

Enrolment renewal

School year 2025-2026

To be returned at the SEA before the 22.05.2025

Dear Parents,

In order to simplify the enrolment procedure for children who are already registered, active files can be transferred to the next school year, as of August 18, 2025. We kindly ask you to confirm that you wish to renew the enrolment for the school year 2025/2026 by returning the attached renewal form duly signed and dated. We also ask you to inform us of any changes necessary to keep your file up-to-date and to check the validity of the documents listed on the attached sheet.

NEWS

Some changes to our internal rules & travel to clubs & annex 10

Annex 3 must be renewed (if necessary)

Full registration to be handed in personally during one of the periods indicated!

TERMS AND CONDITIONS AND SIGNATURES

The deadline for submitting registration forms is 22.05.2025. Registrations received after this date will only be considered if maximum capacity has not yet been reached.

The complete registration form must be handed in personally to one of the following persons:

- Manager SEA - Christine Jude
- Responsable adjoint - Christophe Diogo

During one of these periods :

- 05.05-08.05 between 08.00hr and 10.00hr
- 12.05-16.05 between 16.30hr and 18.30hr
- 19.05-22.05 between 16.30hr and 18.30hr

All children wishing to attend the SEA from 18.08.2025 must be enrolled using this enrolment form or the renewal letter. The enrolment form must be signed by the legal guardians. For the period from 18.08.2025 to 12.09.2025, the 'summer holiday' registration form will be required.

| Mandatory documents to submit | |
|---|---------------------------------------|
| Current (2025) employment certificates of the persons having parental authority, attesting that they are in paid employment and indicating the weekly working hours, or a proof of registration at the ADEM. | To submit mandatory |
| Annex 1 : Attendance sheet for the school year 2025/2026 | To submit mandatory |
| Annex 3. : Parental authorization for third parties | To submit mandatory (if necessary) |
| Annex 4 : Parental consent (SEA- Home ; SEA – Club ...) <u>If YES</u> , to be submitted before it starts | To submit mandatory (if necessary) |
| Annex 10 : Authorisation for taking and/publishing images | To submit mandatory |

| Documents to control |
|---|
| Direct debit order , duly completed and signed <u>(if your bank details have changed)</u> |
| Copy of the child's vaccination card . <u>(if there has been changes)</u> |
| If present: A copy of the judgment / summary judgment on parental authority. |

Christine JUDE

Responsable du SEA Leudelange

Tél / GSM : 37 92 92 352 / 621 559 897

Mail : christine.jude@croix-rouge.lu

Christophe DIOGO

Responsable adjoint du SEA

37 92 92 351 / 621 712 530

christophe.diogo@croix-rouge.lu

must be submitted to the SEA

Enrolment renewal

School year 2025-2026

To be returned at the SEA before the 22.05.2025

Surname & Name: _____

Cycle attended in 2024-2025: _____

Address:

N° _____, Street _____

L- _____ City _____

Contact details:

Name of the mother : _____ Phone number: _____

Mail Address : _____

Address if not identical to the child's address :

N° _____ rue _____

L- _____ location _____

Name of the father : _____ Phone number: _____

Mail Address : _____

Address if not identical to the child's address :

N° _____ rue _____

L- _____ location _____

consent to a renewal of the enrolment for 2025/2026 of our child

Signature of the legal representative(s): _____

must be submitted to the SEA

For children with **allergies or intolerances**, the following documents must be updated :

- Where applicable, a medical certificate attesting to the allergies and/or intolerances.
- For children with special health needs, the Individualised Reception Plan and the Emergency Action Plan. (**Projet d'accueil individualisé** et le **Plan d'Action d'Urgence**)
-

Inaccurate information may lead to the exclusion of the child. The legal representatives undertake to communicate any changes as soon as possible, so that the child's file can be updated.

We acknowledge having read :

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

I consent / We expressly and explicitly consent to the SEA - Service d'Education et d'Accueil Leudelange processing the child's health information provided above.

Place and date: _____, the ____ / ____ / 20 ____

Signature of the legal representative(s): _____

must be submitted to the SEA

Annex 1: Attendance sheet for school year 2025/2026

I would like to enrol my child _____ from the Class of

Mrs. / Mr. _____ Cycle: _____ for the following days and time slots throughout the school year 2025/2026 starting on 15/09/ 20....

| Timetable | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | | |
|-------------------------|--|----|---|---------|----|---|--|----|---|----------|----|---|--|----|---|
| 07.00 - 07.45 | | | | | | | | | | | | | | | |
| 11.40-12.05 Only C1. | SEA | AB | A | SEA | AB | A | SEA | AB | A | SEA | AB | A | SEA | AB | A |
| 08.00 - 12.05 | SEA closed (except during school holidays) | | | | | | | | | | | | | | |
| 12.05 - 14.00 | | | | | | | | | | | | | | | |
| 14.00 -15.45 | SEA closed (except during school holidays) | | | | | | SEA closed (except during school holidays) | | | | | | SEA closed (except during school holidays) | | |
| 15.45-16.00 | | | | | | | | | | | | | | | |
| 16.00-16.30 | | | | | | | | | | | | | | | |
| 16.30-17.00 | | | | | | | | | | | | | | | |
| 17.00-17.30 | | | | | | | | | | | | | | | |
| 17.30-18.00 | | | | | | | | | | | | | | | |
| 18.00-18.30 | | | | | | | | | | | | | | | |
| 18.30-19.00 | | | | | | | | | | | | | | | |

(Please tick (x) the boxes for attendance accordingly)

AB= Accueil Bus

The child will take the bus at 12.05 pm

A= Accueil

The child will be picked up at 12.05 pm

Comment :

Date and signature: _____

When needed, please fill in this form and return it to the SEA office!

Annex 3: Parental authorisation for third parties (other than legal representatives)

If you wish to authorise a third party (grandparents, siblings, neighbours, etc.) to pick up your child, you will need to:

- Submit this form ("Parental authorisation for third parties").
- Inform in advance

Please note that we will not let your child leave with a person other than the legal representatives, if we do not have a parental authorisation for third parties!

→ To identify themselves, third parties must carry identification!

I, the undersigned _____,

(Surname and first name of the father, the mother or a legal representative)

| |
|---------------------------------|
| Surname & first name |
| |

declare the following persons competent to pick up my child from the SEA and authorise them to do so:

| Surname & first name | Phone Number | Relation with the child (grandparents, brother..) |
|----------------------|--------------|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

Date and signature: _____

Annex 4: Parental consent “Trips to and from the SEA – Home”

Children are authorised to go home on their own only with the explicit written consent of their legal representatives. The latter declare their child fit to come and go on its own and assume full responsibility for these trips.

This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives, in case they wish their children to have the right to leave the SEA on their own.

I, the undersigned _____

(Surname and first name of the father, the mother or a legal representative)

declare my child:

| Surname & first name | Cycle |
|----------------------|-------|
| | |

to be competent to make the following trips on its own and authorise it to do so:

- Home → SEA SEA → Home

On the following day :

- Monday at _____ Tuesday at _____ Wednesday at _____
 Thursday at _____ Friday at _____ Like Annexe 1

and I declare to assume all responsibility for these trips

- during the whole school year 2025-2026.
 during the following period: _____ until _____.
 Only by informing the SEA (SMS / Mail)

Date and signature: _____

To be returned optionally to the SEA (one for every trip)

Annex 4.a: Parental consent CYCLE 1 “Trips to and from the SEA – Club”

This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own for musical or sports activities.

I, the undersigned _____ declare my child:
(Surname and first name of the father, the mother or a legal representative)

| Surname & first name | Cycle |
|----------------------|-----------------|
| | Précoce / C 1._ |

To be accompanied :

| | | | | | |
|---|--|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| To the club : | <input type="checkbox"/> initiation à la musique | <input type="checkbox"/> LASEP | <input type="checkbox"/> Chorale | <input type="checkbox"/> Handball | |
| Following day : | <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
| Start / Return : | from _____ h to _____ h | | | | |
| I will pick up my child after the activity : | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |

- During the whole school year 2025-2026.
- During the period from _____ until _____.

Date and signature: _____

To be returned optionally to the SEA (**one for every trip**)

Annex 4.b.: Parental consent CYCLE 2 “Trips to and from the SEA – Club”

Children are authorised to go to a club/activity on their own only with the explicit written consent of their legal representatives. This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own / accompanied for their activities.

I, the undersigned _____ (Surname and first name of the father, the mother or a legal representative) declare my child:

| Name of the child | Cycle | Accompanied | Alone |
|---|-------|---|---|
| | | | |
| To the following activity : <input type="checkbox"/> Solfège <input type="checkbox"/> LASEP <input type="checkbox"/> Ninja <input type="checkbox"/> Handball <input type="checkbox"/> Catéchisme <input type="checkbox"/> Choral <input type="checkbox"/> Instrument _____ | | <input type="checkbox"/> Centre Culturel Eech <input type="checkbox"/> sports hall <input type="checkbox"/> School-building | <input type="checkbox"/> Centre Culturel Eech <input type="checkbox"/> sports hall <input type="checkbox"/> School-building |
| Day : <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday | | | |
| Start / Return : from _____ h to _____ h | | | |
| I will pick up my child after the activity <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

and I declare to assume all responsibilities for these trips

- During the whole school year 2025-2026.
- During the period from _____ until _____.

Date and signature: _____

To be returned optionally to the SEA (one for every trip)

Annex 4.c.: Parental consent CYCLE 3.1“Trips to and from the SEA – Club”

Children are authorised to go to a club/activity on their own only with the explicit written consent of their legal representatives. This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own / accompanied for their activities.

I, the undersigned _____ (Surname and first name of the father, the mother or a legal representative) declare my child:

| Name of the child | Cycle | Accompanied | Alone |
|---|-------|---|---|
| To the following activity : <input type="checkbox"/> Solfège <input type="checkbox"/> LASEP <input type="checkbox"/> Ninja <input type="checkbox"/> Handball <input type="checkbox"/> Catéchisme <input type="checkbox"/> Choral <input type="checkbox"/> Instrument _____ | | <input type="checkbox"/> Centre Culturel Eech <input type="checkbox"/> sports hall <input type="checkbox"/> School-building | <input type="checkbox"/> Centre Culturel Eech <input type="checkbox"/> sports hall <input type="checkbox"/> School-building |
| Day : <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday | | | |
| Start / Return : from _____ h to _____ h | | | |
| I will pick up my child after the activity <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

and I declare to assume all responsibilities for these trips

- During the whole school year 2025-2026.
- During the period from _____ until _____.

Date and signature: _____

To be returned optionally to the SEA (one for every trip)

Annex 4.d.: Parental consent CYCLE 3.2 “Trips to and from the SEA – Club”

Children are authorised to go to a club/activity on their own only with the explicit written consent of their legal representatives. This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own for their activities.

I, the undersigned _____ (Surname and first name of the father, the mother or a legal representative) declare my child:

| Name of the child | Cycle | Alone |
|---|-------|---|
| | | |
| To the following activity : <input type="checkbox"/> Solfège <input type="checkbox"/> LASEP <input type="checkbox"/> Ninja <input type="checkbox"/> Handball <input type="checkbox"/> Catéchisme <input type="checkbox"/> Choral <input type="checkbox"/> Instrument _____ | | <input type="checkbox"/> Centre Culturel Eech <input type="checkbox"/> sports hall <input type="checkbox"/> School-building |
| Day : <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday | | |
| Start / Return : from _____ h to _____ h | | |
| I will pick up my child after the activity <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

and I declare to assume all responsibilities for these trips

- During the whole school year 2025-2026.
- During the period from _____ until _____.

Date and signature: _____

To be returned optionally to the SEA (**one for every trip**)

Annex 4.e.: Parental consent CYCLE 4 “Trips to and from the SEA – Club”

Children are authorised to go to a club/activity on their own only with the explicit written consent of their legal representatives. This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own for their activities.

I, the undersigned _____(Surname and first name of the father, the mother or a legal representative) declare my child:

| Name of the child | Cycle | Alone |
|---|-------|---|
| To the following activity : <input type="checkbox"/> Solfège <input type="checkbox"/> LASEP <input type="checkbox"/> Ninja <input type="checkbox"/> Handball <input type="checkbox"/> Catéchisme <input type="checkbox"/> Choral <input type="checkbox"/> Instrument _____ | | <input type="checkbox"/> Centre Culturel Eech <input type="checkbox"/> sports hall <input type="checkbox"/> School-building |
| Day : <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday | | |
| Start / Return : from _____ h to _____ h | | |
| I will pick up my child after the activity <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

and I declare to assume all responsibilities for these trips

- During the whole school year 2025-2026.
- During the period from _____ until _____.

Date and signature: _____

must be submitted to the SEA

Annex 10: Authorisation for taking and/publishing images (photographs or videos)
(minor child under the age of 13)

This authorisation is subject to your signature for the taking and dissemination of the image (photograph and/or video) of your minor child whose identity is stated below, as part of the activities of the *Service d'éducation et d'accueil* of the Luxembourg Red Cross in which he/she participates and for the uses specified below.

Child's Surname: _____

First Name: _____

Service d'éducation et d'accueil: Leudelange

In order to ensure the safety of your child and to fulfil our obligations in terms of quality control, we may be required to take photos/videos of your child (e.g. "badge", portfolio, educational poster, etc.). For us, it is therefore a question of being able to comply with the Grand-Ducal Regulation of 29th July 2017 establishing the national reference framework for non-formal education of children and youth.

LEGAL REPRESENTATIVE'S AUTHORISATION

I, the undersigned (*surname, first name*) _____,
residing at (*address*) _____:

hereby authorise the *Service Maison Relais et Crèches* of the **Luxembourg Red Cross**, located at 44, boulevard Joseph II, L-2014 Luxembourg (*tick the boxes*):

1. Authorisation and use of image capture

- to photograph or film my child, whose identity is stated above, during internal activities of the SEA in which it is taking part.

If you have not ticked number 1, you can ignore number 2.

2. Authorisation and use of images beyond daily SEA activities

To use, publish, and reproduce those photos, videos or their adaptations, with or without my child's name to illustrate the activities of the *Service d'éducation et d'accueil* of the Luxembourg Red Cross for (*tick your preference*):

- the use of the photos and videos in the context of staff training
 the magazine "Die Kunterbunte", edited by and for children enrolled in the SEA
 the dissemination of photos and/or videos on the following websites:
Intranet site(s) of the Luxembourg Red Cross; website of the Luxembourg Red Cross; publications edited by the Luxembourg Red Cross such as activity

must be submitted to the SEA

reports, newsletters, journals, flyers, magazines, educational documents, etc. ; publications edited and published by third parties (journals, magazines and other printed or electronic media).

- Use of images on the website www.schoul-leideleng.lu

This authorisation, granted free of charge, is valid worldwide. The *Service Maison Relais et Crèches* of the Luxembourg Red Cross will exercise all exploitation rights of this audio-visual work/recording which will remain the latter's exclusive property.

I certify that I have received an information notice about the processing of personal data in the form of photographs or videos taken by the *Service Maison Relais et Crèches* of the Luxembourg Red Cross (*page 1/2*), that I have read and understood the above information informing me of my rights regarding the taking and publication of the image of my child whose identity is stated above as well as the processing of its personal data.

I acknowledge having that I have full civil rights in respect of the minor named above.

Luxembourg, _____

Date and signature: _____