

**Renewal of Enrollment
SEAS "Bei de Kueben"
School Year 2026–2027**

Dear Legal Representative(s),

Due to changes in legal requirements, we are required to renew your child's enrollment and sign an enrollment contract in duplicate between all legal representatives and myself as the service manager of the Maison Relais.

We kindly ask you to complete the enrollment contract in duplicate, have it signed by all legal representatives, and submit all required documents no later than April 24, 2026.

Required Documents :

- 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 and 5: Authorizations for third parties and travel/ clubs.
- 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.

Please attach a childcare schedule even in the case of irregular enrollment.

The enrollment contract, annexes, and schedule forms are also available at the entrance of the Maison Relais (childcare facility) or on the websites:

<https://www.croix-rouge.lu/fr/service/maisons-relais-creches/> ou www.acfischbach.lu

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

For any additional information, please contact us at 2755-6852.

Yours sincerely,

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