



L-Università
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Enrolment &
Admission
Procedures
2024-2025

Child Educare Services of the University of Malta



Enrolment & Admission Procedures

This procedure explains the enrolment process for children at the Child Educare Services of the University of Malta. There are two childcare centres - Ilwien and It-Tajra, and a kindergarten school - Il-Perla.

The Management for the Child Educare Services is responsible for handling applications and the different waiting lists for all the services. Letters of acceptance will be formally issued by the Management of the CES, and relevant payments need to be settled online in advance.

Children enrolled at It-Tajra & Ilwien Childcare Centres shall not be younger than 12 months and not older than 3 years by the date of intake. Whereas children at Il-Perla shall not be younger than 3 years by December of that year.

Childcare Application Process

Parents of Guardians wishing to enrol their children are required to complete the official registration form, available online on the University of Malta's Website (<https://www.um.edu.mt/staff/childcare/enrolmentapplication/>). A one-time registration fee of €40 needs to be paid online when the Application Form is submitted to be registered on the Waiting List. In addition to this, relevant information needs to be duly filled in on the form.

This registration form is available all year round, and parents or guardians can submit it at any time during the year. Despite this, enrolment occurs during set intake periods as follows:

Ilwien Childcare Centre

September / October Intake: The last week of September is a period of settling-in, and the child attends reduced hours in order to get used to the setting and to slowly build an attachment with the members of staff.

February Intake: During the first week of February, depending on the number of vacant spots created by children terminating in January for a February Intake into a Kindergarten School of their choice.

It-Tajra Childcare Centre

September / October Intake: The last week of September is a period of settling-in, and the child attends reduced hours in order to get used to the setting and to slowly build an attachment with the members of staff.

February Intake: During the first week of February, depending on the number of vacant spots created by children terminating in January for a February Intake into a Kindergarten School of their choice.

July Intake: During the second week of July, also depending on the number of vacant spots created by children shifting on to the Kids On Campus Summer School.

Il-Perla Kindergarten

September / October Intake: During the last week of September for children turning three years between the months of April and December of that calendar year.

February Intake: For children turning three years during the months of January and March for that calendar year and who are transferring from Ilwien or It-Tajra Childcare Centres ONLY.

Eligibility and Order of Priority

The Waiting List is managed by the CES Management, and applications are sorted by date of registration for each group. Enrolment depends on the waiting list and vacancies in the particular age group. Priority for enrolment is worked out according to:

1. Date of Registration
2. Siblings of children who are enrolled at any of our facilities at the time of the applicant's intake.

3. All members of UM staff appointed through Council, working more than 20 hours per week.
4. Students reading for a full-time or part-time (morning) degree or diploma at the UM.
5. Students reading for a part-time (morning) degree or diploma at the UM.
6. The General Public.

Acceptance at the CES

Once an application is submitted, it is not automatically accepted but will be vetted by the Management at the CES. The Management will be in touch with prospective service users approximately four months before enrolment. If the applicant is not interested in making use of the service anymore, an official email to cancel the application is required, and the application fee is not refunded. A placement fee is required to secure your child's place for the upcoming scholastic year. In the case that an application is to be withdrawn, this can be done before receiving the acceptance email or before the placement fee is issued. Once the Placement Fee has been issued, withdrawals are accepted until the beginning of August (for October intakes) or the beginning of December (for February intakes), with a full refund provided. However, after these deadlines, the fee becomes non-refundable.

Please note that this placement fee will be used to cover the payment for the first month of attendance for fee-paying service users. For those utilising the free childcare scheme, a refund will be issued once the first month of attendance lapses.

An information meeting for the new intake is held by the management, which can be offered either online or in person, and parents/guardians will be advised accordingly. During this meeting, the salient points of the Policies and Procedures Manual will be discussed. Parents will be asked to read this thoroughly and when signing the consent forms, they will need to agree to abide by the content of these Policies and Procedures. In addition to receiving this document, service users will also receive a consent form where they highlight emergency contact numbers, additional authorized pick-up persons, a detailed medical form, and a signed declaration. Service users will be added to a mobile application, which they are required to

download. This application is the primary form of communication with the members of staff, and it logs the child's daily activities and achievements.

Inclusion and Equal Opportunities Policy

Our Centres will strive to offer the best possible service to cater for varying needs; however, there may be some cases where the Centre isn't the best possible option for the child due to some limitations. A thorough risk assessment will be especially carried out to identify any potential hazards or concerns that are relevant to specific conditions and to confirm that the Centre is equipped in view of these difficulties/requirements.

Inclusion means **children of all abilities have equal access to and participate meaningfully in child care programs**. All children need support to reduce or eliminate barriers so they can learn and fully engage in experiences with their peers. Adaptations and strategies are specific to each child and the Centre will require any and all information that the parents have available before enrolment. Where needed, a detailed educational or medical plan shall be devised between the parents, the centre and a medical professional in order to ensure the safety of the child. Any procedures for managing medication (which is a task that falls on to the availability of a nurse and not the Childcare Educator), medical emergencies, addressing any special considerations, and managing challenging behaviours, need to be outlined in this plan.

Participation in inclusive high-quality early childhood settings enhances all children's early learning experiences. In an inclusive setting there is an awareness and respect for each child's individual strengths and areas of difficulty. Inclusive settings engage in meaningful collaboration with parents/guardians and other professionals to ensure access, equality and full participation for all children.

Inclusion also implies recruiting staff from different countries, religions and cultures. This is considered as an asset to our settings, since these individuals bring with them the wealth of different experiences, cultures and backgrounds.

https://meae.gov.mt/en/Public_Consultations/MEDE/Documents/A%20Policy%20on%20Inclusive%20Education%20in%20Schools%20-%20Route%20to%20Quality%20Inclusion%E2%80%8B.pdf

Afternoon Homework Club

At the University of Malta Campus, the service of an afternoon drop-off homework club is offered. This service, which runs between 13:30 and 17:00, provides an opportunity for children to complete their homework and engage in free play activity. This service operates from the 2nd Monday of October until the 15th of June (excluding school holidays) and caters to children between the ages of 3 and 10 years.

Application forms are available online and payment is to be settled in advance when completing the application form. First time applicants will be asked to fill in the consent forms, which include medical history, pick-up authorization, and other relevant information on the Illumine Application.

Termination of Service

Service users may decide to terminate their children's attendance at any time by providing a written declaration or by filling out our Termination Form, with a minimum notice of one month. If the Centre is not informed one month prior to the termination, any issued invoices or booked hours (including billable absences for the month when the child isn't attending) with the FCS will still need to be paid in full.

In other circumstances, the Centres reserve the right to terminate a child's attendance based on the following:

1. Invoices or any associated fees are not being paid or not being paid on time by the Service User.
2. Service Users have exhibited violent or aggressive behaviour towards any members of staff and have shown disregard towards the Centres' Policies and Procedures Manual.

3. Children's attendance at the childcare Centres are automatically terminated upon their eligibility to enrol into kindergarten. For children who turn three between the months January and March of the calendar year, their attendance will be terminated in February. Whereas, for children who turn three between the months of April and December of the same calendar year, their attendance will be terminated in September. These children have the option to transfer to Il-Perla Kindergarten, given that there is space available, by formally replying to the expression of interest issued by the management of the CES at the end of the previous scholastic year.
4. Children attending the kindergarten have the option to transfer automatically from kindergarten 1 to kindergarten 2, unless stated otherwise by the parents. Children's attendance will then be terminated once the scholastic year ends.

Conclusion: Other Policies and Procedures

While this document comprehensively outlines the application and enrolment criteria, various other essential aspects are not covered herein. For detailed information on invoices and payments, risk and emergency situations, behaviour and management, as well as suggestions and complaints, please visit the respective policies. These documents provide a more in-depth understanding of our childcare services' general operating procedures. Thank you for your understanding and cooperation.