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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.

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

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 'Residence Card'

Parent working abroad

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

Important Note

- o 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.

Free Childcare Scheme – Terms and Conditions of Participation (Parents/Guardians)

By enrolling your child(ren) in the Free Childcare Scheme (the “Scheme”), you (the “Parent” or “Guardian”) agree to the following terms and conditions:

1. Eligibility Criteria

1.1. Participation in the Scheme is granted based on your employment or enrolment in an educational programme.

1.2. You must provide accurate and complete information regarding:

- Your current employment status, including your employer’s name, address and contact details (if applicable); or
- Your enrolment in an accredited educational or training programme (if applicable).

2. Provision of Accurate Information

2.1. You declare that all information submitted in support of your and your child’s participation in the Scheme is true, accurate, and complete to the best of your knowledge.

2.2. You understand that providing false or intentionally misleading information may result in immediate termination of your access to the Scheme and possible recovery of costs.

3. Changes in Circumstances

3.1. You agree to notify the Scheme Administrator (Jobsplus) and the Child Care Centre at the latest **within 10 days**, in writing, if there is any change in your circumstances, including but not limited to:

- A change of employer;
- A change in employment status (e.g., from full-time to part-time or vice versa);
- A change in working hours;
- Termination of employment;
- Withdrawal from or completion of an educational or training programme.

3.2. Upon any such change, you must submit an **updated declaration** and supporting documents within **10 working days** from the date of the change.

4. Compliance with Scheme Rules

4.1. You agree to observe and comply with all rules, guidelines, policies, and procedures as set out by the Scheme Administrator, which from time to time may be updated.

4.2. Failure to comply may result in suspension or termination of your child's participation in the Scheme.

5. Verification and Monitoring

5.1. The Scheme Administrator reserves the right to verify the information provided by you at any time and may request updated documentation periodically.

5.2. You agree to cooperate fully with any audits, reviews, or assessments related to your and your child's eligibility and, eventually, participation in the Scheme.

6. Withdrawal and Termination

6.1. You may voluntarily withdraw from the Scheme at any time by filling in the FCS Termination Form.

6.2. The Scheme Administrator reserves the right to suspend or terminate your participation if:

- You are found to be in breach of these Terms and Conditions;
- You no longer meet the eligibility criteria;
- There is a change in Scheme funding, availability, or policy.
- The child is no longer attending at the Centre.

7. Privacy and Data Protection

7.1. All personal data collected will be processed in accordance with applicable data protection laws and used solely for the purpose of administering the Scheme.

7.2. By participating in the Scheme, you consent to the processing of your and your child's personal data for verification, auditing, and monitoring purposes.



By signing below, you confirm that you have read, understood, and agree the documentation provided to you during the enrolment phase and to the above Terms and Conditions.

Signature of Parent/Guardian 1

Signature of Parent/Guardian 2

Date: _____