

### **Interested families:**

For the granting and permanence of children at kindergartens it is an indispensable requirement mothers to be active workers no matter the economy sector. Fathers and tutors in custody of the minor may also be beneficiaries.

Grant applications will be made personally (mother, father or tutor) by using the "Kindergarten Enrollment Grant Application Form" which may be downloaded in this web site. After filling in the form it will be delivered at the municipal education office by the beneficiary who must show his/her ID card, the kid's ID card, and a signed letter by the person-in-charge who, in accordance with the legislation, is authorized to register and control the applicant's labor situation of both state and private. The applicants will get a receipt as a proof of the form delivery.

The officer-in-charge to process the application is obliged to provide all the information regarding time periods and ways for granting kindergarten facilities and its results at the time of the delivery. He should also inform that the application is valid only by the term of one year from the date of the delivery on. After that, the beneficiary should present a new application.

The Grant Commission Board in each municipality is ineligibly chaired by the Municipal Director of Education. Such board sessions in all municipalities where there is at least one kindergarten and its members are appointed by the Municipal Education Office. These are, among others, the Federation of Cuban Women (FMC, by its acronym in Spanish), the Central de Trabajadores de Cuba (CTC by its acronym in Spanish), the Municipal Labor and Social Security Directorate, and the National Association of Farmers (ANAP by its acronym in Spanish) in the case of rural communities.

The Municipal Administration Council determines priority cases to grant kindergarten facilities in correspondance with the economic and social needs of its territory and the existing facilities for every sector. He is also responsible to lead and control the application process.

The Municipal Administration Council analyzes and decides the enrollment granting and permanence of a boy or a girl at a kindergarten. Working mothers of two or more children are prioritized according to available facilities.

Enrollment is granted to working mother's children with especial education needs whenever the institutions guarantee their safety and provide the supporting trained staff in either case. Deaf non-working mothers with hearing children are prioritized according to the facilities in each institution. Non-working desable applicant mothers are evaluated individually in colaboration with the corresponding associations.

Non-working mothers with social issues granted kindergarten enrollment facilities have a three-

month term to join work. After that the Grant Commission Board analyzes the situation once again.

Mothers in condition of deprivation of liberty keep their right to enrollment granting if the person in custody of her children presents limitations to work. If there are no limitations but he/she does not have a job, the Grant Commission Board evaluates the possibility he/she gets one within three months.

Enrollment granting beneficiaries get subjected to an availability process and their children keep the right to access the facilities within a six-month period to favor their incorporation to work.

Beneficiaries keep their right to enrollment granting when they move from a prioritized sector of economy to a non-prioritized one only if he/she continues to work without interruptions. If proven that the activity is not directly exercised by the beneficiary the Grant Commission Board evaluates the permanence of the boy or the girl in the institution.

In case that beneficiaries travel abroad and do not return to the country by personal decision, upon losing their status of worker, the Municipal Grant Commission will determine the right whether to enroll or not, depending on the situation the boy or the girl remains, the existing demands in the territory and the active work performance of the person who keeps the minor's custody.

[Planilla Solicitud de Matrícula de Círculo Infantil](#)