

Annex 1: attendance sheet for school year

Service d'éducation et d'accueil pour jeunes enfants « *Zwergenhaus* »

Surname and first name of the child: _____

I wish to register my child for the following days and time slots throughout the school year 2026 - 2027 starting on ____/____/____.

➔ Please tick (x) the boxes for the attendance slots accordingly!

Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
07:00-08:00					
08:00-10:00					
10:00-11:00					
11:00-13:00					
13:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-17:30					
17:30-18:00					
18:00-18:30					

Thank you for not dropping off or picking up children between 11:00 and 12:30.

Comment :

Date and signature of legal representatives:

Annex 2: Irregular attendance sheet (monthly)

Service d'éducation et d'accueil pour jeunes enfants « Zwerghaus »

Surname and first name of the child: _____

I wish to enrol my child for the following days and time slots for the month _____.

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

Attendance sheet for the week from _____ to _____

Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
07:00-08:00					
08:00-10:00					
10:00-11:00					
11:00-13:00					
13:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-17:30					
17:30-18:00					
18:00-18:30					

Attendance sheet for the week from _____ to _____

Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
07:00-08:00					
08:00-10:00					
10:00-11:00					
11:00-13:00					
13:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-17:30					
17:30-18:00					
18:00-18:30					

Attendance sheet for the week from _____ to _____

Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
07:00-08:00					
08:00-10:00					
10:00-11:00					
11:00-13:00					
13:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-17:30					
17:30-18:00					
18:00-18:30					

Attendance sheet for the week from _____ to _____

Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
07:00-08:00					
08:00-10:00					
10:00-11:00					
11:00-13:00					
13:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-17:30					
17:30-18:00					
18:00-18:30					

Thank you for not dropping off or picking up children between 11:00 and 12:30.

Please submit this sheet in the SEAJ letterbox by the 15th of the month for the following month. The duly signed and dated form can also be sent by e-mail (in PDF format) to zwergenhaus@croix-rouge.lu.

For organisational reasons, we kindly 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).

The modification request will be considered within the limits of available places. If you do not receive a negative notice at the latest 5 working days before the start of registration, your child will be registered for the hours indicated on the modification form. You will not receive a confirmation.

Date and signature of legal representatives:

Annex 3 : Modification sheet

Service d'éducation et d'accueil pour jeunes enfants « *Zwergenhaus* »

Surname and first name of the child: _____

I would like to change the attendance pattern for my child

- below the new schedule from/...../ 20..... to/...../ 20.....

➔ Please tick (x) the boxes for the attendance slots during the entire week!

Timetable	Monday	Tuesday	Wednesday	Thursday	Friday
07:00-08:00					
08:00-10:00					
10:00-11:00					
11:00-13:00					
13:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-17:30					
17:30-18:00					
18:00-18:30					

Thank you for not dropping off or picking up children between 11:00 and 12:30.

- my child will not attending the creche from ___/___/___ to ___/___/___

Please submit this sheet in the SEAJ letterbox by the 15th of the month for the following month. The duly signed and dated form can also be sent by e-mail (in PDF format) to zwergenhaus@croix-rouge.lu.

The modification request will be considered within the limits of available places. If you do not receive a negative notice at the latest 5 working days before the start of registration, your child will be registered for the hours indicated on the modification form. You will not receive a confirmation.

Date and signature of legal representatives:

Annex 4 : Parental autorisation for third parties

Service d'éducation et d'accueil pour jeunes enfants « *Zwergenhaus* »

If you wish to authorise a third party (grandparents, siblings, neighbours, etc.) to pick up your child from the Service d'éducation et d'accueil, you must provide us

- this form "Parental authorisation for third parties" duly completed.

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 be completed and submitted to the manager of the *Service d'éducation et d'accueil*.

I, the undersigned _____ (surname and first name of the mother, father or egal representative), declare that the following persons can pick up my child (surname and first name child) _____ at the Service d'éducation et d'accueil, and autorise them to do so.

Surname	First Name	Phone	Relationship with the child
1.			
2.			
3.			
4.			
5.			

Please note that any person who is authorised to pick up your child must have their identity card in order to be able to identify themselves when asked by a professional.

Date and signature of legal representatives:

Annex 5 : Medication administration form

Service d'éducation et d'accueil pour jeunes enfants « Zwergenhaus »

This form must be completed and submitted to the manager of the *Service d'éducation et d'accueil*.

I, the undersigned _____ (mother, father or other legal representative of the child) of the child _____ born on _____, registered at SEAJ _____ authorise and delegate the administration of the medication listed below, to the staff of the Service d'éducation et d'accueil « Zwergenhaus » .

Name of medicine	
Duration of the treatment	from ___/___/___ until ___/___/___
Frequency per day	<input type="radio"/> morning <input type="radio"/> lunchtime <input type="radio"/> afternoon <input type="radio"/> before meal <input type="radio"/> during meal <input type="radio"/> after meal
Quantity every time	<input type="radio"/> __ pills <input type="radio"/> __teaspoon <input type="radio"/> __sachets <input type="radio"/> __globules <input type="radio"/> __ml
The medicine should be kept	<input type="radio"/> in the fridge <input type="radio"/> room temperature
For the duration of the treatment, the medicine has to	<input type="radio"/> be taken back home every day <input type="radio"/> to stay at the SEAJ

The legal representatives are required to provide a medical prescription stating exactly the dose to be administered to the child and how long the medicine is to be taken, as well as to write the child's name on the medicine. This prescription is essential to ensure that the medicine is administered correctly.

This measure applies to all medicines, including homeopathic medicines and those available over the counter. For medicines used to treat allergies (antihistamines), it is specified that they can be administered even before allergic reactions appear to a child.

Date and signature of legal representatives: _____

Annex 5A : Care product administration form

Service d'éducation et d'accueil pour jeunes enfants « Zwergenhaus »

This form must be completed and submitted to the manager of the *Service d'éducation et d'accueil*.

I, the undersigned _____ (mother, father or other legal representative of the child) of the child _____ born on _____, registered at SEAJ _____ authorise and delegate the administration of the care product listed below, to the staff of the Service d'éducation et d'accueil « Zwergenhaus » .

Name of care product	
Duration of the treatment	from ____/____/____ until ____/____/____
Frequency per day	_____
Quantity every time	<input type="radio"/> __ pills <input type="radio"/> __teaspoon <input type="radio"/> __sachets <input type="radio"/> __globules <input type="radio"/> __ml
The care product should be kept	<input type="radio"/> in the fridge <input type="radio"/> room temperature
For the duration of the treatment, the care product has to	<input type="radio"/> be taken back home every day <input type="radio"/> to stay at the SEAJ

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

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

Date and signature of legal representatives:

Annex 7 : Termination of registration contract

Service d'éducation et d'accueil pour jeunes enfants « *Zwergenhaus* »

I, the undersigned _____, (mother, father or other legal representative of the child), wish to terminate the registration of my child (surname and first name of the child)

with effect from ____/____/____ (last day of attendance at the SEAJ). The 1 month notice period will be respected.

Date and signature of legal representatives:

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

Annex 8 : General notice on the protection of personal data

Services d'éducation et d'accueil de la Croix-Rouge luxembourgeoise

When you register your child with the Service d'éducation et d'accueil « *Zwergenhaus* » of the Luxembourg Red Cross, you are asked to provide us with your personal data and those of your child. We consider the protection of this data to be very important. The purpose of this notice is to inform you of the use we make of your personal data and of your rights.

WHO IS RESPONSIBLE FOR THE PROCESSING OF DATA?

The *Service Maison Relais et Crèches* of the Luxembourg Red Cross, located at 44, boulevard Joseph II, L-2014 Luxembourg is responsible for the processing of personal data.

WHY DO WE PROCESS YOUR DATA?

We process your personal data and that of your child for several reasons:

- managing the registration of your child at our SEA;
- managing the presence and absence of your child;
- managing the food service;
- managing invoicing;
- managing complaints and reporting accidents;
- managing our facilities.

Your data will be processed:

- as part of the performance of your contract with us;
- to comply with the legal obligations to which we are subject;
- as part of the execution of our public interest mission;
- on the basis of your permission for the taking and/or publishing of pictures (photographs or videos) of your child;
- on the basis of your specific permission in the case you have provided us with information on your child's health (allergies, food intolerances and other pathologies) and in the absence of your specific permission, the processing of this health data will be carried out based on the vital interests of your child;
- Dimmi App when you give your approval.

WHAT KIND OF DATA DO WE COLLECT?

In accordance with the law, the *Service Maison Relais et Crèches* of the Luxembourg Red Cross only collects the data necessary for the execution of its missions. This data is generally the data that you have communicated to us by means of the registration form (the surname and first name of your child, 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, field trips, etc.). This data is kept for as long as necessary, and for no longer than is required by law.

TO WHOM DO WE COMMUNICATE YOUR DATA?

The *Service Maison Relais et Crèches* of the Luxembourg Red Cross treats the communicated data confidentially and only shares it with third parties when necessary and in accordance with the law. These third parties may include other Luxembourg Red Cross entities, the local commune, the competent administrations and authorities, such as the Ministry of 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 make sure that your data stays 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 document has answered your questions. For any further information, you can contact the person in charge of the SEAJ « *Zwergenhaus* ».
- **The right to access your data.** You can access your data and your child's data by contacting the person in charge of the SEAJ « *Zwergenhaus* ».
- **The right to rectify your data and that of your child** if it is incorrect or out of date. You can contact the person in charge of the SEAJ « *Zwergenhaus* ».
- **The right to lodge a complaint** with the National Data Protection Commission (CNPD) if you consider that the processing of your data does not comply 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 data and that of your child.
- **The right to request the limitation** of the processing of your data and that of your child.
- **The right to object to the processing** of your data and that of your child for any other legitimate reason (unless there is a legitimate and compelling reason for the Luxembourg Red Cross to continue processing).
- **The right to portability** of the data you have provided to the Luxembourg Red Cross (i.e. the right to receive your personal data on a machine-readable medium), insofar as this is technically possible.
- **The right to withdraw your consent** to the processing of your child's health data at any time.

If you have questions or wish to exercise your rights, you can contact the person in charge of the SEAJ «*Zwergenhaus*» by email: zwergenhaus@croix-rouge.lu.

You can also contact the Luxembourg Red Cross Data Protection Officer by email: rgpd@croix-rouge.lu or by post:

CROIX-ROUGE LUXEMBOURGEOISE

Data protection

44, boulevard Joseph II

BP 404 L-2014 Luxembourg

In order to comply as much as possible with current regulations, we will update this information notice whenever necessary.

Annex 9: Information on the processing of personal data in form of images (photographs, or videos) taken by the Service d'éducation et d'accueil « Zwergenhaus » of the luxemburgisch Red Cross

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

The protection of your child's image rights and the protection of personal data in accordance with the General Data Protection Regulation (GDPR) is very important to the *Service Maison Relais et Crèches* of the Luxembourg Red Cross.

Your child may be photographed, filmed or recorded by the *Service Maison Relais et Crèches* of the Luxembourg Red Cross during SEA activities. To allow the *Service Maison Relais et Crèches* of the Luxembourg Red Cross to take and use pictures (photos or videos) of your child for the purpose of communicating about the activities, we would like to obtain your permission and would like to inform you in advance of the rights you have.

The photos and video recordings may be used in printed or digital form on various media through which the Luxembourg Red Cross publishes information related to its activities.

General information:

Responsible for data processing: *Service Maison Relais et Crèches* of the Luxembourg Red Cross, located at 44, boulevard Joseph II, L-2014 Luxembourg.

Contact person: Luxembourg Red Cross Data Protection Officer: rgpd@croix-rouge.lu

Purposes of processing:

- internal communication by the Luxembourg Red Cross (educational work, educational reflection, internal newsletters and newspapers, activity report, intranet)
- external communication by the Luxembourg Red Cross and the press (magazines, website, the newspaper "*Die Kunterbunte*", the logbook (journal de bord enfance-jeunesse)).

Legal basis for processing: your permission (art. 6.1a GDPR)

Recipients: the photographs and video presentations will be stored in the information system of the Luxembourg Red Cross, access to which is restricted to staff duly authorised by the latter. Your data may also be communicated to third parties such as subcontractors (in particular IT service providers) and external service providers of the of the Luxembourg Red Cross (such as graphic designers, press agencies, printers, written media) insofar as strictly necessary

Retention period: photographs and video recordings will be kept for as long as is necessary for the above purposes.

Your rights:

You can withdraw your permission at any time and request that the *Service Maison Relais et Crèches* of the Luxembourg Red Cross stop using images (photographs or videos) concerning your child on new media (but not media that have already been used for publication), by contacting the manager of the Service d'éducation et d'accueil « *Zwergenhaus* ». If you wish, you can also contact the data protection officer by email: rgpd@croix-rouge.lu.

For more information on how the *Service Maison Relais et Crèches* of the Luxembourg Red Cross processes your personal data or to get to know your rights, please consult our information notice intended for beneficiaries of the *Service d'éducation et d'accueil* of the Luxembourg Red Cross at the following address: <http://www.croix-rouge.lu/protection-des-donnees/>.

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

Service d'éducation et d'accueil pour jeunes enfants « *Zwergenhaus* »

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	

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 _____, (mother, father or other legal representative of the child), residing at (address)

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

1. Authorisation and use of images

- to photograph or film my child, whose identity is stated above, during internal activities of the Service d'éducation et accueil in which he/she is taking part.

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

2. Authorisation and use of images apart from the day-to-day activities of the Service d'éducation et d'accueil 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 use of photos and videos for training courses;
- use of photos for the journal de bord (internal documentation);
- the magazine "Die Kunterbunte", edited by and for children registered in the SEAJ
- the publication of photographs in the 'Gemengebued' (the commune's newspaper) and on the commune's website;
- 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 reports, newsletters, journals, flyers, magazines, educational documents, etc.; publications edited and published by third parties (journals, magazines and other printed or electronic media).

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 its 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 full civil rights in respect of the minor named above.

Signed in Luxembourg, on ____/____/____

Signature of the legal representatives:

Annex 11 : Autorisation Dimmi App

Service d'éducation et d'accueil pour jeunes enfants « *Zwergenhaus* »

Dear legal representatives,

The SEAJ « *Zwergenhaus* » 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 legal representatives and the SEAJ.

You'll 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 sent by staff will only be sent to legal representatives via the 'Dimmi' application.

Only the child's first and last name and the legal representatives email address will be stored by the application's provider, EducDesign S.A.

I invite you to visit the 'Dimmi' application website at www.dimmi.lu for a fuller explanation of how it works and the regulations regarding data protection.

Use of the application is, of course, not mandatory and only legal representatives who provide us with the slip below will be issued with two QR-Code enabling them to connect to 'Dimmi'.

Please note that two QR-Code are allocated to each child and that only the child's legal representatives 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 Service Maison Relais et Crèche of the Luxembourg Red Cross, located at 44, boulevard Joseph II, L-2014 Luxembourg (tick the boxes) :

1. Authorisation to take images

to photograph or film my child, whose identity is given below, as part of the activities of the Service d'éducation et d'accueil of the Red Cross Luxembourg in which he/she is taking part.

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 Service d'éducation et d'accueil « *Zwergenhaus* ».

This authorisation, granted free of charge, is valid for the duration of the child's registration at the Service d'éducation et d'accueil « *Zwergenhaus* ».

The Service Maison Relais et Crèches of the Red Cross Luxembourg 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) collected by the SEAJ 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 taking 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 externally.

- ✓ I acknowledge having 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 the legal representatives:

Annex 12 : Description of the adaptation period

Service d'éducation et d'accueil pour jeunes enfants « *Zwergenhaus* »

A well-planned adaptation phase is crucial to a child's future at the SEAJ. Children need time to adapt to their new environment and the people around them. During the adaptation phase, the legal representatives also learn about the day-to-day running of the SEAJ and get to know the staff who will be looking after their child from now on.

During the adaptation phase, it is important that the transition from the family to the SEAJ is planned carefully. The aim of the adaptation phase is to create a relationship of trust between everyone involved and to eliminate any fears. The adaptation phase is also an important process for the legal representatives. Legal representatives are considered to be the experts on their children, so they play an essential role in ensuring that the adaptation phase runs smoothly.

The adaptation phase lasts a minimum of 3 to 4 weeks and can be extended depending on the child's needs (age and situation). During the adaptation phase, the child attends the SEAJ on a daily basis. Ideally, the child is accompanied by the same person throughout the adaptation phase.

The adaptation phase is planned according to the child's rhythm.

The anamnesis: the intake

The educator contacts the child's legal representatives to arrange an appointment for an intake, which takes place approximately one week before the start of the adaptation phase. During this meeting, the child's preferences and habits are discussed and a questionnaire, known as an anamnesis, is jointly completed. The legal representatives are also given additional information about the SEAJ and the educational concept. If necessary, they can revisit the playroom and the cloakrooms. The various members of the team are also given the opportunity to introduce themselves to the legal representatives.

The first days together in the SEAJ

Throughout the first week, the child is accompanied by one of the two legal representatives. The legal representative is allocated a seat (chair or cushion) in the playroom. The educator prepares a play area for the child in advance and accompanies him/her during play. The legal representatives have the opportunity to observe their child in contact with the educator. The legal representatives do not intentionally draw the attention of their child or of others to themselves. If the child seeks comfort from the legal representative, he/she should not hesitate to do so. The legal representative does not force the child to separate from him or her; in fact, when the child is ready, he or she will return naturally to the group. For at least the first three days, the legal representative stays in the room with the child for one hour to accompany him/her. During the adaptation phase, it is recommended that the child brings an object that provides security and comfort (cuddly toy, dummy, etc.).

First steps towards separation

From the fourth day at the earliest, short separations are organised.

The time, the process and the duration of the separation are planned in advance with the educator.

It is important that the legal representative says goodbye to their child and that they do not leave the room discreetly. In addition, the separation can be facilitated if the legal representative leaves an object which belongs to them in the playroom.

During these first separations, the legal representative should remain in the SEAJ, for example in the parents' corner, so that they can return quickly to their child if needed.

The child goes alone to the crèche for a few hours

The number of hours the child attends the SEAJ is slowly increased to the number of hours he or she is expected to attend the SEAJ after the adaptation phase. Separation now takes place at the entrance of the group. Even when the child attends the SEAJ for a few hours, the legal representative is asked to remain in contact with and stays around the SEAJ.

The child adapts to the group, to the everyday routine of the SEAJ and to the educators.

The child is used to and visits the SEAJ at the request of the legal representatives.