



APPLICATION FOR THE FREE CHILDCARE SCHEME

<i>Application Number (for office use only)</i>

1. CHILD'S DETAILS

Name & Surname	ID Card Number	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
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
Home Address					
Phone Number		Mobile No.			
Email Address					



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 or Distance Learning)

5. EMPLOYMENT DETAILS

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



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.



DOCUMENTATION TO BE PROVIDED BY BOTH PARENTS/GUARDIANS

Students

- Statement of course attendance from educational institution
- Statement of course recognition from NCFHE

Employees

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

Self Employed

- The most recent tax return and relevant acknowledgement from the Inland Revenue Department.
- A declaration letter stating:
 - Fixed schedule: average number of weekly working hours & the number of days of work per week.
 - Flexible schedule: average number of monthly working hours & the number of days of work per month

Important Notes

- An eligible parent/guardian claiming sole custody of a child will have to provide legal documentation that this parent has full care and custody of the child.
- All parents/guardians, be they employed or self-employed, are responsible, if necessary, 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.



TERMS & CONDITIONS
for
FREE CHILDCARE SCHEME CHILDCARE SERVICE USERS

Updated Version : 20.03.2017

1. Children whose parents are in work or in education can benefit from the free childcare scheme. 'Parents in work' is defined as both parents/guardians who are in work, or single mother/father/guardian who are in work and paying social security contributions. 'Parents in education' is defined as both parents/guardians who are in education leading to a recognised diploma or degree or single mother/father/guardian who are in education. Parent/s is/are entitled to Free Childcare for all children of childcare-age, at a rate which is pro-rata to the mother's (or single father) employment hours.
2. Parent/s is/are to inform the childcare service provider (ie. the childcare centre) of the number of hours and days of service one month in advance.
3. Parent/s is/are entitled to two (2) free fobs per child. These fobs will be assigned by the service provider and are to be used by the parent/s to fob in/fob out their child/children upon drop off and pick up from the childcare centre. Fobs are not to be left at the childcare centre when the child/children is/are not in attendance. If additional fobs are required by the parent/s, then these may be purchased from the childcare centre at a charge of €0.80c per fob.
4. Parent/s is/are urged not to over-book more hours of childcare than what is necessary. In case of overtime or unforeseen circumstances, an additional allowance of 10% over the booked hours will be paid by government if utilised.
5. Parent/s can consume more hours than they are entitled to with the Free Childcare Scheme, provided that they pay the provider's rate. Providers must inform parents of the chargeable rate prior to registration.



6. Parent/s has/have to present a medical certificate when a child is sick for more than 3 days, in order to be allowed to re-attend child care.
7. The uniform rate being paid covers staff costs and consumables including stationery. It will not cover costs that related to individual child needs, such as food, nappies and wipes. Cost of outings is not included.
8. Government will pay childcare facilities the full rate if attendance for the month is between 90% and 100% of booked hours. If attendance is less than 90%, the remaining balance will be deducted from the absence entitlement.
9. These absence days will apply pro-rata on a calendar basis and will be equivalent to 15% of the booked hours. The provision includes the allowance for absence for medical reasons. Parents are to pay childcare centres for absence days in excess of the above.
10. Service providers will not be paid nor will be able to charge for days for which parents advise at least one (1) month in advance that they will not be making use of childcare.
11. Parent/s is/are free to avail themselves of free childcare within the childcare centre of their choice (provided that the childcare centre enters into the Free Childcare Scheme agreement with Government).
12. Free Childcare is terminated once the child is eligible to enrol into Kindergarten 1.
13. Government will continue to pay for free Childcare while the mother is availing herself of maternity leave. Free Childcare is not extended to parental leave.
14. Parent/s will be able to opt either for free Childcare or the tax rebate system. More information about the tax rebate system may be accessed here www.ird.gov.mt