

Internal rules and regulations 2025/2026

Service d'éducation et d'accueil pour jeunes enfants Lorentzweiler

Dear legal representatives,

It is with great pleasure that we present to you the internal rules and regulations of the Service d'éducation et d'accueil (SEAS) Lorentzweiler for the schoolyear 2025/2026.

Together with the Luxembourg Red Cross, the municipal administration of Lorentzweiler offers complementary education and care services at the SEAS in order to help families to better coordinate their work and family life.

The municipal administration of Lorentzweiler has entrusted the Luxembourg Red Cross with the direction and management of the *Service d'éducation et d'accueil pour enfants scolarisés*, by means of a partnership convention.

This offer is open to all children resident in the municipality and attending the basic school in the municipality of Lorentzweiler according to admission priorities.

Reuter Fränz

Manager of SEAS Lorentzweiler

I. Operating principles

A. Admission priorities

All children attending primary school in the municipality of Lorentzweiler may benefit from the services offered by the Service d'éducation et d'accueil (SEAS), in accordance with the admission criteria.

If the number of applications is superior to the maximum capacity of children, priority will be given to:

- Families where **both parents work full time**;
- **Single parents**;
- **Disadvantaged** parents (e.g. social needs);
- Families where one or both parents are registered with the **Luxembourgish employment agency ADEM, in the event of an employment contract**;

There is no hierarchy of priorities.

In the event that the total number of applications is higher than the number of spots available and several applications meet the same of the above-mentioned criteria, the date on the registration form or the registration renewal letter will be applicable.

If the maximum capacity of the SEAS has been reached during the school year and there is an urgent and high-priority request, the SEAS reserves the right to cancel the admission of children whose legal representatives do not meet the priority criteria mentioned above. In this case, the SEAS management, in consultation with the legal representatives, will propose alternative time slots.

The signed registration form is only valid when accompanied by the supporting documents listed on the last page of the form or when existing information is confirmed by signing the registration renewal letter.

II. General timetable

The *Service d'éducation et d'accueil Lorentzweiler* is open from Monday to Friday from 7 am to 7 pm.

The different services are offered every day of the week according to the following attendance and invoicing periods:

A. School period

Registration and billing periods for school weeks

schedule	Monday	Tuesday	Wednesday	Thursday	Friday
07.00-07.55 07.00-08.00					
07.55-12.05 08.00-12.00	Education and childcare service closed (except during school holidays)				
12.00-14.00 12.05-14.00					
14.00-14.30	Education and childcare service closed (except during school holidays)		Education and childcare service closed (except during school holidays)		Education and childcare service closed (except during school holidays)
14.30-16.00*					
16.00-17.00					
17.00-18.00					
18.00-19.00					

*Monday, Wednesday and Friday Cycle 1 have school until 15.45 and Cycle 2-4 until 15.50

SEAS closing dates for 2025-2026

Special closing days may be added to the closing dates, in particular for internal pedagogical training. You will, of course, be informed in good time should this occur.

Closing dates : Summer holidays from **01.08.2026 to 16.08.2026**

Christmas holidays from **21.12.2025 to 04.01.2026**

B. Registration procedures

Attendance sheets are available at the SEAS secretariat and can be consulted on our website <https://www.croix-rouge.lu/fr/service/maisons-relais-creches/>.

All registration form or modification/cancellation form must be deposited in the SEAS mailbox or sent by email to relais.lorentzweiler@croix-rouge.lu

During parental leave, it is the responsibility of the legal representatives to apply the terms and conditions laid down by the Caisse de l'Avenir, which can be consulted on the Caisse de l'Avenir website.

C. Registration during school period

1.1. Annual regular attendance sheet (Annex 1)

Your child is registered at the SEAS throughout the school year on the days and time slots indicated on the sheet "Attendance sheet".

1.2. Irregular attendance sheet (occasionally/monthly/weekly) (Annex 2)

Irregular registrations are for legal representatives who work shifts and legal representatives whose childcare needs change from week to week or month to month. You can register your child using the "Irregular attendance sheet"; this sheet needs to be submitted no later than Thursday 12.00 p.m. prior to the first week of registration.

For organisational reasons, we kindly ask you to register your child for as many weeks as possible (for example for 4 consecutive weeks, if you receive a monthly work plan).

If necessary, the SEAS may request additional information.

1.3. Modification sheet (annex 3)

For organisational reasons, all changes or cancellations must be notified in writing or by e-mail to the manager of the SEAS Lorentzweiler, no later than Thursday (12.00 p.m.) prior to the week of the change or cancellation. After this deadline, we will not be able to take the change into account for invoicing. Requests for changes will be considered within the limits of available places.

When the modification procedure is not respected, the registration periods will be invoiced in full, even if your child is not present (even temporarily).

You will always receive a confirmation or negative notice.

In the event of repeated non-compliance with the initially requested attendance slots, the management reserves the right to adjust the child's registration according to actual attendance. Similarly, in order to avoid blocking time slots unnecessarily, we reserve the right to adapt the hours of attendance if we notice that you regularly cancel the same attendance slots granted to you at the beginning of the school year.

D. Registration for the holiday period

During the school holidays and on Saint Nicholas Day, SEAS will remain open except during the weeks of: Summer holidays from **01.08.2026 to 16.08.2026** and Christmas holidays from **21.12.2025 to 04.01.2026**.

In view of the special organisation during the holidays, specific registration is required. Registration forms for the school holidays will be sent to you by email. To register your child, you must submit the completed registration form by the 10th of the month preceding the relevant holiday.

Once the registration deadline has passed, we will only be able to accept your child if places are still available. Enrolment cannot therefore be guaranteed. If any places become available, you will be informed no later than the Thursday before the start of the holiday in question.

You will always receive written confirmation.

During the school holidays, some excursions may last all day (e.g. from 9.00 to 17.00).

The programme of activities during the school holidays will be made available to you on the first day of the holidays.

Please note that free childcare at SEAS does not apply during school holidays.

III. Daily shedule

A. The Education and Care Service :

Our education and childcare facilities are places of non-formal learning. In a stimulating environment, we create educational processes that allow the self-determined child to actively participate in everyday life. In our facilities, we combine education and care.

The *Service d'éducation et d'accueil* (SEAS):

- provides an environment conducive to the social, cognitive and motor development of the child.
- offers educational activities, adapted to the children's ages, in rooms/spaces with specific functions (e.g. construction, movement, role play, creativity, etc.) allowing the children to make their own experiences in accordance with their interests and needs.
- encourages children to participate actively and democratically.
- observes and documents the child's progress and development.
- Screen life balance

A complete prohibition on smartphones (including connected watches) has been introduced in education and care facilities for schoolchildren, in the same way as in schools. The use of digital tools is authorised in the context of educational activities

A. Morning reception

The morning reception will be organised from 7:00 to 8:00 at the SEAS.

B. Food services

The Food Service operates every day (Monday to Friday from 12:00 to 14:00) when the SEAS is open and remains open during the school holidays. A snack is served after 4pm to children attending the SEAS after school.

Meals are prepared by a professional cook, who ensures that the children have a healthy, balanced diet. The menus offered are drawn up by a dietician and chosen according to the recommendations of the Ministry of Health (frequency, quantities). The menu can be consulted on the SEAS Lorentzweiler website and on the "Dimmi" application.

Children in all cycles eat in the self-service system. This model allows them to organize their lunch break independently, choosing from a range of activities on offer.

The SEAS educational team ensures that each child has a balanced lunch, and provides supervision of activities and children. The team is always on hand to provide legal representatives with any information they may need regarding meals.

Your child's food allergies/intolerances (e.g. allergy to strawberries, nuts, etc.) and incompatibilities (e.g. diabetes, etc.) must be notified to us and certified by your doctor. The relevant documents must be submitted at the time of registration.

As we are unfortunately unable to provide dietary meals or meals meeting certain medical indications, we will do our very best, in collaboration with the children's legal representatives and the dietician, to find an appropriate solution.

Please let us know about your child's dietary requirements. This information is provided on a voluntary basis by the legal guardians.

During school holidays, breakfast is served in the morning.

C. Supervised study

The education and reception service offers supervised studies in accordance with article 2 of the amended Grand-Ducal regulation of 14 November 2013 concerning the approval to be granted to managers of an education and reception service 'supervised studies consisting of offering schoolchildren a framework conducive to carrying out homework independently, in calm conditions with minimal supervision and support'.

Supervised studies are offered

- Mondays and Wednesdays: from 16.00 to 17.00
- Tuesdays and Thursdays: between 12.00 and 16.00

IV. Important informations

A. Discipline

Repeated disobedience by a child, or disruptive behaviour within the group, will result in a meeting between the legal representatives and the educational staff. The situation will be examined in detail to understand the causes of the behaviour and to determine the necessary corrective and/or disciplinary measures. Children attending the SEAS are strictly forbidden to leave the premises without prior authorisation from their legal representatives. Legal representatives will be notified by telephone in the event of the absence of a child who has not been de-registered in advance.

B. Civil liability insurance

SEAS accepts no responsibility for the loss or damage of toys, clothing, money, mobile phones, electronic equipment and/or jewellery brought by the child.

Children are covered by civil liability insurance for any damage caused to a third party, during all effective supervision hours, when they are under the responsibility of SEAS.

As soon as the legal representatives or the person designated by them are present at the SEAS, the children are under the responsibility of the latter.

C. Delay

If the legal representatives are late in collecting their child in relation to the child's enrolment, it is essential to inform the SEAS staff.

Repeated lateness will result in a meeting between the legal representatives and the educational staff.

Any attendance exceeding the child's enrolment time will be billed.

V. Sickness

i. General terms

If a child is sick, he/she cannot attend the SEAS.

Children suffering from a contagious disease will not be admitted to the SEAS for the duration of the contagion. If your child exposes a contagious disease or head lice, please inform the educational team and the manager of the SEAS immediately, so that the necessary hygiene measures can be directly taken.

If your child is sick, it is essential that you notify us by phone or email before 11:30 am on the day of your child's absence.

If the child shows symptoms of illness and/or fever, the legal representatives concerned will be asked to collect their child as soon as possible, or to designate a person authorised by them to do so, by means of a parental authorisation form for third parties (Annex 5).

In the event of a medical emergency or accident, the staff reserves the right to contact the hospital on duty or to call the emergency services.

Sick leave exceeding 2 days requires a medical certificate that must be submitted within 5 working days. If this procedure is respected, the initially scheduled hours of attendance will not be invoiced.

1. Vaccination card

Legal representatives must ensure that the copy of the vaccination card, available at the creche, is always up to date.

The Luxembourg Red Cross does not check vaccinations. The collection of this data is ordered by the Health Inspection Division of the Ministry of Health.

2. Administration of medicines

Medicines are only administered with:

- the written consent of the legal representatives (Annex 6) and a valid medical prescription.

We therefore ask the legal representatives to provide us with a medical prescription stating the exact dosage to be administered to the child as well as the duration of the treatment and to write the child's name on the medicine.

3. Daily care

As part of the daily care and in the event of a fall and/or injury, the educational staff may use the following products:

- Cedium spray for disinfection,
- Arnica Stick/cream for bruises,
- Calmiderm gel for insect bites and sunburn,
- Flamigel anti-burn cream
- Eosine to dry the skin in case of irritation or diaper rash
- Soothing protective and repair cream (red skin) without medication,
- Suncream to protect the skin from the sun,

Please note that the presence of ticks will require the personal intervention of parents or even a doctor.

4. Allergies/Intolerances/medical history

We kindly ask you to inform us of any allergies, intolerances and/or food incompatibilities or other conditions (egg allergy, nut allergy, diabetes, etc.), so that, together, we can find a solution meeting your child's needs.

For children who have:	Documents to provide
<u>Allergies/intolerances/allergen avoidance</u> without risk for an anaphylactic shock	Doctor's certificate (with emergency kit (fastjekt/epipen)
<u>Severe food allergies/intolerances</u> , as well as food incompatibilities that could lead to an anaphylactic shock	PAI (Individualised Care Project) and Emergency Action Plan to be followed in the event of a crisis
For children with <u>specific health needs</u> (diabetes, epilepsy, asthma, heart disease, etc.),	

An update or termination of the PAI must be submitted to the SEAS without delay.

It is important to note that it is the legal representatives' responsibility to monitor changes in their child's health and needs. It is the sole responsibility of the legal representatives to provide the creche with a PAI, adapted to the child's needs at all times. The SEA will always apply the most recent PAI provided by the legal representatives and declines all responsibility if this PAI is no longer appropriate.

Failure on the part of legal representatives to share information about their child's state of health may delay admission or even result in refusal of admission.

VI. Taking and publishing pictures

Please fill in the form 'Authorisation for the taking and/or publication of images (photographs or videos) (under 13s)' to give your permission for pictures to be taken and published (Annex 8).

VII. Authorisation for activities outside the SEAS

The legal representatives agree that their child may take part in all the activities of the centre and leave the premises under supervision on foot, by bus or by public transport.

In the event of an excursion abroad, the legal representatives undertake to submit a 'parental authorisation' form available from the local administration.

In the absence of parental authorisation, SEAS cannot guarantee that the child will be looked after on the day of the excursion.

VIII. Déclaration of changes in personal data

Any change in personal data, such as the address after moving house, the telephone number, the professional situation (working hours per week), the child's state of health, the bank account, etc. must be notified in writing to the manager of the SEAS Lorentzweiler.

The following changes must be notified:

- address if moving house,
- contact telephone number,
- the professional situation (hours worked per week) of the legal representatives,
- the child's state of health,
- change of bank account,

The SEA will proceed to change your data as soon as possible.

IX Termination of the registration

The termination of the registration at the SEAS must be notified in writing to the manager of the SEAS one month before it takes effect (Annex 12).

IX. Rates

Financial contribution of legal representatives to SEAS operating costs

The contribution of legal representatives is calculated according to their financial and family situation and based on the official price list proposed by the Ministry of Education, Children and Youth.

It is essential that the child has a valid Cheque Service card to be able to benefit from the partial or total financial participation of the State. To apply for the Cheque Service card, please contact your local commune.

Membership of the Cheque Service must be active before the child's first day at the SEAS. The childcare Cheque Service contract is valid for one year. Legal representatives are required to renew the contract within the specified time.

The current fees can be viewed at: <https://quichet.public.lu/fr/citoyens/famille-education/enseignement-fondamental/cheque-service.html>

Free childcare only applies outside school holidays and only with a childcare-service voucher contract, hereinafter referred to as a 'CSA contract', for children attending school (with the exception of children attending précoce).

Any attendance during the school holidays is invoiced according to the terms of the CSA contract.

A. Invoicing

The slots your child is registered for will always be charged in full, as well as any attendance hours exceeding these slots.

As mentioned above, any attendance during the school holidays will be billed in accordance with the rates set out in the CSA contract.

Absence during the school holidays will be billed according to the time slots booked.

In the event of illness during or outside the school holidays, the absence will not be billed if a medical certificate is provided within 5 working days.

B. Reminders

The due date for payment of any invoice is 30 days.

After this deadline, a reminder letter is sent to the legal representatives by the Luxembourg Red Cross Accounting Department.

After the 3rd reminder, the accounting department will initiate a collection procedure.

However, in the event of payment difficulties, we invite you to make an appointment with the manager of the SEAJ to inform him/her of the situation and to find an amicable arrangement to avoid any legal proceedings.

C. Exclusion for repeated non-payment

In the event of repeated non-payment of invoices, SEAS reserves the right to temporarily or permanently exclude a child with 3 months' notice in accordance with the termination clause set out in these Internal Regulations.

D. Direct debit order

To facilitate the payment of your invoices, all monthly payments are made by means of a SEPA direct debit order (annex 7). Please fill it in legibly, sign it and attach it to the registration form.

The *Croix-Rouge luxembourgeoise* informs your bank of the amount due for payment on the last working day of the month. Your bank will then carry out the payment from your bank account, no intervention on your part is required.

You are entitled to a refund by your bank under the terms of your contract with them. Any request for a refund must be submitted within 8 weeks of the date on which your account was debited. Just send your creditor ID to your bank. This ID consists your customer number and the letters DOM on the invoice.

The direct debit order is to be completed and signed only once; it remains valid until revoked.

If you have already signed a direct debit order, you do not need to renew it, unless your bank details have changed.

Any request for reimbursement must be submitted within 8 weeks of the date your account was debited.

To do this, you will need to send your creditor ID to your banker. The ID consists of your customer number and the letters DOM shown on the invoice.

E. Re-Invoicing

If an invoice is incorrect due to an error on our part: (e.g. wrong number of hours of supervision), a dispute can be submitted to the manager of the SEAS. The deadline for submitting an objection is 6 months and the deadline for reimbursement can vary between 1 and 3 months.

Re-invoicing requests for invoices from the previous year must be submitted no later than 15th March of the current year. After this date, we will only accept re-invoicing requests for current year invoices.

In the case of an error on your part: In the event that the CSA card has not been renewed in time (expiry) and an invoice has been issued at the full rate, a request for re-billing is possible.

To do this, please contact the manager of the creche to submit a request to the MENJE. Each invoice may be the subject of a request for retroactive reimbursement for a maximum of 12 months.

We remind you that a rebilling request may concern a maximum of the last 3 consecutive invoices.

E. Tax certificate

At the written request of the legal representatives, the SEAS secretariat will provide them with a certificate to enclose with their tax return.

F. Contract Termination

The contract may be terminated with 1 month's notice by registered letter with acknowledgement of receipt or by hand-delivery of the letter of termination to the SEAS manager.

Summary of Annexes

Annex 1 -Attendance Sheet
Annex 2 Irregular Attendance sheet
Annex 3 Modification sheet
Annex 4 Parental authorisation for third parties
Annex 5 Parental authorisation to travel at home and club travel
Annex 6 Medication administration form
Annex 7 direct debit order
Annex 8 General notice on the protection of personal data - SEAJ of the Luxembourg Red Cross
Annex 9 Information notice specific to the processing of personal data in the form of images (photographs or videos) captured by the SEAS Lorentzweiler of the Luxembourg Red Cross
Annex 10 Authorisation for the taking and/or publication of images (photographs or videos) (children under the age of 13)
Annex 11 DIMMI APP authorisation
Annex 12 Cancellation form for the registration form

All appendices can be downloaded from our websites.



School year 2025-2026

Must be submitted by 18.05.2025

I. Child

NAME												
First name												
Matricule												
Adress	L-				residence							
	street N°											
Spoken languages												
Sex	Male ☐				Female ☐				other ☐			
SEA registration mode	Regular ☐						Irregular ☐					

CYCLE CURRENTLY ATTENDED

Class level	Cycle 1	Cycle 2	Cycle 3	Cycle 4
Current class	Précoce □	2.1 □	3.1 □	4.1 □
	Préscolaire : 1.1 □ 1.2 □	2.2 □	3.2 □	4.2 □

RESTAURATION*

Food allergies or intolerances without risk of anaphylactic shock must be certified by your doctor.
Foods to exclude :
Special diets (no pork, vegetarian, etc.): please tell us what foods your child should not eat. We will respect your instructions as far as possible.

MEDICAL INFORMATION

	Yes	No
Medical diagnosis (specific health needs) Does your child suffer from a chronic illness (diabetes, epilepsy, asthma, heart condition, etc.)?		
Allergies that could lead to anaphylactic shock?		
If so, please have your doctor complete the PAI (Projet d'Accueil Individualisé) and attach the corresponding Emergency Action Plan.		

Care products

As part of my/our daily care, I/we authorise the educational staff to use the products listed under the heading 'Illness': 'Daily care' in the internal regulations.

- Cedium disinfectant for disinfecting wounds
- Arnica cream/stick for bruises and haematomas
- Calmiderm cream/gel for insect bites and sunburns
- Sun cream
- Protective and repair cream (red skin) without medication
- Flamigel Anti-burn cream/gel
- Wet wipes

☐ Yes

☐ No

II. Legal representatives

	Mother ☐ Father ☐ other ¹ : _____	Mother ☐ Father ☐ other ² : _____
Name		
First name		
Address	Identical to child's address Yes ☐ No ☐	Identical to child's address Yes ☐ No ☐

If mother/father is not the legal representative, then proof required of the judgment/ summary proceedings

If mother/father is not the legal representative, then proof required of the judgment/ summary judgment

If mother/father is not the legal representative, then proof required of the judgment/ summary judgment

If mother/father is not the legal representative, then proof required of the judgment/ summary judgment¹

If : «No»	L-	residence	L-	residence
	Street N°		Street N°	
Matricule				
Spoken languages				
Professional activities	Yes ☐ No ☐		Yes ☐ No ☐	
Hours per week				
	mother ☐ father ☐ other ³ : _____		Mother ☐ father ☐ other ⁴ : _____	
Employer (please attach employer's certificate)				
E-mail				
Tél. Privat*				
GSM*				
Tél. work*				

* Please mark the number where we can reach you at any time of day.

³ Si mère/père n'est pas le représentant légal, alors preuve requise du jugement/ référé

⁴ Si mère/père n'est pas le représentant légal, alors preuve requise du jugement/ référé

III. Authorisation for third parties

Authorize a third person to collect your child from the Education and Childcare Service*.			
Name + first name		Emergency contact	Relationship with the child (e.g. grandparents, neighbours, etc.)
Name 1		☐	
Tel.:			
Name 2		☐	
Tel.:			
Name 3		☐	
Tel.:			
Name 4		☐	
Tel.:			

☐ Procedures and signatures

The deadline for submitting registration forms is 18.05.2025 Confirmation of registration will be sent by post. Any enrolment after this date will only be considered if the maximum capacity has not yet been reached. All children wishing to attend the Education and Childcare Service from Lorentzweiler must be enrolled using this enrolment form or the renewal letter. The enrolment form must be signed by the legal representatives.

The enrolment form should be handed in directly at the SEAS. The following documents must be attached to the enrolment form:

- Recent **work certificates** from persons with educational rights certifying that you are in paid employment and stating the hours you work each week, or proof of registration with ADEM.
- Copy of the child's **social security card**.
- Where applicable, a recent **medical certificate** attesting to allergies and/or intolerances.
- For children with specific health needs, the **Individualised Reception Plan and the Emergency Action Plan (PAI)**.
- **Direct debit order** duly completed and signed, for new registrants or if your bank details have changed.
- Copy of the **child's vaccination card**. The legal representatives are responsible for ensuring that the copy of the vaccination card is up to date. The Luxembourg Red Cross does not check vaccinations. The collection of this data is ordered by the Health Inspection Division of the Ministry of Health..
- Where applicable, a **copy of the judgement/reference for education rights**.
- Annex 1: **Attendance sheet**
- **Authorisation for the taking and/or publication of images** (photographs or videos) for minors under 13 years of age

Please complete :

- ☐ I/We acknowledge having received and read:
1. the internal regulations of the Education and Childcare Service
 2. the specific information notice on the processing of personal data in the form of images (photographs or videos) captured by the Luxembourg Red Cross (annex 10).
 3. The general notice on the protection of personal data - Education and childcare services of the Luxembourg Red Cross (annex 9).
- attached to this registration form and expressly accepts them.
- ☐ I/we certify that the information given on this registration form is complete, true and in accordance with the law..
- ☐ I/we expressly and explicitly consent to the processing of my/our child's health data entered above by the Lorentzweiler Education and Childcare Service.

Incomplete applications or applications containing incorrect information will not be taken into account and may result in the child's exclusion. Legal guardians undertake to communicate any changes as soon as possible, so that the child's file can be updated.

Place and date: _____, on ____/____/____

Signature of legal representatives:

(father, mother, legal representative)

(father, mother, legal representative)_____

**Annex 1: Attendance sheet during the school period Childcare and education service
Lorentzweiler 2025/2026**

Child's name: _____

Cycle: _____

I wish to enrol my child for the following days and times throughout the 2025/2026 school year (Please tick (x) the boxes for the periods of attendance) from 15.09.20...

schedule	Monday	Tuesday	Wednesday	Thursday	Friday
07.00-07.55 07.00-08.00					
07.55-12.05 08.00-12.00	Education and childcare service closed (except during school holidays)				
12.00-14.00 12.05-14.00					
14.00-14.30	Education and childcare service closed (except during school holidays)		Education and childcare service closed (except during school holidays)		Education and childcare service closed (except during school holidays)
14.30-16.00*					
16.00-17.00					
17.00-18.00					
18.00-19.00					

*Monday, Wednesday and Friday Cycle 1 have school until 15.45 and Cycle 2-4 until 15.50

Remarks :

Date and Signature of the legal

representatives: _____

Annex 2: Irregular attendance form (monthly/weekly/occasional)

Education and care service Lorentzweiler 2025/2026

Child's name : _____

Cycle : _____

I wish to enrol my child for the following days (Please tick (x) the boxes for the periods of attendance).

For the period from _____ to _____ 20...

Attendance sheet for the week from _____ to _____					
shedule	Monday	Tuesday	Wednesday	Thursday	Friday
07.00-07.55 07.00-08.00					
07.55-12.05 08.00-12.00	Education and childcare service closed (except during school holidays)				
12.00-14.00 12.05-14.00					
14.00,14.30	fermé		fermé		Fermé
14.30.16.00*					
16.00-17.00					
17.00-18.00					
18.00-19.00					
Attendance sheet for the week from _____ to _____					
shedule	Monday	Tuesday	Wednesday	Thursday	Friday
07.00-07.55 07.00-08.00					
07.55-12.05 08.00-12.00	Education and childcare service closed (except during school holidays)				
12.00-14.00 12.05-14.00					
14.00-14.30	fermé		fermé		fermé
14.00-16.00*					
16.00-17.00					
17.00-18.00					
18.00-19.00					

Attendance sheet for the week from _____ to _____					
shedule	Monday	Tuesday	Wednesday	Thursday	Friday
07.00-07.55 07.00-08.00					
07.55-12.05 08.00-12.00	Education and childcare service closed (except during school holidays)				
12.00-14.00 12.05-14.00					
14.00-14.30	closed		closed		closed
14.30-16.00*					
16.00-17.00					
17.00-18.00					
18.00-19.00					

Attendance sheet for the week from _____ to _____					
shedule	Monday	Tuesday	Wednesday	Thursday	Friday
07.00-07.55 07.00-08.00					
07.55-12.05 08.00 12.00	Education and childcare service closed (except during school holidays)				
12.00-14.00 12.05-14.00					
14.00-14.30	fermé		fermé		fermé
14.30-16.00*					
16.00.17.00					
17.00-18.00					
18.00-19.00					

*Monday, Wednesday and Friday Cycle 1 have school until 15.45 and Cycle 2-4 until 15.50

Please hand in this form **no later than 12.00 pm on the Thursday** preceding the first week of registration. The completed form can also be sent by e-mail: relais.lorentzweiler@croix-rouge.lu. For organizational reasons, we would ask you to register your child for as many weeks as possible (e.g. for 4 consecutive weeks, if you receive a monthly work plan). If necessary, the SEAS may request additional information. If you do not receive negative notification of your child's enrolment by 2 days before the start of enrolment, your child will be enrolled for the hours indicated on the enrolment form. You will not receive confirmation of enrolment.

Date and signature of the legal representatives : _____

Annex 3: Modification / cancellation form SEA Lorentzweiler

Child's name : _____

Cycle : _____

I would like to change my child's enrolment.

Here is the new timetable, from/...../ 20..... to/...../ 20.....

I wish to ☐ register the following ranges
☐ cancel my child's enrolment for the following periods

Please tick (x) the boxes for all periods of attendance for the whole week.

schedule	Monday	Tuesday	Wednesday	Thursday	Friday
07.00-07.55 07.00-08.00					
07.55-12.05 08.00-12.00	Education and childcare service closed (except during school holidays)				
12.00-14.00 12.05-14.00					
14.00-14.30	Education and childcare service closed (except during school holidays)		Education and childcare service closed (except during school holidays)		Education and childcare service closed (except during school holidays)
14.30-16.00*					
16.00-17.00					
17.00-18.00					
18.00-19.00					

*Monday, Wednesday and Friday Cycle 1 have school until 15.45 and Cycle 2-4 until 15.50

Remarks :

Please hand in this form or send us a message by e-mail **no later than the Thursday** (12.00 pm) preceding the registration week in the school term, otherwise it will not be possible to take it into account for invoicing purposes. The completed form can also be sent by e-mail to relais.lorentzweiler@croix-rouge.lu. Requests for changes will be considered subject to availability. If you do not receive a negative reply to your child's request to change his/her registration by no later than 2 days before the change is to take place, your child will be registered for the times indicated on the change form. You will not receive confirmation of enrolment.

Date and Signature of the legal representatives: _____

Annex 4: 'Travel + Clubs' parental authorization

Children have the right to go on their own, with the explicit and written authorization of their legal representatives. The representatives declare that their child is fit to travel alone and assume full responsibility for travel.

This authorization, indicating the exact period of travel, must be given by the legal representatives to the Education and Childcare Service if the children have the right to leave the Education and Childcare Service or to go alone to their sports or musical activity.

This form must be completed and given to the Head of the Education and Childcare Service.

I, the undersigned _____

(Surname and first name of the father, mother or other legal representative) declare that they are fit and authorize the child :

Name	
First name	
Cylce	

to go :

☐ Alone from home to the education and childcare service.

☐ Alone from the education and childcare service to home.

☐ Alone from the education and childcare service to the club_____.

and I declare that I accept all responsibility for these journeys.

☐ during the period from _____ to _____.

☐ throughout the 2025-2026 school year.

Date and Signature of the legal representatives: _____

Annex 5: Parental authorization for third parties (other than legal representatives)

If you wish to authorize a third person (grandparents, siblings, neighbours, etc.) to collect your child from the Education and Childcare Service, you must :

o have submitted this form 'Parental authorization for third parties'.

Please note that under no circumstances will we let your child leave with a person other than the legal representatives if we do not have parental authorization for third persons!

To be completed and given to the Manager of the Education and Childcare Service.

I, the undersigned, _____,

(surname and first name of father, mother or other legal representative)

mother, father or legal representative of:

Name	First name	Cycle

declare that the following persons are authorized to collect the above-mentioned child from the Reception and Childcare Service.

Name	First name	Telephone
1.		
2.		
3.		
4.		

This authorisation is only valid if the persons concerned can identify themselves using their identity cards when collecting the child from the Education and Childcare Service.

Date and signature of the legal representatives: _____

Annex 6: Medication administration form

To be completed and returned to the Education and Childcare Service Manager, together with the medical prescription.

I, _____, the legal representative of the child _____

born on _____, enrolled at SEAS _____, authorize and delegate the administration of the medication listed below, to SEAS staff _____.

Medication name	
Duration of treatment	from ____ / ____ / ____ to ____ / ____ / ____
Frequency per day	☐ morning ☐ lunchtime ☐ afternoon ☐ before meals ☐ during meals ☐ after meals
Number of doses each time	☐ __ tablets ☐ __ coffee spoons ☐ __ sachets ☐ __ globules ☐ __ ml
Keep the medicine	☐ in the fridge ☐ at room temperature
For the duration of treatment, the medicine must be	☐ take home ☐ stay at SEAS

The legal representatives are required to provide a medical prescription stating exactly the dosage to be administered to the child and the duration for which the medicine is to be taken, and to note the child's name on the medicine. A copy of the prescription is essential if the administration of the medicine is to be guaranteed.

This applies to all medicines, including homeopathic medicines and those available over the counter.

Date and signature of the legal representatives : _____

Annex 7: Direct debit order

A direct debit order is recommended to facilitate management for our accounting/finance department.

713

Ordre de domiciliation SEPA Core Direct Debit

Le (la) sousigné(e)
(au nom de qui les créances sont établies)

Nom complet
Nom de l'enfant/ des enfants
Rue, N°
C.P., Localité
Pays

pré la firme
(qui établit les créances)

cas réservés ou créancier

portant le no ID créancier

d'encalasser à partir de ce jour et jusqu'à
révocation expresse toutes créances
portant référence au n° matricule

auprès de la banque

Nom	CROIX-ROUGE LUXEMBOURGEOISE
Rue, N°	44, BOULEVARD JOSEPH II
C.P., Localité	L-1840 LUXEMBOURG
LU72ZZZ000000000000000042200	
Nom	BGL BNP Paribas
Rue, N°	50, avenue J.F. Kennedy
C.P., Localité	L-2951 Luxembourg

par le débit du compte bancaire

IBAN: L U
BIC: L U L

(*) titulaire du compte

Nom complet
Rue, N°
C.P., Localité
Pays

Lieu _____ Date _____

Signature(s) pour accord

Le donneur d'ordre

Le titulaire du compte (*)

(*) Exigé seulement si les factures ne sont pas émises au nom du titulaire du compte

Vous bénéficiez d'un droit à remboursement par votre banque selon les conditions décrites dans la convention que vous avez passée avec elle. Toute demande de remboursement doit être présentée dans les 8 semaines suivant la date de débit de votre compte. Le prélèvement du montant dû ce fait le dernier jour ouvrable du mois.

The direct debit order must be completed and signed only once - it remains valid until revoked.

If you have already signed a direct debit order, you do not need to renew it, unless your bank details have changed.

**Annex 8: Authorisation for the taking and/or publication of images (photographs or videos)
(under-13s)**

This authorization is subject to your signature, for the taking and distribution of the image (photograph and/or video) of your minor child whose identity is given below, within the framework of the activities of the Education and Welcome Service of the Luxembourg Red Cross in which he/she participates and for the methods of use specified below.

Child's name : _____

First name: _____

Education and care service: _____

In order to ensure your child's safety and fulfil our quality control obligations, we may take photographs/films of your child (e.g. 'badge', portfolio, educational poster, etc.). In this case, we need to be able to comply with the Grand Ducal Regulation of 29 July 2017 establishing the national reference framework 'Non-formal education for children and young people'.

AUTHORISATION OF THE LEGAL REPRESENTATIVE

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

hereby authorize

the non-formal education department of the Luxembourg Red Cross, located at 44, boulevard Joseph II, L-2014 Luxembourg (tick all that apply) :

1. Authorization and use of images

☐ to photograph or film my child, whose identity is given above, as part of the internal activities (publication within the SEA) of the Luxembourg Red Cross education and reception service in which he/she participates.

☐ If you have not marked point 1, you can ignore point 2.

2. Authorization and use of images outside the daily activities of the SEAS

to use, publish and reproduce these photographs, videos or their adaptations, with or without mention of my child's name, for the purposes of illustrating the activities of the Education and Reception Service of the Luxembourg Red Cross for (tick as preferred):

☐ Newsletter (Maison relais Lorentzweiler)

☐ use of photos and videos as part of ongoing training courses

☐ the newspaper 'Die Kunterbunte', produced by and for children attending the SEAS/SEAJ

☐ the distribution of photographs and/or videos on the following media: Luxembourg Red Cross Intranet site(s); Luxembourg Red Cross Internet site(s); publications edited and published by the Luxembourg Red Cross such as activity reports, newsletters, newspapers, brochures, magazines, educational documents, etc.; publications edited and published by third parties (newspapers, magazines and other printed or electronic media).

This authorization, granted free of charge, is valid worldwide. The non-formal education department of the Luxembourg Red Cross will exercise all exploitation rights attached to this audiovisual work/recording, which will remain its exclusive property.

I certify that I have received an information notice relating to the processing of personal data in the form of images (photographs or videos) captured by the non-formal education department of the Luxembourg Red Cross (page 1/2), and that I have read and understood the above information informing me of my rights in relation to the capture and publication of images concerning my child, whose identity is given above, as well as the associated processing of his/her personal data.

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

Signed in Luxembourg, on _____

Signature of the legal representatives : _____

Annex 9: General notice on the protection of personal data Education and childcare services of the Luxembourg Red Cross

When you register your child with the Lorentzweiler Education and Childcare Service of the Luxembourg Red Cross, you are asked to provide us with your personal details and those of your child. We attach great importance to the protection of this data. This notice is intended to inform you of the use we make of this personal data and of the rights you have.

WHY DO WE PROCESS THIS DATA?

We process your personal data and that of your child for the purposes of :

- managing your child's enrolment at our school,
- managing your child's attendance and absence,
- managing the catering service
- management of invoicing,
- managing complaints and accident reports,
- management of the school.

This processing is carried out :

- as part of the performance of the contract you have with our establishment,
- in order to comply with a legal obligation to which we are subject,
- as part of our public interest mission,
- on the basis of your express consent in the event that you have provided us with your child's health data (allergies, food intolerances and other pathologies) and in the absence of your express consent, the processing of this health data will be carried out on the basis of your child's vital interests.

WHAT TYPE OF DATA DO WE COLLECT?

In accordance with the law, the non-formal education department of the Luxembourg Red Cross collects only the necessary data. This data is generally that which you have given us on the registration form (your child's first and last name, your address, your telephone number, etc.).

Other data may be generated or collected in the course of your relationship with the Luxembourg Red Cross (for example: excursions, outings, etc.).

This data is kept for as long as necessary and for no longer than is required by law.

TO WHOM DO WE COMMUNICATE THIS DATA?

The non-formal education department of the Luxembourg Red Cross treats the data you provide as confidential and only shares it with third parties when necessary and in accordance with the law. These third parties may include other entities of the Luxembourg Red Cross, the Commune of, the competent administrations and authorities, such as the Ministry of National Education, Children and Youth, the Ministry of Health, the National Youth Service, the school as well as service providers, particularly in the context of IT outsourcing. We ensure that your data remains within the European Union.

WHAT ARE YOUR RIGHTS?

In accordance with the law, you have the following rights:

- The right to information. We hope that this notice has answered your questions. Should you require any further information, please contact the person responsible for SEAS Lorentzweiler.
- The right to access data. You can access your data and that of your child by contacting the Lorentzweiler SEAS manager.
- The right to rectify your data and that of your child if it is erroneous or obsolete. You can contact the Lorentzweiler SEAS manager.
- The right to lodge a complaint with the National Commission for Data Protection (CNPD) if you consider that your data is not being processed in accordance with the law.

In certain cases and under the conditions laid down by law, you also have the following rights:

The right to request the deletion of your and your child's data.

- The right to request the restriction of the processing of your data and those of your child.
- The right to object to the processing of your data and those of your child for any other legitimate reason (unless the Luxembourg Red Cross has a legitimate and compelling reason to continue the processing).
- The right to portability of the data you have provided to Croix-Rouge luxembourgeoise (i.e. the right to receive your personal data on a machine-readable form), insofar as this is technically possible.
- The right to withdraw your consent at any time to the processing of your child's health data.

If you have any questions or wish to exercise your rights, you can contact the Head of the Lorentzweiler Education and Care Service by email: relais.lorentzweiler@croix-rouge.lu

If you wish, you can also contact the Data Protection Officer of the Luxembourg Red Cross by e-mail: rgpd@croix-rouge.lu or by post:

LUXEMBOURG RED CROSS

Data Protection Officer

44, boulevard Joseph II

BP 404 L-2014 Luxembourg

In order to comply as fully as possible with the regulations in force, we undertake to update this information notice whenever necessary.

Annexe 11 : Autorisation Dimmi App

Service d'éducation et d'accueil Lorentzweiler

Dear legal representatives,

Lorentzweiler SEA is pleased to offer you the use of the "Dimmi" application, which can be downloaded on iOS and Android devices.

'Dimmi will facilitate communication between parents and SEAS.

You will have quick and easy access to messages, forms, registration reminders, menus and other crèche publications. Photos and short presentations of your child's activities will also be posted regularly. Please note that reminders (holiday registrations, celebrations, etc.) will only be posted on the 'Dimmi' platform. Photos and videos sent by group staff will be sent exclusively to parents via the Dimmi application.

Only the child's first and last names and the parent/guardian's email address will be stored by the application's provider, EducDesign S.A.

We invite you to visit the 'Dimmi' application website at www.dimmi.lu for further information on how the application works and on data protection provisions.

Use of the application is, of course, not compulsory, and only parents who hand in the coupon below will be issued with a QR-Code enabling them to connect to 'Dimmi'.

Please note that a QR-Code is allocated to each child and that only the child's parents and guardians are authorised to connect to the application. For security reasons, we reserve the right to block access to the application in the event of abuse.

We look forward to meeting you on Dimmi.

I, the undersigned (mother, father, legal representative of the child)

_____, residing at (address)

_____, (mother, father, legal
representative) of (surname and first name of the child)

_____ wish to have access to the Dimmi application and
hereby authorise the Maison Relais and Crèche Service of the Luxembourg Red Cross, located at 44,
boulevard Joseph II, L-2014 Luxembourg (tick all boxes) :

1. Authorisation to take photographs

☐ to photograph or film my child, whose identity is given below, as part of the activities of the Luxembourg
Red Cross Non-Formal Education Service in which he/she participates.

2. Authorisation to use images

☐ to photograph or film or to use and publish these photographs, videos or their adaptations in the Dimmi
application, without mentioning my child's name, for the purposes of illustrating the activities of the SEAS
Lorentzweiler.

This authorisation, granted free of charge, is valid for the duration of the child's enrolment at the SEAS
Lorentzweiler.

The Non-Formal Education Service of the Luxembourg Red Cross will exercise all exploitation rights
attached to this audiovisual work/recording, which will remain its exclusive property.

I certify that I have received an information notice relating to the processing of personal data in the form of
images (photographs or videos) captured by the Non-Formal Education Service of the Luxembourg Red
Cross (page 1/2), and that I have read and understood the aforementioned information informing me of my
rights in relation to the capture and publication of images concerning my child, whose identity is given
above, as well as the associated processing of his/her personal data. The content of the Dimmi application
may not be published outside it.

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

☐ I would like to receive a QR code to access the Dimmi application.

☐ I agree not to publish photos of other children.

Signed in Luxembourg, on ____/____/____ Signature of legal representatives :

Annex 12: Cancellation of registration form

I, the undersigned,

Mrs :

Mr:

Child's legal representatives :

Childs name :

cancels the registration form with effect from the SEAS Lorentzweiler :

Date of child's last day in the service :/...../.....

the one-month notice period being respected.

Date and signature: _____

For information: If you cancel the registration form, it is up to you to revoke the direct debit order, taking into account the notice period (one month) which will still be charged to you.