

**Reserved for our administration**

Priority: 1 - 2

Form submitted on the: \_\_\_ / \_\_\_ / 2023



# Service d'éducation et d'accueil Strassen

## Enrolment renewal 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									

### Parents / legal representatives

Name :	Tél :	@ :
Name :	Tél :	@ :

### Domiciliés à l'adresse suivante:

N° :	Street :
L-	City :

### 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"/>
Précolaire 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/my children has/have siblings who are already attending the maison relais :

No <input type="checkbox"/>	Yes <input type="checkbox"/> If yes, in which cycle(s) : _____
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We certify that we have read the **internal rules and regulations 2023-2024** as well as their modifications and confirm the validity of the **documents**.

In case of any modification of the documents listed below, we ask you to send us these documents so that we can update your file.

Documents already transmitted	Modification
Copy of the <b>ID card/passport</b> of the persons having parental authority as well as of any person authorized to pick up the child	O Yes*      O No
<b>Direct debit order</b> , fully completed and signed, for the new enrollments or if your bank details have changed (Annex 7)	O Yes*      O No
If applicable, a copy of the <b>judgment/summary judgment</b> on parental authority	O Yes*      O No
Copy of the child's <b>vaccination card</b>	O Yes*      O No

\* please do join the actual version

<b>Allergies and/or food intolerances</b>	A <b>medical certificate</b> attesting to allergies and/or intolerances has to be updated and delivered.
<b>Soucis de santé spécifiques</b>	<b>If yes</b> , please have the <b>Individualized Care Project (PAI)</b> completed by your doctor and attach the corresponding <b>Emergency Action Plan</b>

The documents below must be delivered
<b>Certificate of affiliation to the CCSS</b> (neither employment contract nor certificate from your employer please) of the persons invested with the right of education. This form can be requested at <a href="https://ccss.public.lu/fr/commands-certificats/particuliers/command-certificat-affiliation/command-certificat-affiliation.html">https://ccss.public.lu/fr/commands-certificats/particuliers/command-certificat-affiliation/command-certificat-affiliation.html</a>
<b>Consent for the taking and/or publication of images</b> (photographs or videos) for minor children under the age of 13 (Annexe 10)
<b>Autorization for Dimmi</b> (Annex 11)
Annex 1: <b>Schedule sheet 2022-2023</b>

I acknowledge / we acknowledge having received and read:

1. The internal regulations of the *Service d'éducation et d'accueil*
2. The information sheet on the processing of personal data in the form of images (photographs or videos) taken by the Luxembourg Red Cross (*annex 9*)
3. The general notice on the protection of personal data - *Service d'éducation et d'accueil* of the Luxembourg Red Cross available on our website (<https://www.croix-rouge.lu/fr/protection-des-donnees/>) and displayed in the Maison Relais.

attached to this enrolment form, and expressly accept them.

I / we certify that the information provided in the enrolment renewal 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: \_\_\_\_\_, \_\_\_\_/\_\_\_\_/2023

Signature of legal representatives:

\_\_\_\_\_  
(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 1<sup>st</sup> 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.