



Dear Legal Representative(s),

Your child will soon be attending school for the first time. On this occasion, you may be wondering whether you will also require extracurricular care and supervision.

The enrollment period for the Maison Relais (childcare facility) for the 2026/2027 school year is fast approaching.

We therefore invite you to contact the Maison Relais by March 27, 2026, at 2755-6852 or by email at nathalie.thimmesch@croix-rouge.lu to schedule an appointment between April 13 and April 22, 2026, in order to complete the enrollment process and learn more about our concept and daily operations or activities.

As the enrollment contract is only valid when accompanied by the required supporting documents, we kindly invite you to already prepare the following documents for your appointment at the Maison Relais:

- Employment certificates (issued within the last 3 months) for the legal representative(s) confirming employment and weekly working hours, or proof of registration with ADEM.
- Copy of the child's social security card.
- Copy of the child's vaccination card. Legal representatives are responsible for keeping it up to date. The Luxembourg Red Cross does not verify vaccinations. This data is required by the Health Inspection Division of the Ministry of Health.
- If applicable: a recent medical certificate confirming allergies and/or intolerances.
- For children with specific health needs: Individual Care Plan and Emergency Action Plan.
- If applicable: a copy of the court judgment/order regarding parental authority.
- Annex 1 or 2: childcare schedule form (regular or irregular) for the basic plan (school period, even if schedule not yet known).
- Annex 4 +5: Authorizations for third parties and travel/club
- Annex 6: Direct debit authorization duly completed and signed for new enrollments or changes (bank account details / RIB)
- Annex 12: Authorization for taking and/or publishing images (photos/videos) for children under 13.

A final response regarding your child's enrollment will be sent to you by email by the end of July 2026 at the latest.

For any additional information, please do not hesitate to contact us at 2755-6852.

Yours sincerely,

Nathalie Thimmesch-Wagner
Head of SEAS "Bei de Kueben"