

Klabb 3-16 Terms and Conditions:

Registration:

- A duly filled application shall be handed to the Centre Coordinator within the stipulated closing date. **ONE** registration form per child should be filled.
- The Centre Coordinator will accept the registration form and acknowledge receipt of form giving a registration number.
- A booking form per child is to be filled in every two weeks. Pre-payment is to be made on booking, with no refunds being given.
- After the closing date for registrations parents may still apply and will be given a registration number. Children will be placed on a waiting list. Children will be admitted according to available places in the appropriate age group on a first come, first served basis. The coordinator will inform parents when and if children can be admitted.

Booking hours for use of service and payment:

- A booking form per child is to be filled in every two weeks. Pre-payment is to be made on booking. **No refunds of payments will be effected.**
- Should any changes need to be made with regard to the bookings, the necessary changes are to be communicated by the parents to the co-ordinator or PER by amending the booking form and signing on it, at least one day prior to the day on which the changes in question are to be put into effect.
- Failure to inform the coordinator about need for service over and above booked hours at least one day prior to need for service may lead to the child not being accepted within the centre. Any extra days will need to be paid for on that same day.

Short absence:

- Parents also need to inform the coordinator about a child's non-attendance to the centre at least one day prior to the day on which the child is not attending. If no such information reaches the coordinator within the stipulated time, payment for the day will still be debited.
- This shall not be considered applicable **only** in cases of absence due to the child's sickness. If the child is sick for up to three days in a calendar month, parents are to present a note asking for the child to be excused. If the child is sick for more than three days in a calendar month, parents are to present a copy of a medical certificate. The note/certificate must be presented on the first day that the child returns to Klabb 3-16. It is only on presentation of the note/certificate that payment for the day is not debited.

Long absence:

- Children who fail to attend the centre for a period longer than six weeks forfeit their place at Klabb 3-16. In this eventuality, parents would need to re-apply, following which the child is either accepted if there are vacancies according to the age of the child or put on a waiting list.

Processing of data and data protection

- 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, you, as parent/guardian acknowledge 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 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.
- 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.
- 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.

In case of emergencies:

- 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 a programme 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.

Persons authorized to pick up children:

- Only the persons listed above as being authorised to pick up the child from Klabb 3-16 will be allowed to do so. Additional persons or changes are to be communicated to the Centre Coordinator.

Toilet training:

- 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 (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 and this without any refund being due.

I 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 Klabb 3-16 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

For Office Use Only:

Registration Number:

Stamp