

**Enrollment for School Canteen and After-School Services
Lurate Caccivio Municipality
School Year 2026/2027**

The enrollment will be possible from January 13th 2026 to February 14th 2026, in line with the timeframe established by the Ministry of Education for school enrollments (Ministry of Education notice, December 17th 2025).

Based on the issues identified in previous years, parents are strongly advised to:

- carefully read the information available on the dedicated page of the Municipality's website;
- ensure that the digital identity (SPID) of the parent submitting the enrollment is active: the parent must be the same person who will make the payment;
- access the Etica Soluzioni and PagoPa websites only through the links provided on the dedicated page of this municipality, as they're always updated;
- avoid accessing to the above-mentioned portals via browsers in order to prevent connecting to services belonging to other municipalities;
- remember to complete the both required steps: payment and enrollment. The application must be submitted and not left as a draft;
- for users who have already used the service, periodically check that the canteen account balance is in good standing, as a negative balance will prevent the admission to the service for the following school year.

During the enrollment process, the parent selects the service, pays the annual fee and enrolls the child via the online form, available on the School.net platform / phone app.

The available options are:

- School canteen service only: payment of the annual canteen assistance fee;
- After School service only: payment of the annual canteen assistance fee;
- Both services: cumulative payment.

Meal payments are managed through a prepaid system provided by the company entrusted with the service.

At the beginning of the school year, the service provider will send families an information notice containing personal access codes and instructions for recharging the prepaid credit.

For information purposes, the cost of a single meal for the current school year (2025-2026) is € 6,05 (VAT included), as established by the Municipal Executive Resolution n. 108 of August 13th 2025.

STEPS:

1) IDENTIFY THE SERVICE AND THE FEE

Select the service and the fee based on the chosen days and take note of the total

amount.

ANNUAL FEES:

Service	Annual Fee	Examples
School Canteen Assistance Service (only on Monday, Tuesday and Wednesday)	€ 40,00 for each day requested	1 day: € 40,00 2 days: € 80,00 3 days: € 120,00
After School Service (only on Thursday and Friday) - Canteen assistance service is included	€ 200,00 for each day requested	1 day: € 200,00 2 days: € 400,00

2) PAYMENT

Pay for the canteen and/or after school services via PagoPa system.

By clicking the link [PagoPa - Comune di Lurate Caccivio](#), the PagoPa payment notice will open, ready to be completed: select “**Effettua un Pagamento spontaneo**” (Spontaneous payment).

Complete the form with your personal details and the students details.

Please note: the payment description must include the wording: “**iscrizione mensa e doposcuola a.s. 2026/2027 name and surname of the student**” (school canteen and after school enrollment school year 2026/2027).

The paying parent must be the same parent who completes the online enrollment and who will recharge the meal vouchers.

Retain the payment receipt.

3) COMPLETE THE ENROLLMENT FORM

Fill in and submit the online enrollment form on School.net portal at the following link: <https://www4.eticasoluzioni.com/luratecaccivioportaleg>

RENEWAL OF REGISTRATION

(user already attending the canteen service)

You must access the portal and verify the accuracy of the parent's fiscal code and the child's fiscal code entered. Then simply log in to the **Portale Genitori** (Parents' Portal) using the credentials already in your possession (the ones used for payment). Access the “**anagrafica**” section (*personal data*) and click on “**effettua/rinnova iscrizioni**” (register/renew registration).

The parent will be redirected to a page where the forms are already pre-filled based on previously provided data. It will be sufficient to enter/modify the data and/or verify the information already recorded in order to save the registration. If you do not remember your username or password, click on the appropriate fields.

NEW REGISTRATION

The parent must click on **NUOVA ISCRIZIONE** “new registration” (green button), enter the child’s fiscal code to be registered, and then click **SONO UN NUOVO ISCRITTO** “i’m a new user”, as shown in the following image.

The diagram illustrates the registration process. On the left, a login form contains fields for 'Codice' and 'password', a red 'LOG IN' button, and a green 'NUOVA ISCRIZIONE' button. Below the buttons are links for 'Hai dimenticato il codice?' and 'Hai dimenticato la password?'. An arrow points from the 'NUOVA ISCRIZIONE' button to a separate box on the right. This box contains the label 'Codice Fiscale Alunno' and an empty input field. A blue arrow points down from this box to a green button labeled 'Sono un nuovo iscritto'.

At the end of the registration process, it will be possible to print the summary documentation.

Failure to complete the enrollment will result in the service not being requested.
Enrollment will be considered valid only upon payment of the required fee.

IMPORTANT: during the enrollment process, please provide a valid mobile phone number and email address, as you will be required to enter a confirmation code to complete the enrollment.