

## 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.



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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.

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**Signature of Parent/Guardian 1**

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**Signature of Parent/Guardian 2**

**Date:** \_\_\_\_\_