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Application number (for office use only):

APPLICATION FOR THE FREE CHILDCARE SCHEME

1. CHILD'S DETAILS

Name & Surname	ID Card Number	Nationality	Date of Birth	Gender		
				M	F	X

2. PARENT/GUARDIAN DETAILS

a) Parent 1 - Eligible Parent

N.B. Parent 1 – Eligible parent is defined as a mother or single parent (mother or father) who is in employment and/or in education.

Name & Surname					
ID Card Number		**Gender**	**M**	**F**	**X**
Nationality					
Home Address					
Phone Number		**Mobile No.**			
Email Address					

b) Parent 2

N.B. Parent 2 is defined as the 2nd parent/guardian who is already in employment and/or in education.

Name & Surname					
ID Card Number		**Gender**	**M**	**F**	**X**
Nationality					
Home Address					
Phone Number		**Mobile No.**			
Email Address					

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3. DETAILS OF OTHER PERSONS RESPONSIBLE FOR DROPPING OFF/COLLECTING CHILDREN TO/FROM THE CHILD DAY CARE FACILITY

Name & Surname	ID Card Number	Relation to Child

4. COURSE DETAILS

Name of Parent	Course Title	Educational Institution	Course Duration	Type of Attendance (Full time or Part Time)

5. EMPLOYMENT DETAILS

Name of Parent	Employer's Name	Employer's Address	Employer's Contact Details	Type of Employment (Full time or Part Time)

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6. CHILDCARE CENTRE

Name of Childcare Centre	Address of Childcare Centre	No. of Days of service required per week	No. of Hours required per Month

7. CHILDCARE CENTRE ACCEPTANCE DECLARATION

Date of Service Commencement	Name of Childcare Centre Manager	Signature / Stamp of Childcare Centre

I/We declare that I/we have read and accepted the Terms and Conditions for the Free Childcare Scheme.

Signature – Parent/Guardian 1

Signature – Parent/Guardian 2

Application Date

Disclaimer: The data requested will only be processed by government officials for the general administration of the Free Childcare Scheme. Under no circumstances will this data be passed on to commercial third parties. All this information is required so that, should the need arise, procedures may be carried out without any unnecessary delays.

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DOCUMENTATION TO BE PROVIDED BY BOTH PARENTS/GUARDIANS

Students

- ☐ Recently dated statement of course attendance from educational institution. The statement needs to include clear information on the days and times that the parent would need to attend at the educational institution.

- ☐ Statement of course recognition from MFHEA

Employees

- ☐ Three (3) most recent pay-slips of the eligible parent (defined as Parent 1, a mother orsingle parent (mother or father) who is in employment and/or education.
- ☐ A declaration letter from the employer of both the eligible parents and, were applicable, the 2nd parent (defined as Parent 2 who is already in employment and/oreducation) ~~stating:~~
    - ~~Fixed schedule: average number of weekly working hours & the numberof days of work per week.~~
    - ~~Flexible schedule: average number of monthly working hours & thenumber of days of work per month~~

  clearly stating the start and end time of the working day, which day in the week the parents work and if they can be asked to perform overtime

  If parents work on shift basis, a description of the shift needs to be provided including the start and end time eg day night rest off OR day in, day out

  If parents work in an environment, whereby the shift changes constantly, the average number of monthly working hours and the number of days of work per month, needs to be provided.

Self-Employed

- ☐ The most recent tax return ***or*** relevant acknowledgement from the InlandRevenue Department ***or*** the most recent receipt of NI contributions paid.

  In the event that self-employment has just started, none of the above applies but we require an acknowledgment from Jobsplus confirming thecommencement date of the self-employment.

- ☐ A recently dated and signed declaration letter ~~stating:~~
    - ~~Fixed schedule: average number of weekly working hours & the number ofdays of work per week.~~
    - ~~Flexible schedule: average number of monthly working hours & the numberof days of work per month~~

  clearly stating the start and end time of the working day, and which days in the week the parents work

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Single-parents

- An eligible parent/guardian claiming sole custody of a child will have to provide legal documentation, such as a Decree/*rikors*, stating that this parent has full care and custody of the child.

Fostering parents

- An eligible parent/guardian fostering a child will have to provide an official document from the Fostering Board.

Foreigners working in Malta

- Must be registered with Jobsplus
- Must provide their 'Residence Card'

Parent working abroad

- Must provide a recently dated and signed declaration letter from their respective employer.

<u>Important Note</u>

- All parents/guardians, be they employed or self-employed, are responsible to have their position with Jobsplus regularised. Any eventual checks by the Free Childcare Scheme Office which result otherwise, may result in disqualification from the Free Childcare Scheme and possible legal action.

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