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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	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 2<sup>nd</sup> 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					



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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 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)



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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.*

## DOCUMENTATION TO BE PROVIDED BY BOTH PARENTS/GUARDIANS

### Students

- ┆ Recently dated 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 2<sup>nd</sup> 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 **or** relevant acknowledgement from the Inland Revenue 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 the commencement date of the self-employment.*
- ┆ A recently dated and signed 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

### 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.



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### **Foreigners working in Malta**

- ┌ Must be registered with Jobsplus
- ┌ Must provide their 'Jobsplus Employment History'

### **Parent working abroad**

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

### **Important Note**

- 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.