

Annex 1: Regular attendance sheet during the school period

Education and Childcare service

SEAS INTERNATIONAL SCHOOL JUNGLINSTER 2026/2027

Child's name: _____

Teacher: _____ Class: _____

I wish to enrol my child for the following days and times throughout the school year
(Please tick (x) the boxes for the periods of attendance) from 15.09.2026 on.

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
12:00-13:00	*	/	*	/	
13:00-14:00	**		**		
14:00-16:00	***		***		
16:00-18:00					
18:00-19:00					

* Classes P1-2 have lunch break between 12:00-13:00.

**Classes P3-P5 have lunch break between 13:00-14:00.

***Between 14:00 and 15:30 all primary classes are at school, P3-P5 classes stay until 16:15.

Kindergarden children are at the Maison Relais from 13:00 onward on weekdays and from 12:00 on Fridays.

Remarks :

Date and Signature of the legal representatives: _____

Annex 2: Irregular attendance form (monthly/occasional)

**Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027**

Child's name: _____

Teacher: _____ Class: _____

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

For the month of : _____

Attendance sheet for the week from _____ to _____					
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
12:00-13:00	*	/	*	/	
13:00-14:00	**		**		
14:00-16:00	***		***		
16:00-18:00					
18:00-19:00					

Attendance sheet for the week from _____ to _____					
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
12:00-13:00	*	/	*	/	
13:00-14:00	**		**		
14:00-16:00	***		***		
16:00-18:00					
18:00-19:00					

Attendance sheet for the week from _____ to _____					
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
12:00-13:00	*	/	*	/	
13:00-14:00	**		**		
14:00-16:00	***		***		

16:00-18:00					
18:00-19:00					
Attendance sheet for the week from _____ to _____					
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
12:00-13:00	*	/	*	/	
13:00-14:00	**		**		
14:00-16:00	***		***		
16:00-18:00					
18:00-19:00					

Please submit this form no later than the **15th of the month** preceding the first week of enrolment. The completed form may also be sent by e-mail to: internationalschool@croix-rouge.lu. For organizational reasons, we kindly ask you to register your child for as many weeks as possible (e.g., for four consecutive weeks if you receive a monthly work schedule). If necessary, SEAS may request additional information. If you do not receive a negative response regarding your child's enrolment at least five working days before the start date, your child will be considered enrolled for the hours indicated on the form. Please note that no separate enrolment confirmation will be issued.

Date and signature of the legal representatives : _____

Annex 3: Modification / cancellation form

Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER 2026/2027

Child's name: _____

Teacher: _____ Class: _____

I would like to change my child's enrolment.

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

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

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
12:00-13:00	*		*		
13:00-14:00	**		**		
14:00-16:00	***		***		
16:00-18:00					
18:00-19:00					

* Classes P1-2 have lunch break between 12:00-13:00.

**Classes P3-P5 have lunch break between 13:00-14:00.

***Between 14:00 and 15:30 all primary classes are at school, P3-P5 classes stay until 16:15.

Kindergarten children are at the Maison Relais from 13:00 onward on weekdays and from 12:00 on Fridays.

Please submit this form no later than the **15th of the month** preceding the first week of enrolment.

Forms received after this deadline cannot be considered for invoicing purposes. The completed form may also be sent by e-mail to internationalschool@croix-rouge.lu. Requests for changes will be considered depending on availability. If you do not receive a negative response to your child's change request at least five working days before the change is due to take effect, your child will be registered for the times indicated on the change form. Please note that no confirmation of enrolment will be issued.

Date and Signature of the legal representatives: _____

Annex 4: Parental authorization for third parties (other than legal representatives)

Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER 2026/2027

If you wish to authorize a third person (e.g., grandparents, siblings, neighbours, etc.) to collect your child from the Education and Childcare Service, you must submit the form “*Parental Authorization for Third Parties*” in advance.

Please note that under no circumstances will your child be released to anyone other than the legal guardians if we do not have this parental authorization on file.

This form must be completed and submitted to the Management of the Education and Childcare Service.

I, the undersigned, _____,

mother, father or legal representative of:

Name	First name	Class

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

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

This authorisation is only valid if the designated persons can identify themselves with their identity card when collecting the child from the Education and Childcare Service.

Date and signature of the legal representatives: _____

Annex 5: 'Travel + Clubs' parental authorization

Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER

2026/2027

Children may be permitted to travel independently with the explicit written authorization of their legal representatives. By granting this authorization, the legal representatives confirm that their child is capable of travelling alone and accept full responsibility for the child's travel. This authorization, specifying the exact period during which independent travel is permitted, must be submitted to the Education and Childcare Service if the child is to leave the service independently or go alone to a sports or music activity. This form must be completed and submitted to the Management of the Education and Childcare Service.

I, the undersigned _____, hereby declare that my child is capable of travelling alone and authorize the child:

Name	
First name	
Class	
Teacher	

☐ To go alone from home to the education and childcare service.

☐ To go alone from the education and childcare service to home.

☐ To go alone from the education and childcare service to the club _____

☐ To go alone with the Bummelbus from home to the education and childcare service.

☐ To go alone with the Bummelbus from the education and childcare service to home.

☐ To go alone with the Bummelbus from _____ to the education and childcare service.

☐ To go alone with the Bummelbus from the education and childcare service to _____ and I declare that I accept all responsibility for these journeys.

The following days:

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday

Time : _____

☐ during the period from _____ to _____.

☐ for the whole school year 2026/2027.

I declare that I accept all responsibility for these journeys.

Date and Signature of the legal representatives: _____

Annex 6: Medication administration form

**Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027**

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

I, _____, the legal representative of the child _____, born on _____, enrolled at SEAS International School Junglinster, hereby authorize and delegate the administration of the medication listed below to the SEAS staff in Junglinster.

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 indicating the exact dosage to be administered and the duration of the treatment and must ensure that the child's name is clearly written on the medication. A copy of the prescription is essential to guarantee that the medication can be administered.

This requirement applies to all medications, including homeopathic products and over-the-counter medicines.

With regard to medication used to treat allergies (antihistamines), please note that it may be administered even before allergic reactions appear in the child.

Date and signature of the legal representatives: _____

Annex 6A: Care product administration form

**Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027**

To be completed and returned to the Education and Childcare Service Management.

I, the undersigned _____ (mother, father, or other legal representative of the child), legal representative of the child _____, born on _____, enrolled at SEAS International School, hereby authorize and delegate the administration of the care product listed below to the staff of the SEAS International School Junglinster Education and Childcare Service.

Name of care product	
Duration of the treatment	from ____/____/____ until ____/____/____
Frequency per day	_____
Quantity every time	O _ pills O _ teaspoon O _ sachets O _ globules O _ ml
The care product should be kept	O in the fridge O room temperature
For the duration of the treatment, the care product has to	O be taken back home everyday O to stay at the SEAS

The legal representatives are required to clearly write the child's name on the care product.

This applies to all care products available over the counter, including homeopathic products.

Date and signature of the legal representatives: _____

Annex 7: Direct debit order

Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER 2026/2027

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

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Ordre de domiciliation SEPA Core Direct Debit

Le (la) soussigné(e) (au nom de qui les créances sont établies)	Nom complet										
	Nom de l'enfant/ des enfants										
	Rue, N°										
	C.P., Localité										
	Pays										
prête la firme (qui établit les créances) portant le no ID créancier d'encaisser à partir de ce jour et jusqu'à révocation expresse toutes créances portant référence au n° matricule <i>cases réservées au créancier</i> auprès de la banque	<table border="1"> <tr> <td>Nom</td> <td>CROIX-ROUGE LUXEMBOURGEOISE</td> </tr> <tr> <td>Rue, N°</td> <td>44, BOULEVARD JOSEPH II</td> </tr> <tr> <td>C.P., Localité</td> <td>L-1840 LUXEMBOURG</td> </tr> <tr> <td colspan="2">LU72ZZZ000000000000000042200</td> </tr> </table>	Nom	CROIX-ROUGE LUXEMBOURGEOISE	Rue, N°	44, BOULEVARD JOSEPH II	C.P., Localité	L-1840 LUXEMBOURG	LU72ZZZ000000000000000042200			
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	Rue, N°	44, BOULEVARD JOSEPH II									
	C.P., Localité	L-1840 LUXEMBOURG									
	LU72ZZZ000000000000000042200										
par le débit du compte bancaire	<table border="1"> <tr> <td>IBAN:</td> <td>L U </td> </tr> <tr> <td>BIC:</td> <td> L U L </td> </tr> </table>	IBAN:	L U	BIC:	L U L						
IBAN:	L U										
BIC:	L U L										
(*) titulaire du compte	<table border="1"> <tr> <td>Nom complet</td> </tr> <tr> <td>Rue, N°</td> </tr> <tr> <td>C.P., Localité</td> </tr> <tr> <td>Pays</td> </tr> </table>	Nom complet	Rue, N°	C.P., Localité	Pays						
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C.P., Localité											
Pays											
<table border="1"> <tr> <td>Lieu _____</td> <td>Date _____</td> </tr> <tr> <td colspan="2">Signature(s) pour accord</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Le donneur d'ordre</td> <td>Le titulaire du compte (*)</td> </tr> </table>		Lieu _____	Date _____	Signature(s) pour accord						Le donneur d'ordre	Le titulaire du compte (*)
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.											

You will need to include your bank details (RIB).

The direct debit mandate needs to be completed and signed once only – it remains valid until revoked or if your bank details change.

Annex 8: Authorization for the Taking and/or Publication of Images (Photographs or Videos) (Children under 13)
Education and Childcare Service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027

This authorization, signed by you as the legal representative, concerns the taking and use of images (photographs and/or videos) of your minor child, whose details are listed below, within the framework of activities organized by the Education and Welcome Service of the Luxembourg Red Cross, in which your child participates. The permitted uses are specified below.

Child's surname: _____

First name: _____

To ensure your child's safety and to meet our quality control obligations, we may take photographs or videos of your child (e.g., for badges, portfolios, educational posters, etc.). This is necessary in order to comply with the Grand-Ducal Regulation of 29 July 2017 establishing the national reference framework "Non-formal Education for Children and Young People."

AUTHORIZATION 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, to (tick all that apply):

1. Authorization for the taking and internal use of images

O to photograph or film my child, whose identity is indicated above, as part of the internal _____ activities
(publication within SEAS) of the Education and Reception Service of the Luxembourg Red Cross in which he/she participates.

If you do not select Point 1, please ignore Point 2.

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

I authorize the use, publication, and reproduction of these photographs, videos, or their adaptations—

with or without mention of my child's name—for the purpose of illustrating activities carried out by the Education and Reception Service of the Luxembourg Red Cross, for the following media (tick as preferred):

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

☐ The newspaper “*Die Kunterbunte*”, produced by and for children attending SEAS/SEAJ

☐ Distribution of photographs and/or videos via the following media: Luxembourg Red Cross intranet site(s), Luxembourg Red Cross internet site(s), Publications produced and released by the Luxembourg Red Cross, such as activity reports, newsletters, newspapers, brochures, magazines, educational materials, etc., Publications produced and published by third parties (newspapers, magazines, and other printed or electronic media)

☐ Use of photos in the logbook (internal documentation)

This authorization is granted free of charge and is valid worldwide. The non-formal education department of the Luxembourg Red Cross will hold all usage rights to this audiovisual material, which will remain its exclusive property.

I confirm that I have received the 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). I acknowledge that I have read and understood the above information regarding my rights concerning the taking and publication of images of my child, as well as the processing of his/her personal data.

I confirm that I hold full parental authority over the minor identified above.

Signed in _____, 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
Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027

When registering your child with the SEAS International School Junglinster Education and Childcare Service of the Luxembourg Red Cross, you are asked to provide us with your personal data as well as that of your child. We attach great importance to the protection of this information. This notice explains how we use this data and outlines your rights.

WHY DO WE PROCESS THIS DATA?

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

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

This processing is carried out:

- as part of the performance of the contract you have with our institution,
- to comply with legal obligations,
- in the context of our public interest mission,
- on the basis of your explicit consent if you provide us with your child's health data (allergies, food intolerances or other medical conditions).
In the absence of explicit consent, health data may be processed when necessary to protect 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 only collects data that is strictly necessary. This generally includes the information you provide on the registration form (your child's name, your address, your telephone number, etc.). Additional data may be collected or generated during your child's participation in school activities (e.g., excursions, outings).

This data is retained only for as long as necessary and never beyond the legally required period.

TO WHOM DO WE DISCLOSE THIS DATA?

The non-formal education department of the Luxembourg Red Cross treats all personal data as confidential and only shares it with third parties when necessary and in accordance with the law. Such third parties may include:

- other entities of the Luxembourg Red Cross,
- competent authorities and administrations (e.g., Ministry of National Education, Children and Youth; Ministry of Health; National Youth Service),
- the school,
- external service providers, particularly in the context of IT services.

We ensure that your data is stored and processed within the European Union.

WHAT ARE YOUR RIGHTS?

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

- **Right to information.**
We hope this notice answers your questions. For further information, please contact the SEAS International School Junglinster representative.
- **Right of access.**
You may access your personal data and that of your child by contacting the International School Junglinster Manager.
- **Right of rectification.**
You may request correction of your or your child's data if it is inaccurate or outdated.
- **Right to lodge a complaint** with the National Commission for Data Protection (CNPD) if you believe your data is not being processed in accordance with the law.

Under certain conditions and within the limits allowed by law, you also have:

- **Right to request deletion** of your data and that of your child,
- **Right to request restriction of processing,**
- **Right to object** to the processing of your data for legitimate reasons (unless the Luxembourg Red Cross demonstrates compelling legitimate grounds),
- **Right to data portability**, meaning you may receive the personal data you provided in a machine-readable format, where technically possible,
- **Right to withdraw your consent** at any time regarding the processing of your child's health data.

If you have questions or wish to exercise your rights, you may contact the Head of the International School Junglinster Education and Childcare Service at:
internationalschool@croix-rouge.lu

You may also contact the Data Protection Officer of the Luxembourg Red Cross by e-mail at:

rgpd@croix-rouge.lu

or by post at:

LUXEMBOURG RED CROSS

Data Protection Officer

44, boulevard Joseph II

BP 404

L-2014 Luxembourg

We are committed to updating this information notice whenever necessary in order to remain fully compliant with current regulations.

**Annex 10: Autorisation for taking and/or publishing images (photographs or videos)
(minor child under the age of 13)
Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027**

(Given to the legal representative(s) of the minor child concerned)

The non-formal education department of the Luxembourg Red Cross places great importance on protecting your child's image rights and personal data, in accordance with the General Data Protection Regulation (GDPR).

Your child may be photographed, filmed, or recorded by the non-formal education department of the Luxembourg Red Cross as part of the activities of its Education and Reception Service. In order to allow the non-formal education department to take and use images (photographs or videos) of your child for communication purposes, we request your consent and wish to inform you of your rights beforehand.

Photographs and video recordings may be used in print or digital format on various media published by the Luxembourg Red Cross relating to the activities of its Education and Reception Service.

General Information

Data controller: Luxembourg Red Cross, 44 boulevard Joseph II, L-2014 Luxembourg
Contact: Data Protection Officer of the Luxembourg Red Cross — rgpd@croix-rouge.lu

Purpose of Processing

- internal communication by the Luxembourg Red Cross (educational work, pedagogical reflection, internal newsletters and journals, activity reports, intranet)
- external communication by the Luxembourg Red Cross and the press (brochures, magazines, website, the newspaper “Die Kunterbunte”, the Childhood-Youth logbook)

Legal Basis for Processing

Your consent (Art. 6(1)(a) GDPR)

Recipients

Photographs and video recordings will be stored in the Luxembourg Red Cross information system, with access restricted to authorised staff. Your data may also be shared with third parties such as subcontractors (e.g., IT service providers) and external service providers of the Luxembourg Red Cross (e.g., graphic designers, press agencies, printers, media outlets), but only to the extent strictly necessary.

Retention Period

Photographs and video recordings will be retained for as long as necessary to fulfil the purposes described above.

Your Rights

You may withdraw your consent at any time and request that the non-formal education department of the Luxembourg Red Cross cease using photographs or videos of your child in new publications (this does not affect materials already published). To do so, please contact the person responsible for the SEAS International School Junglinster Education and Childcare Service.

You may also contact the Data Protection Officer at: rgpd@croix-rouge.lu

For more information on how the non-formal education department of the Luxembourg Red Cross processes personal data, or to learn about your rights, please refer to our information notice for beneficiaries of the Education and Reception Service at: <http://www.croix-rouge.lu/protection-des-donnees/>



Annex 11 : Autorisation Dimmi App

**Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027**

Dear legal representatives,

SEAS International School Junglinster is pleased to offer you access to the “Dimmi” application, which can be downloaded on both iOS and Android devices.

“Dimmi” facilitates communication between legal representatives and SEAS. It provides quick and easy access to messages, forms, registration reminders, menus, and other SEAS publications. Photos and short updates about your child’s activities are also published regularly. Please note that reminders (holiday registrations, events, etc.) will only be posted on the “Dimmi” application. Photos and videos shared by the educational staff are sent exclusively to legal representatives via the “Dimmi” application.

Only your child’s surname and first name, along with the legal representatives’ email address, are stored by the application provider, EducDesign S.A.

For more information regarding how the application functions and details on data protection, we invite you to visit the Dimmi website: www.dimmi.lu.

Use of the application is optional. Only legal representatives who provide the authorization below will receive two QR codes enabling access to “Dimmi”.

Please note that the two QR codes are issued individually for each child, and only the legal representatives of the child are authorized to access the application. For security reasons, we reserve the right to block access in case of misuse.

We look forward to welcoming you on “Dimmi”.

Authorization Form

I, the undersigned (legal representative of the child)
_____, residing at
(address) _____, legal
representative of (surname and first name of the child)
_____.

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

1. Authorization to take photographs

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

2. Authorization to use images

☐ to take, use, and publish these photographs, videos, or their adaptations in the “Dimmi” application, without mentioning my child’s name, for the purpose of illustrating the activities of SEAS International School Junglinster.

This authorization is granted free of charge and remains valid for the duration of the child’s enrolment at SEAS International School Junglinster.

The Non-Formal Education Service of the Luxembourg Red Cross retains all usage rights related to this audiovisual material, which remains its exclusive property.

I certify that I have received the information notice concerning 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 information regarding my rights relating to the capture and publication of images of my child, as well as the associated processing of his/her personal data. The content of the “Dimmi” application may not be shared outside the application.

- ✓ I acknowledge that I hold full parental authority for the minor named above.
- ✓ I would like to receive two QR codes to access the “Dimmi” application.
- ✓ I agree not to publish photos of other children.

Signed in Luxembourg, on _____ / _____ / _____

Signature of the legal representatives: _____



**Annex 12: Cancellation of registration contract
Education and Childcare service SEAS INTERNATIONAL SCHOOL JUNGLINSTER
2026/2027**

I, the undersigned,

Mrs: _____ Mr: _____

Legal representatives of the child:

Child's name: _____

Hereby terminate the registration contract with SEAS International School Junglinster,
effective as of:

Child's last day of attendance: _____ / _____ / _____

The one month notice period has been duly respected.

Date and signature: _____

Important information:

If you cancel the registration contract, it is your responsibility to revoke the direct debit authorization. Please note that the notice period (one month) will still be invoiced.