



INSTRUCTIONS ON HOW TO REGISTER TO THE SCHOOL CANTEEN ONLINE, SCHOOL YEAR 2020/2021

Please note that from MARCH 02 to MAY 31st, 2020, Markas S.r.l will collect the registrations through the School E-suite software. **No further registration will be accepted after May 31st, 2020.**

ONLINE REGISTRATION

From Monday 02 March 2020 users will be able to register through the dedicated website in the section Forms – School Office – Information and Forms – School Canteen on the website of the Municipality of Castelli Calepio <http://www.comune.castellicalepio.bg.it/>.

Click on the link www.schoolesuite.it/default1/castelli and log in using your username and password.

Registration is also mandatory for those who have already registered for the service during the previous years. Remember that only the paying parent (Parent 1) indicated in the register can sign up online. New registrations must be made by a parent or a person exercising parental authority over the minor. **N.B Only those who do not have a PAN code can make the "new registration"**.

For any further information (password regeneration, etc.), please contact the email address castellicalepio@markas.com **ONLY** and indicate the first name and last name of the child.

REQUIREMENTS TO ACCESS THE CANTEEN SERVICE

Access to the canteen service is guaranteed to Users who do not have pending payments when registering online and at the beginning of the school year 2020-2021, and (in order of importance):

1. Who choose full time;
2. Whose Parents, both, work;
3. Who already have a brother/sister attending the canteen;
4. Who attend the canteen at least 3 days a week for Primary School and at least 1 day a week for Secondary School;

The registrations of those who are in debt on June 30th 2020 will not be accepted until the debt is paid.

MAXIMUM CAPACITY OF SCHOOL CANTEENS

We inform Users that once the maximum capacity is reached, further registrations will be taken into consideration and put on the waiting list.

TAGLIUNO CANTEEN Maximum capacity: **234** students divided as follows:

SHIFT	SCHOOL	Maximum Capacity
1 st	PRIMARY	78
2 nd	PRIMARY	78
3 rd	SECONDARY SCHOOL	78

CIVIDINO CANTEEN Maximum capacity: **288** students divided as follows:

SHIFT	SCHOOL	Maximum Capacity
1°	PRIMARY	96
2°	PRIMARY	96
3°	SECONDARY SCHOOL	96

SPECIAL DIETS

The request for special diets due to health problems, certified by a new medical certificate (even if the diet is already known) must be sent to the School Office of the Municipality of Castelli Calepio which will forward them to the Markas S.r.l. in order for the company to prepare diet plans. Diets due to ethical or religious reasons must be indicated during online registration.



INFORMATION ABOUT THE CANTEEN SERVICE

The school canteen service consists of administering:

Primary School: 5 meals per week

Secondary School:

- ✓ 3 meals per week, from September to January
- ✓ 2 meals per week, from February to June

COST OF THE MEAL

The concessionaire can collect from the User the rate of € 4.22 per meal (including VAT) plus any Istat adjustment.

HOW DOES THE CHARGE FOR THE USE OF THE SERVICES WORK?

For the school catering service, the charge is made daily through tablets. Meals are therefore recorded in real time. The detection takes place by 10:00 am, therefore meals registered within this time will be charged for early departure, even if not consumed. Any anomaly related to the charge must be communicated one month after the delivery of the service at the latest. After this date no changes will be made.

TERMS OF PAYMENT

Rate payments will be made through a prepaid system. This means that meals must be paid before being consumed.

A personal code (PAN code) linked to a virtual account is given to each registered child. This code will be used for recharges.

The PAN code, which is valid for the entire school cycle of the student, is issued to new Users by the concessionaire through paper letter before the service starts. Payments must be made **EXCLUSIVELY** in the following ways:



At affiliated commercial businesses on the territory

- ✓ Bar Tabaccheria Cadei di Cadei Rosanna – Via Roma 14, Castelli Calepio.
- ✓ Bar Grazia di Costa Maria – Via F.lli Pagani 19, Cividino di Castelli Calepio

It will be possible to recharge, **in cash or pago-bancomat only**, by communicating the PAN code and the amount to be recharged. The amount will be credited to the Student and a payment receipt be issued. **This operation is free of charge and no commission is applied.**

PRIVACY POLICY

Markas S.r.L. informs that, in order to establish and manage the canteen service in the municipality of Castelli Calepio, it is the owner of qualified personal data, in compliance with the EU Regulation no. 679/16 (here below: Regulation). The provision of data is necessary to execute the request to activate the service, and the refusal to provide them will make it impossible to proceed with the request.

These data (processed electronically) will not be used for marketing and/or advertising purposes, but only for the purposes described above, exclusively for the duration of 24 months from the expiry of the service. In case of a null or active credit situation and in case of a passive debt situation, the duration is up to the fulfillment of the pecuniary obligation by the debtor, except for limitation periods prescribed by law."

The interested party has the right to exercise his rights in compliance with the articles 15 to 22 of the Regulation such as, for example, the right to obtain the correction, i.e. the modification of inaccurate personal data, or the integration of incomplete ones, as well as the right to object at any time to the processing of personal data concerning them. The Responsible for the Protection of the Personal Data is Gruppo Inquiria Srl, referent person Dr. Andrea Avanzo, mail address: IT-privacy@markas.com.