

SKOLASAJF 2018 REGISTRATION FORM

Skolasajf start date:	Year 1 +	Monday 16 th July 2018
	Kinder	Tuesday 17 th July 2018
Skolasajf end date:	Friday 7 th September 2018	

Kindly visit <https://services.fes.gov.mt> to apply online, or fill in this Registration Form and return it to any Maltapost branch together with payment and your ID Card.

Registration Fee: €25
Opening Date: 8th April 2018
Closing Date: 11th May 2018

1. Details of Parent/Guardian 1

Name: _____ Surname: _____

I.D.: _____ Email: _____ Landline: _____

Address:
House No/ Name: _____ Street: _____

Locality: _____ Mobile Number: _____

2. Details of Parent/Guardian 2

Name: _____ Surname: _____

I.D.: _____ Email: _____ Landline: _____

Address:
House No/ Name: _____ Street: _____

Locality: _____ Mobile Number: _____

3. Details of Child:

Name: _____ Surname: _____

I.D.: _____ Age (as at first day of Skolasajf) _____

Date of Birth: _____ *Year Group: _____

**Current Scholastic Year 2017-2018 – from Kinder 1 to Form 5*

- a) Does the child benefit from the services of an LSE (LSA) in school? Please tick one.
 Yes (Full time one to one) Yes (Shared same class) Yes (Shared) No
 If yes, please provide the STM No. (found on Statementing Report) _____
- b) Does your child suffer from allergies and/or is allergic to any medication? Yes No
 If yes, kindly specify.

- c) Does your child require a daily visit by the school nurse between 9am and 11am? Yes No
 If yes, kindly specify which medical condition/s and medication requests: _____

4. Skolasajf Centres Opening in 2018

The following centres will be operating **ONLY** between 08:30hrs – 12:30hrs (Core Programme).

Please choose a centre from the list below if you only require service between 08:30hrs and 12:30hrs.

(SS means Skolasajf)

<u>Centre</u>	<u>SS</u>	<u>Centre</u>	<u>SS</u>	<u>Centre</u>	<u>SS</u>	<u>Centre</u>	<u>SS</u>	<u>Centre</u>	<u>SS</u>	<u>Centre</u>	<u>SS</u>
Burmarrad (Parish Hall)		Gharghur		Mtarfa		Qormi SB		Xaghjra		Nadur	
Dingli		Kalkara		Marsaxlokk		Qrendi		Għajnsielem		San Lawrenz	
Ghaxaq		Kirkop		Mqabba		Safi		Għarb		Sannat	
Gudja		Lija/Balzan		Marsa		Senglea		Kerċem		Xewkija	
Gżira		Msida		Pieta'		Tarxien		Qala		Żebbuġ, Gozo	

The **following centres** will be operating between 08:30hrs and 12:30hrs (Core Programme, **SS**) **AND** will also offer **extended hours** between 07:00hrs – 08:30hrs (**AM**), and 12:30hrs – 17:30hrs (**PM**). **Fee: €0.80 to the hour.** (This service is according to demand and offered **ONLY** to students with both parents/guardians who are working/ studying).

TAX REBATE: Passing my details to the Inland Revenue Department for the purpose of benefitting from any tax concessions offered, should this information be requested. Please fill accordingly and **ONLY** for the extended hours.

Yes No If yes, name of parent making the claim: _____

Please choose a centre from the list below **And indicate the need for any extended hours.**

<u>Centre</u>	<u>SS</u>	<u>AM</u>	<u>PM</u>	<u>Centre</u>	<u>SS</u>	<u>AM</u>	<u>PM</u>	<u>Centre</u>	<u>SS</u>	<u>AM</u>	<u>PM</u>	<u>Centre</u>	<u>SS</u>	<u>AM</u>	<u>PM</u>
Attard				Luqa				Pembroke				St Paul's Bay			
Birżebbuġia				Mellieħa				Qormi SĠ				St Venera			
Birkirkara				Mgarr				Rabat				Valetta			
Cospicua				Mosta				San Ġwann				Haż-Żabbar			
Fgura				Marsascala				Siġġiewi				Haż-Żebbuġ (Malta)			
Floriana				Naxxar				St Julians				Żejtun			
Hamrun GP				Paola				Sliema				Żurrieq			
								Xaghra Gozo				Victoria Gozo			

The following Resource Centres will be operating on Tuesday, Wednesday and Thursday between 08:00hrs and 15:00hrs (Including Transport). **Please choose a centre from the list below if you require the service in a Resource Centre.**

<u>Centre</u>		<u>Centre</u>		<u>Centre</u>		<u>Centre</u>	
Helen Keller Resource Centre - Qrendi		San Miguel Resource Centre - Pembroke		Guardian Angel Resource Centre - Hamrun		Sannat Special Unit - Sannat	

5. Details of Person Authorised to Pick Up Child (different from the parents' details):

Name: _____ Surname: _____ I.D.: _____

Email: _____ Mobile Number: _____ Landline: _____

6. Details of Person to be contacted in case of an emergency (fill in if different from the above):

Name: _____ Surname: _____ I.D.: _____

Email: _____ Mobile Number: _____ Landline: _____

7. Terms and Conditions:

- **ONE** registration form per child should be filled.
- FES regards each child's privacy as important and hence, FES will seek to comply with the provisions of the Data Protection Act, Chapter 440 of the Laws of Malta. To this end, FES ensures that:
 - a. Personal data is processed fairly and lawfully;
 - b. Personal data is processed with good practice;
 - c. The collected personal data has been so collected for the specific, explicitly stated and legitimate purposes indicated;
 - d. The collected personal data will not be processed for any purpose that is incompatible with that for which the information has been collected;
 - e. The collected personal data will not be kept for a period longer than is necessary, having regard to the purposes for which it is processed.
- By submitting this form, the parent/guardian acknowledges that FES will have access to all the provided data and you subsequently consent to such use;
- You also declare that all the data provided by you as the parent/guardian is correct and up-to-date. In the eventuality that it results that the provided data is incorrect and/or not up-to-date, you as parent/guardian, shall be bound to shoulder all responsibility for any ensuing circumstances due to the same incorrectness and/or inaccuracy;
- FES and agencies/partners collaborating with the FES may, from time to time, take photos/videos of the children attending Skolasajf to be shared publicly and to promote services. As required by the Data Protection Act, if you would **NOT** like to give permission for your child to appear in photos/videos on presentations, social or other media or promotional material, kindly tick this box;
- Services (including extended hours) will only be delivered to children whose parents/guardians have effected advance payment explicitly for such purposes. FES reserves the right to refuse a service to those who have not advanced the relative payment;
- By submitting this application, you are hereby giving consent to the FES to discuss your child's needs with the relevant educational stakeholders. As required by the Data Protection Act, if you would **NOT** like to give permission to the FES to access and discuss such information, kindly tick this box;
- The school nurse shall only be available to deliver services between 09:00 hrs and 11:00 hrs every day. The service is for administration of medication taken by the child on a daily/ regular basis. If there are any changes to the condition, the parents/ guardians are requested to inform FES, Head Office;
- By submitting this application you are giving your permission for the opportune first aid treatment to your child to be administered by qualified personnel. While understanding that you would be contacted by the centre's personnel as soon as reasonably possible regarding any emergency involving your child, you are giving your permission for your child to be transported to hospital or any other emergency medical facility in the occurrence of a serious illness or injury, whereat ambulance or rescue squad members would be authorised to administer all necessary treatments. You are also giving your authorisation for warranted health practitioners to examine and provide the necessary emergency medical treatment to your child in your absence;
- Only the persons listed above as being authorised to pick up the child from Skolasajf will be allowed to do so. Additional persons or changes are to be communicated to the Centre Coordinator;
- In the case of children with a statement of needs, parents may be requested to submit a copy of the Individual Education Programme to the Centre Coordinator. Failure to present such information may result in immediate termination of service without refund;
- Parents of children who exhibit continuous extreme challenging behaviour may be contacted and requested to attend to the needs of their child. Failure to do so may result in termination of service without refund;

- Children need to be fully toilet trained in order to be accepted in the Programme, unless a child cannot use the toilet due to disability/ medical condition (proof in writing needs to be presented). Should it result that children are not fully toilet trained, FES reserves every right to stop the child's attendance without any refund being due. If the need arises, parents will be called and they will be required to go to the centre to attend to the needs of their child;
- No refunds of payments will be effected for voluntary non-attendance. This is applicable both if Skolasajf would not have commenced as yet, as well as once the programme has been initiated;
- If any of the above mentioned centres do not reach the required quota, the FES retains the right not to open them;
- If any of the above mentioned Extended Hours centres exceed the centre's quota and/ or capacity, a waiting list will be introduced and the same Terms and Conditions as Klabb 3-16 will apply. These can be accessed on <http://fes.gov.mt/en/Pages/registrations.aspx>
- The allocation of Child Support Workers (CSW) will be at the discretion of FES.
- Service may be suspended if not all the necessary documents are submitted to the Centre Coordinator.

I/we declare that I/we agree to the Terms and Conditions above and all information given is true and correct. If there are any changes to this information during Skolasajf 2018 I/we will bring these changes to FES's attention in writing. FES is only to be considered to have taken cognizance of the same after written confirmation by FES has been communicated.

Signatures of both Parents/Guardians are obligatory unless proof of sole custody is provided.

Signature of Parent/Guardian 1

Signature of Parent/Guardian 2

Date

Other Notes:

1. If you apply online, you will receive an email as confirmation of your application.
2. In case you submitted the registration through a Maltapost branch, please keep the receipt given to you as confirmation of registration. An email confirming registration will be sent to you before the commencement of Skolasajf.
3. **The following are the documents which have to be submitted to the Centre Coordinatoer during the Parents' Meeting. The dates of the meetings will be communicated by the Centre Coordinator:**

ID cards of both parents

ID cards of people authorised to pick up child/ren, signed by both parents

Where applicable:

In cases of sole custody, court decree needs to be submitted

Latest IEP report

Statemnting Board Report

Proof of work of both parents if making use of extended hours

For Office Use Only:

Receipt Number:

Stamp