

MARIA'S EARLY LEARNING CENTRE

REGISTRATION CHECKLIST

In order to register your child and secure a place at the centre all registration packages must be fully completed before your child will be accepted in the program. All forms can be downloaded from the website www.mariaslearningcentre.com.mt

Please ensure to print the following:

- ✓ Enrolment / Registration Form
- ✓ Child Preference Form
- ✓ Attendance Child Calendar

Requirements to register your child:

- ❖ Birth certificate of the child
- ❖ Child's immunization health book
- ❖ Copy of the child's immunization record sheet
- ❖ Coloured photocopy of ID card of guardian's/parents
- ❖ Coloured photocopy of ID card of who is authorized to collect the child
- ❖ Document from a professional that indicate that he/she is taking care of the child (where applicable)
- ❖ Lawyer declaration of single parent (where applicable)

Documentation to be provided to register under the governmental scheme:

Student

- Statement of course attendance from education institution
- Statement of course recognition from NCFHE

Employees

- 3 most recent payslips
- A declaration from the Employer of both the eligible parent, and where applicable the second parent (i.e. the father) stating the following:
- Fixed schedule: average number of weekly working hours and the number of days of work per week;
- Flexible schedule: average number of monthly working hours and the number of days of work per month

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Self Employed

- Most recent tax return and relevant acknowledgement form Inland Revenue Department
- A declaration stating the following:
 - Fixed schedule: average number of weekly working hours and the number of days of work per week
 - Flexible schedule: average number of monthly working hours and the number of days of work per month

What to bring on your child's first day?

All items brought to the centre must be clearly labelled.

- Full change of clothing (vest, panty, socks, tracksuit)
- Plastic shoes such as crocs (where applicable)
- 2 Formula Milk (where applicable)
- 2 Bottles (where applicable)
- 2 Bibs (where applicable)
- 2 Pacifiers (where applicable)
- Extra baby muslin cloth (where applicable)
- Sleep toy (where applicable)
- Blanket (where applicable)
- 20 Diapers, Nappy bags and Diaper cream (where applicable)
- 2 Large packets wet wipes
- 2 Boxes of pop up tissues
- Recently taken child photo and family photo
- 2 Toothbrushes with cover (children over 1 year of age)
- 2 Aprons
- A5 plastic pocket folder with button

Note: A5 folder must be in your child's bag every day.

General Centre Information	
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