



Enrolment renewal

School year 2024- 2025

Dear Parents,

In order to simplify the enrolment procedure for children who are already registered, active files can be transferred to the next school year, as of September 15, 2024. We kindly ask you to confirm that you wish to renew the enrolment for the school year 2024/2025 by returning the attached *renewal form* duly signed and dated.

We also ask you to inform us of any changes necessary in order to keep your file up-to-date and to check the validity of the documents listed on the attached sheet.

Fritscher Melissa, Person in charge of the Maison Relais Ettelbruck

Tel.: 27 55 68 - 78





Enrolment renewal School year 2024-2025

CHILD

SURNAME				
First Name				
Social security number				
Address	L-	City		
	Street		N°	
Enrolment type	Regular □		Irregular □	

CYCLE CURRENTLY ATTENDED

School Cycle	Cycle 1	Cycle 2	Cycle 3	Cycle 4
Currently attended cycle (Please do not tick anything if the child does not go to school yet)	Boeschel Précoce Préscolaire: 1.1	2.1 □ 2.2 □	3.1 □ 3.2 □	4.1 □ 4.2 □

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PARENT(S) / LEGAL REPRESENTATIVE(S)

	Mother Father Other :		Mother Father Other :	
Surname				
First Name				
Address	Identical to the child's Yes □	s address : No □	Identical to the child's address : Yes □ No □	
If "No"	L-	City	L-	City
II NO	Street	N°	Street	N°
Social security number				
Spoken languages				
Professional activity	Yes □ No □		Yes □ No □	
Hours per week				
Employer (please attach the employer's certificate)				
Email				
Phone number				
Mobile phone number*				
Work phone number*				
 Incorrect information may result in the exclusion of the child. The legal representatives are responsible for communicating any changes as soon as possible, so that the child's file can be updated. □ We acknowledge having received and read: 1. The internal rules and regulations 2. The information notice on the processing of personal data in form of pictures (photographs or videos) taken by the Luxembourg Red Cross (annex 8). 3. The general notice on the protection of personal data - Crèches et Service d'éducation et d'accueil - Luxembourg Red Cross available on our website (https://www.croixrouge.lu/fr/protection-des-donnees/) and displayed in the Maison Relais. □ We expressly and explicitly consent to the Service d'Education et d'Accueil Ettelbruck processing 				
the child's health information provided above				
☐ We certify that we have read the internal rules and regulations 2024-2025 as well as their modifications and confirm the validity of the documents.				
In case of any m that we can upda		ments listed below, we	ask you to send us the	se documents so

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Documents	Modification	
Employment certificates of the persons having parental authority, attesting that they are in paid employment and indicating the weekly working hours, or a proof of registration at the ADEM.	□ Yes	□No
Direct debit order, duly completed and signed, if your bank details have changed.	□ Yes	□No
If applicable, a copy of the judgment / summary judgment on parental authority.	□ Yes	□No
If applicable, a copy of the child's vaccination card.	□ Yes	□No

The following documents **must be updated**:

- Annex 1 or 1a: Attendance sheet
- **Annex 9:** Authorization for the taking and/or publication of images (photographs or videos)
- Annex 10: No re-billing in the event of failure to renew the service contract
- **Certificates of employment** for persons with educational rights, attesting to salaried employment and weekly hours worked, or proof of registration with ADEM.
- Where applicable, a medical certificate attesting to allergies and/or intolerances.
- For children with special health needs, the **Individualized Care Project** and the **Emergency Action Plan**.

We agree to the renewal of our child's registration:			
Place and date:	, the		
Signature of the legal rep	resentative(s):		
		f the judgment is required/ summary oof of the judgment is required/ summary	
			

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