

Important Notice!!

**Registration 2025-2026
For the Maison Relais « Berdorf »**

Registration forms will be available online (www.berdorf.lu) from the 1st April 2025 and can be dropped off in person at the Maison Relais on specific dates.

Two separate registration options will be available:

1. Renewing your registration
2. New registration

For all new registrations OR renewals, please refer to the following days:



Saturday, 26 April 2025 9.00 am to 11.00 am

Monday, 28 April 2025 04.30 pm to 06.00 pm

Tuesday, 29 April 2025 04.00 pm to 05.30 pm

Wednesday, 30 April 2025 04.00 pm to 05.30 pm

The documents must be complete for your child to be registered.

In order to organise the registration days efficiently, please register provisionally using the QR-Code. Your changes will of course be accepted. This will enable us to obtain a rough estimate of the staff needed for these days.



If you have any questions about this dossier, please do not hesitate to contact us:

- 799 311-77
- or by e-mail to the following address: relais.berdorf@croix-rouge.lu

We reserve the right not to accept applications submitted after 30.4 2025. They can only be considered if the maximum capacity has not yet been reached.

The deadline for registration is the 30.4.2025, and priority will be given to working parents! It is therefore imperative that you enclose work certificates (not contracts or tax returns) on paper with the logo and stamp of the company where you work! Parents who do not work full-time are asked to add their working hours.

Yours sincerely

Jill Van Der Weken

Acting Manager Service d'éducation et d'accueil Berdorf

1. Renewing your registration

To simplify the enrolment procedure for parents of children already enrolled in 2024-2025, current applications can be carried forward to the start of the 2025-2026 school year.

In this case, please complete and sign **the renewal form**.

Documents to enclose :

- Complete and sign the renewal form
- **Certificates of employment** from persons entitled to education certifying that you are in paid employment and stating the hours worked per week, or proof of registration with ADEM. **Compulsory**
- Attendance sheet (Annex 1)
- Please complete the Authorisation for the taking and/or publication of images (photographs or videos) and enclose it with the registration renewal. (Annex 8)

Add the following documents if your child has an allergy

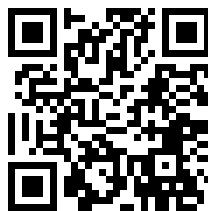
- Where applicable, a medical certificate attesting to allergies and/or intolerances
- For children with specific health needs, the Individualised Reception Plan and the Emergency Action Plan.

Add any changes :

- Copy of your child's identity card
- 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.
- Copy of the child's social security card
- Where applicable, a copy of the judgement/referral of education rights.
- Parental authorisation for third parties (Annex 4)
- 'Travel+Club' parental authorisation (Annex 5)
- Direct debit order in the event of a change (Annex 7)

It's important to reread the 2025-2026 internal regulations!

Available at the Maison Relais, via the website www.berdorf.lu or scan this QR-Code



2. New Registration

Please complete the registration form. The necessary documents are attached.

Documents to enclose :

- Completed registration form
- **Certificates of employment** from persons entitled to education certifying that you are in paid employment and stating the hours worked per week, or proof of registration with ADEM. **Compulsory**
- Attendance sheet (Annex 1)
- Please complete the Authorisation for the taking and/or publication of images (photographs or videos) and enclose it with the registration renewal. (Annex 8)
- Copy of your child's identity card
- 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.
- Copy of the child's social security card

Add the following documents if your child has an allergy

- Where applicable, a medical certificate attesting to allergies and/or intolerances
- For children with specific health needs, the Individualised Reception Plan and the Emergency Action Plan.

Others as required

- Where applicable, a copy of the judgement/referral of education rights.
- Parental authorisation for third parties (Annex 4)
- 'Travel+Club' parental authorisation(Annex 5)
- Direct debit order duly completed and signed, for new registrants (Annex 7)

It's important to read the 2025-2026 internal regulations!

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