

Enrolment renewal

School year 2023-2024

To be returned at the SEA before the 17.05.2023

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 August 16, 2023. We kindly ask you to confirm that you wish to renew the enrolment for the school year 2023/2024 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.

Christine JUDE – Manager of the SEA Leudelange

Tel / Mobile : 37 92 92 352 / 621 559 897

Email : christine.jude@croix-rouge.lu

Marylène AMEIXA

Groupe- leader précoce & Cycle1

Tel / Mobile: 37 92 92 350 / 621 823 119

Email : ameixa.marylène@croix-rouge.lu

Amandine REULAND

(Temporary replaced by Zakaria Fawzi)

Groupe - leader Cycle2 -4.

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Email : zakaria.fawzi@croix-rouge.lu

must be submitted to the SEA

Enrolment renewal

School year 2023-2024

To be returned at the SEA before the 17.05.2023

The undersigned,

Mrs. and/or Mr. _____

Address:

N° _____, Street _____

L- _____ City _____

Contact details:

Name: _____

Phone number: _____

Email address: _____

Name: _____

Phone number: _____

Email address: _____

consent to a renewal of the enrolment of our child:

Surname: _____

Name: _____

Cycle attended in 2022-2023: _____

must be submitted to the SEA

In case of any modification of the documents listed above, we ask you to send us these documents so that we can update your file!

Mandatory documents to submit		
Current (2023) 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.	To submit mandatory	
Annex 1 : Attendance sheet for the school year 2022/2023	To submit mandatory	
Annex 4 : Parental consent (SEA- Home ; SEA - Club ...) <u>If YES</u> , to be submitted before it starts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Annex 10 : Authorization for taking and/publishing images	To submit mandatory	

Documents to control	Modification	
Copy of the identity cards of the persons having parental authority, as well as of any third party authorised to pick up the child.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Annex 3 : Parental authorization for third parties (with current copy of ID-cards)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Direct debit order , duly completed and signed <u>(if your bank details have changed)</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of the child's vaccination card . <u>(if there has been changes)</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If present: A copy of the judgment / summary judgment on parental authority.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Annex 11 : Do you already have access to the DIMMI application ? <u>If NO</u> , please submit annex 11a if you want access.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

must be submitted to the SEA

Please tick the following boxes :

☐ I certify / We certify that we have read the internal rules and regulations 2023-2024 as well as their modifications and confirm the validity of the documents.

For children with **allergies or intolerances**, the documents listed below must be updated:

- A medical certificate attesting to allergies and/or intolerances (annex 8).
- For children with specific health needs, the **Individualized Care Project** and the **Emergency Action Plan**.

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.

☐ I acknowledge / 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 9).*
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.croix-rouge.lu/fr/protection-des-donnees/>) and displayed in the Maison Relais / Crèche.*

☐ I consent / We expressly and explicitly consent to the SEA - Service d'Education et d'Accueil Leudelange processing the child's health information provided above.

Place and date: _____, the ____/____/ 20 ____

Signature of the legal representative(s): _____

must be submitted to the SEA

Annex 1: Attendance sheet for school year 2023/2024

Child's name: _____

Class of Mrs. / Mr. _____ Cycle: _____

I wish to enrol my child for the following days and time slots throughout the school year 2023/2024 starting on _____.

Timetable	Monday			Tuesday			Wednesday			Thursday			Friday		
07.00 - 08.00															
11.30-12.00 Only C1.	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A	SEA	AB	A
08.00 - 12.00	SEA closed (except during school holidays)														
12.00 - 13.45															
13.45 -15.45	SEA closed (except during school holidays)						SEA closed (except during school holidays)						SEA closed (except during school holidays)		
15.45-16.00															
16.00-16.30															
16.30-17.00															
17.00-17.30															
17.30-18.00															
18.00-18.30															
18.30-19.00															

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

AB= Accueil Bus

The child will take the bus at 12 pm

A= Accueil

The child will be picked up at 12 pm

Comment :

Date and signature: _____

To be returned optionally to the SEA

Annex 4: Parental consent "Trips to and from the SEA – Home"

Children are authorised to go home on their own only with the explicit written consent of their legal representatives. The latter declare their child fit to come and go on its own and assume full responsibility for these trips.

This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives, in case they wish their children to have the right to leave the SEA on their own.

Must be completed and given to the person in charge of the SEA.

I, the undersigned _____

(Surname and first name of the father, the mother or a legal representative)

declare my child:

Surname & first name	Cycle

to be competent to make the following trips on its own and authorise it to do so:

☐ Home → SEA ☐ SEA → Home

On the following day :

☐ Monday at _____ ☐ Tuesday at _____ ☐ Wednesday at _____

☐ Thursday at _____ ☐ Friday at _____

and I declare to assume all responsibility for these trips

☐ during the whole school year 2023-2024.

☐ during the following period from _____ until _____.

☐ Only by informing the SEA (SMS / Mail)

(date)

(signature)

To be returned optionally to the SEA

Annex 4a: Parental consent **CYCLE 1 "Trips to and from the SEA – Club"**

This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own for musical or sports activities.

Must be completed and given to the person in charge of the SEA for every single trip !

I, the undersigned _____ declare my child
(Surname and first name of the father, the mother or a legal representative)

Surname & first name	Cycle
	1

To be competent to make following trips:

	Accompanied
To the club : <input type="checkbox"/> initiation à la musique <input type="checkbox"/> LASEP <input type="checkbox"/> Chorale	<input type="checkbox"/>
Following day : <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
Start / Return : from _____ to _____ pm.	

☐ During the whole school year 2023-2024.

☐ During the period from _____ until _____.

(date)

(signature)

To be returned optionally to the SEA

Annex 4.b.: Parental consent CYCLE 2-4 "Trips to and from the SEA – Club"

Children are authorised to go to a club/activity on their own only with the explicit written consent of their legal representatives. The latter declare that their child is fit to travel alone and assume full responsibility for these trips.

This authorisation, indicating the exact timeframe for the trips to and from the SEA, must be submitted to the SEA by the legal representatives in case they wish their children to have the right to leave the SEA on their own for musical or sports activities.

Must be completed and given to the person in charge of the SEA for every single trip !

I, the undersigned _____ declare my child:

(Surname and first name of the father, the mother or a legal representative)

Surname & first name	Cycle

To be competent to make following trips:

	Accompanied to the Centre Culturel Eech	Alone	
		Hall sportif	Centre culturel Eech
To the following activity : <input type="checkbox"/> Solfège <input type="checkbox"/> LASEP <input type="checkbox"/> Chorale <input type="checkbox"/> Instrument _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following day : <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			
Start / Return : à _____h jusqu'à _____pm			

and I declare to assume all responsibilities for these trips

☐ During the whole school year 2023-2024.

☐ During the period from _____ until _____.

_____ (date)

_____ signature)

must be submitted to the SEA

Annex 10: Authorisation for taking and/publishing images (photographs or videos)

(minor child under the age of 13)

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: Leudelange

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 (*surname, first name*) _____,

residing at (*address*) _____:

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

1. Authorisation and use of image capture

- ☐ to photograph or film my child, whose identity is stated above, during internal activities of the SEA in which it is taking part.

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

2. Authorisation and use of images beyond daily SEA 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 magazine "Die Kunterbunte", edited by and for children enrolled in the SEA
☐ the dissemination of photos and/or videos on the following websites:

must be submitted to the SEA

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).

Use of images in the application DMM!

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 the latter's 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 that I have full civil rights in respect of the minor named above.

Luxembourg, _____

(Signature of the child's legal representative)

To be returned optionally to the SEA

Annexe 11 : Explication for the DIMMI application

(In case of a new enrolment)

Dear parents,

the SEA Leudelange is pleased to offer you the use of the Dimmi application, downloadable on iOS and Android devices.



What is the purpose of the Dimmi application?

- Dimmi will facilitate communication between parents and the SEA.
- You will have quick and easy access to forms, registration reminders, programs, menus and other SEA publications.
- Photos and short presentations of your child's activities will also be posted regularly.

Only the name and surname of the child and the email address of the parents/guardian will be stored by the application provider, EducDesign S.A.

I invite you to visit the Dimmi application website at www.dimmi.lu where you will find further explanations on how the application works as well as the provisions on data protection.

The use of the application is of course not compulsory and only parents who hand in the coupon below will be given a QR-code to log in to Dimmi.

Who can log in?

- Please note that each child is given a QR-code and that only the child's parents and guardians are allowed to log in to the application. For security reasons, we reserve the right to block access to the application in case of abuse.

Please join us!

We look forward to meeting you on Dimmi,

To be returned optionally to the SEA

Annexe 11a : Access request for the DIMMI application

(In case of a new enrolment)



AUTHORIZATION OF THE LEGAL REPRESENTATIVE

I, the undersigned (first name, surname) _____

residing at (address) _____

wish to have access to the Dimmi application and hereby authorise the Service Maison Relais et Crèches de la Croix-Rouge luxembourgeoise, located at 44, boulevard Joseph II, L-2014 Luxembourg (tick the boxes) :

This authorization, granted free of charge, is valid for the school year 2023-2024

The Service Maison Relais et Crèches de la Croix-Rouge luxembourgeoise will exercise all exploitation rights attached to this audiovisual work/recording which will remain its exclusive property. **Please tick the following boxes.** :

- ☐ 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 Luxembourg Red Cross Relay House and Crèches Service (page 1/2), and that I have read and understood the above-mentioned 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 to the associated processing of his/her personal data.
- ☐ I acknowledge that I have full civil rights with regard to the minor named above.
- ☐ I would like to receive a QR code to access the Dimmi application.

SURNAME AND NAME OF THE CHILD	
GROUP OF THE CHILD	
<input type="radio"/> Précoce & Cycle 1 <input type="radio"/> Cycle 2-4.	
MAIL-ADRESS of the mother	
MAIL-ADRESS of the father	

Done at Leudelage, the _____ / _____ / 2023

Signature of the child's legal representative: _____