specify recovery or absence of infectious diseases.**

**For absences of 5 days or more** that have not been preceded by due notification, readmission will occur upon presentation of the medical certificate.

Furthermore, parents are advised, to safeguard their child's health and respect that of others, to observe an appropriate number of days of CONVALESCENCE after each infectious episode.

### Art. 12) Dietary table

The diet adopted at the center is validated by the Food Hygiene and Nutrition Service of the AUSL LE. The weekly menu is displayed in the designated area at the entrance to the center.

**For a correct and healthy diet, foods such as crisps, chewing gum, chocolate, snacks, etc. are not accepted.**

Dietary changes may be made for proven food allergies (reported by the GP) and/or for situations related to the child's health.

It will be the responsibility of the educator in charge of the user to ensure that the prescriptions are effectively implemented.

## USE OF THE SERVICE

### Art. 13) How to register

Applications for admission must be submitted to the operational headquarters:

**GeNSS Social Cooperative, Via Luigi Einaudi n.16 - Monteroni di Lecce**

The following documentation will be required to benefit from the Disability Conciliation Service Vouchers:

**Valid ORDINARY ISEE**

**Valid ISSE SANITARIO or RISTRETTO**

**Valid identity document and tax code of the user**

**Identity document and tax code of the requesting parent and/or guardian**

### Art. 14) Insertion / Settling in

Settling in is one of the most delicate moments for the user, as they must begin to interact with adults, peers, and environments different from their familiar ones. It is therefore particularly important to plan the separation from family members gradually , so that the separation is experienced with peace of mind by both the user and their family.

For this reason, parents are invited, before starting their attendance at the center, to meet with the coordinator to establish an initial exchange of information, knowledge, and dialogue, essential for establishing an initial interaction between home and the center.

The admission procedures will be agreed upon with family members on a case-by-case basis, with a flexible approach that takes into account both their work needs and the individual needs of each user, which can vary greatly in terms of rhythms, reactions, and timing.

New members are usually placed after those who attended the center the previous year, in small groups so that the staff can give them the attention they deserve.

In the first few days of placements, users will only stay at the center for a few hours.

To enroll at the center, it is mandatory to have already submitted the documents specified in the article "Hygiene and Health Rules".

### Art. 15) Resignation

Parents who, for any reason, wish to dismiss a child from the service must notify management in advance and sign a specific form. The dismissal will take effect the following month.
Submitting a dismissal entails renunciation of the service without any right to continuation or reimbursement for the following year.

Resignation is permitted, with written notice, in the following cases:

- for failure to comply with this regulation;
- failure to fill the assigned position within the timeframe and in the manner established.
- for failure to pay or partial payment of even 1 month's fee.

In case of absence for serious family reasons, the employee must promptly inform the office.

### Art. 16) Tariff system

Attendance at the center is subject to monthly payment of a fee, which serves as a contribution to the cost of the service. The fee is based on the calendar month and is the same for all months of use of the service, regardless of the actual opening days in each month.

Families can use the Puglia Region's "Service Voucher" to obtain a monthly fee reduction based on the family's ISEE (Equivalent Economic Situation Indicator). Failure to qualify for the Puglia Region's Service Vouchers due to omission or misrepresentation of the documents submitted by the applicant for registration will automatically result in the full monthly fee being charged, as per the tables in Appendix A.

### Art. 17) The Puglia Region's "Service Vouchers"

Since March 2013, the Puglia Region has supported the demand for services through the awarding of service vouchers. The Service Voucher is a document for the purchase of services upon individual request. If certain subjective requirements are met by the family unit and the applicant, the voucher entitles the applicant to a reduction in the applied fee (excluding the application of a deductible), which progressively decreases with respect to the family unit's ISEE (Equivalent Economic Situation Indicator) for the purchase of services.

The “Good Service” measure makes use of the functional and operational characteristics of an IT platform accessible from the Welfare Department portal http://pugliasociale.regione.puglia.it which supports both the management of the Service Offering Catalogue and the submission of applications by families and citizens with social needs, as well as the monitoring and reporting phase of expenditure related to the services provided.

The "Service Vouchers" are regulations of the Puglia Region; therefore, please refer to the documentation published on the website http://www.sistema.puglia.it/portal/page/portal/SolidarietaSociale

### Art. 18) Payment methods for fees

Tuition fees must be paid monthly, within the first five days of the month following the month indicated on the invoice (for example, the March invoice must be paid by April 5th , etc.) , and the receipt certifying payment must be submitted to the center. Extensions of an additional five days are possible in cases of proven need and with prior authorization from management.

**Access to the center will not be granted in the event of non-payment of the due fees.**
Payment is made via bank transfer or bank transfer (also known as Bollettino Freccia), payable at your bank or at one of the authorized tobacconists.

In case of bank transfer, the following reason must be indicated:

*<Username> <month and year of line reference> <center name>*

*Or*

*<We pay invoice no. xxxx / ww of dd/mm/ yyyy >*

Example 1: *Pinco Pallo straight line May 2015 center Baco Salice Sal.*
Example 2: *We pay invoice no. 20589/01 dated 01/01/2099*

### Art. 19) Monthly fee in case of absences

User absences from the center do not entitle the user to a reduction in the monthly fee.
**The fee must be paid in full regardless of the number of days attended** .