

Reserved for our administration

Priority: 1 - 2

Form submitted on the: ___ / ___ / 2023



Service d'éducation et d'accueil Strassen

Enrollment form 2023-2024

-To be submitted to the secretariat of your child's site by Friday, May 26, 2023 at the latest please-

Child information

SURNAME			
First Name			
Social Security number			
Address	L-	City	
	Street		N°
Spoken languages			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Enrollment type	Regular <input type="checkbox"/>		Irregular <input type="checkbox"/>

Cycle to attend in 2023-2024

Cycle 1	Cycle 2	Cycle 3	Cycle 4
Précoce <input type="checkbox"/>	2.1 <input type="checkbox"/>	3.1 <input type="checkbox"/>	4.1 <input type="checkbox"/>
Préscolaire : 1.1 <input type="checkbox"/> 1.2 <input type="checkbox"/>	2.2 <input type="checkbox"/>	3.2 <input type="checkbox"/>	4.2 <input type="checkbox"/>

My child has one/several brother(s), sister(s) already registered at the Maison Relais:

No <input type="checkbox"/>	Yes <input type="checkbox"/> If yes, in which cycle(s) : _____
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Health information

	Yes	No
Illness (specific health needs) Does your child suffer from a chronic illness (diabetes, epilepsy, asthma, heart condition, etc...) ?		
Does your child have a disability ?		
Allergies that could lead to an anaphylactic shock?		
If yes , please have the Individualized Care Project (PAI) completed by your doctor and attach the corresponding Emergency Action Plan . The person in charge of your child's site will contact you before the start of the school year to set the terms for the best admission of your children to the relay house.		

Care products

	Yes	No
As a part of the daily care, I/we give my/our consent to the educational staff to use the products listed under « illness/daily care » in our internal rules and regulations (ROI)		

The following documents are mandatory to complete the enrolment file:

Certificate of affiliation to the CCSS (neither employment contract nor certificate from your employer please) of the persons invested with the right of education. This form can be requested at https://ccss.public.lu/fr/commands-certificats/particuliers/command-certificat-affiliation/command-certificat-affiliation.html	
Copy of the ID card/passport of the persons having parental authority as well as of any person authorized to pick up the child	
Copy of the child's social security card	
Direct debit order , fully completed and signed, for the new enrollments or if your bank details have changed	
Copy of the child's vaccination card The legal representatives are responsible for keeping the vaccination card up to date. The Luxembourg Red Cross does not check the vaccines. The Sanitary Inspection Division of the Ministry of Health orders the request for this information.	
Consent for the taking and/or publication of images (photographs or videos) for minor children under the age of 13 (Annex 10)	
Autorization for Dimmi (Annex 11)	
If applicable, a copy of the judgment/summary judgment on parental authority	
If applicable, a recent medical certificate attesting allergies and/or intolerances.	
For children with specific health needs: - the individual care project - the Action plan in case of Emergency	
Annex 1: Schedule sheet 2023-2024	
Annex 3: Parental authorization form for third parties if you authorize other people to pick up your child at the Education and Reception Service	

Please complete :

I acknowledge / we acknowledge having received and read:

- The internal regulations of the *Service d'éducation et d'accueil*
- The information sheet on the processing of personal data in the form of images (photographs or videos) taken by the Luxembourg Red Cross (annex 11)
- The general notice on the protection of personal data - *Service d'éducation et d'accueil* of the Luxembourg Red Cross (annex 10),

attached to this enrolment form, and expressly accept them.

I / we certify that the information provided in the enrolment form is complete, truthful and legal.

I / we expressly and explicitly consent to the child's health data provided above being processed by the *Service d'éducation et d'accueil*.

Enrollments containing incorrect information or that are incomplete will not be taken into consideration and may result in the exclusion of the child. The legal representatives are responsible for communicating any changes as soon as possible, in order to keep the child's file up-to-date.

Place and date: _____, ____/____/_____

Signature of legal representatives:

(Father, mother, legal representative) (Father, mother, legal representative)

Registration details

- PLEASE READ CAREFULLY -

All children wishing to attend the Education and Care Service from September 15, 2023 must be registered using this registration form.

Complete registration files must be delivered by hand:

**During the week from Monday 22 to Friday 26 May 2023
between 4:30 p.m. and 7:00 p.m.
at the secretariat of your child's site**

The deadline for submitting registration forms is **Friday, May 26 at 7 p.m.**

Families wishing to register several of their children will be able to submit the files to a single site; we will distribute them internally.

The enrollments are prioritized according to the criteria listed in our internal rules and regulations and defined by the ministerial approval.

The families meeting the priority criteria will receive a confirmation of enrollment by July 1st 2023.

The families who do not meet the priority criteria will receive a confirmation/refusal of enrollment before September 1st 2023.

It is very important to inform us of any change in the family status or situation. This has a big impact on priority criteria.

The confirmation/refusal of enrollment will be send by email.

Attention ☺

Only the enrollment forms submitted during the planned timetable (indicated above) will be taken in to consideration. Forms sent by email or dropped in the letterbox will not be applicable.

Only the complete enrollment forms (filled, signed and containing all the necessary documents) are accepted. Please make sure the file is complete before drop off.