



# Application for the Free Childcare Scheme

Application Number (for office use only): \_\_\_\_\_

## 1. Child's details:

Name & Surname	ID number and Date of Birth

## 2. Parent's details:

A: Eligible Parent

*N.B. Eligible parent is defined as a mother or single parent (mother or father) who is in work or pursuing studies.*

Name & Surname	ID Card Number	Home Address	Phone Number	Email Address

B: 2<sup>nd</sup> Parent

*N.B. 2<sup>nd</sup> Parent is defined as a father who is already in employment and or education.*

Name & Surname	ID Card Number	Home Address	Phone Number	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 Establishment	Course duration	Type of Attendance (full or part time or distance learning)

**5. Employment details:**

Name of Parent	Employer's name	Employer's address	Employer's contact details	Date of Commencement of Employment

**6. Child Care Centre**

Name of Child Care Centre	Address of Child Care Centre	No of days of service Required per week	No of hours required per month

**7. Child Care Centre Acceptance Declaration**

Date of Service Commencement	Name of Child Care Centre Manager	Signature/ Stamp of Child Care Centre

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

\_\_\_\_\_
   
 Parents/ Carers Signature

\_\_\_\_\_
   
 Parents/ Carers Signature

\_\_\_\_\_
   
 Application Date

*Disclaimer: The data requested will only be processed by government officials for the general administration of the Free Child Care 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:

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### Students

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

### Employees

- Three (3) most recent pay-slips of the eligible parent (defined as a mother or single parent (mother or father) who is in work or pursuing studies).
- A declaration from the Employer of both the eligible parent and, where applicable, the 2<sup>nd</sup> parent (defined as a father 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 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.

- An eligible parent claiming sole custody of the child will have to provide legal documentation that indicates that this parent has full care and custody of the child.
- All parents, be they employed or self-employed, are responsible, if necessary, to have their position with the Employment and Training Corporation (ETC) regularised. Any eventual checks by the Department which result otherwise may result in disqualification from the free childcare scheme and possible legal action.