

Steinfort, February 23<sup>rd</sup> 2023**Subject: School year 2023/2024 - Cycle I (early education)****Dear parents, Dear Madam, Dear Sir,**

The College of Burgomasters and Aldermen of the municipality of Steinfort hereby informs you of the possibility of applying for early education for the start of the school year 2023/2024, on 15 September 2023.

Cycle I is an integral part of the Luxembourg school system. It includes early education groups and pre-school classes.

Application to early education is free and attendance is not compulsory. It does, however, give children the opportunity to interact with other children in a playful way. From early childhood, which is a phase of intense development, children should be prepared for a life of independence, discovery and lifelong learning. Through contact with others, children can develop their language, communication and social, physical and motor, emotional and cognitive skills. Early education emphasises play, educational play and language training through practice. Foreign children have the opportunity to improve their Luxembourgish before starting pre-school education.

**Admission age**

Every child who is **3 years old by 1 September 2023** can be admitted to an early education class.

**Timetable and reception**

Early Education runs from 8.00 to 11.45 Monday to Friday and from 2.00 to 3.50 pm on Monday, Wednesday and Friday. Arrival time in the morning is between 7.30 and 9.00 am, and in the afternoon children can come between 1.50 and 2.00 pm. The departure time is between 11.30 and 11.55 am (Monday, Wednesday, Friday) or 12.30 pm (Tuesday and Thursday) in the morning and between 15.50 and 16.00 pm in the afternoon.

**For school organisation reasons, we would like to kindly ask you to inform if you would like to enrol your child/children in Cycle I in the municipality of Steinfort by 31 March 2023 at the latest.**

**In order to have reliable data regarding the number of children to be enrolled or the number of groups to be planned, parents who do not wish to register their child are kindly asked to reply via the enclosed registration form. Thank you very much in advance.**

If you have any questions about the school organisation of the Steinfort Basic School, please contact Mr Christian KOHNEN, Chairman of the school committee, at **399 313-301** or by e-mail **christian.kohnen@education.lu**.

Thank you for your kind cooperation.

For the College of Burgomasters and Aldermen,



**Sammy WAGNER**  
Mayor



**Diane STOCKREISER-PÜTZ**  
Corporate officer



Formular auf DE



Formulaire en FR





## Registration form - Cycle 1 pre-school „Précoce“ education

School year 20 / 20

Children who have reached the age of 3 before 1 September are eligible for the 1<sup>st</sup> cycle of pre-school „Précoce“ education. Enrolment in pre-school education is optional and will be done with this form. Please see the back of the document for further information.

**For organisational reasons all parents are requested to return this form!**

**In order to have reliable figures for the number of children to be enrolled or the number of groups to be planned, parents who do not wish to enrol their child in early education are asked to reply by means of the enrolment form. Thank you.**

### Information on the applicant

Name:

First Name:

No. & Street:

Postcode: L- Town:

Matricule:

Place of birth:

Sex: female male Natonality:

Language(s) spoken: Luxembourgish French German English Portuguese

Other(s):

### Registration on the child

The child will not be enrolled in the pre-school „Précoce“ system of the Municipality of Steinfort.

The child will attend the following pre-school „Précoce“ sessions (please mark your choices with a cross):

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Morning (08:00 - 11:45)</b>					
<b>Afternoon (14:00 - 15:50)</b>					

**Please note!**

Registration for a minimum of 5 sessions per week is recommended.

Registration for a minimum of 3 sessions per week is compulsory.

Specific needs and remarks:



## Information on persons exercising parental authority

### Mother

Name, First Name:

No. & Street:

Postcode: L- Town:

Private phone: Business phone:

Email:

### Father

Name, First Name:

No. & Street:

Postcode: L- Town:

Private phone: Business phone:

Email:

### Other person(s) to contact in case of emergency

Name, First Name:

Private phone: Business phone:

Name, First Name:

Private phone: Business phone:

### Contact persons

Pre-school „Précoce“ education in Steinfort: Mrs. Carole Barthélemy, Sonja Meyers  
(+352) 39 93 13-360

Pre-school „Précoce“ education in Kleinbettingen: Mrs. Michèle Arnold, Lynn Frieden,  
Tanja Calderoni, Jessica Trausch  
(+352) 39 93 13-354

## Excerpt from the internal regulations concerning the functioning of cycle 1 groups («pre-school „Précoce“ education»)

1. Children who have reached the age of 3 before 1 September of the school year are eligible for the pre-school cycle.
2. Admissions are made at the beginning of the school year, upon declaration by the parents to the local administration (submission of the registration form).
3. The enrolment of children is free and optional. Nevertheless, registered children are required to be present regularly.
4. The registration of children for a minimum of 5 slots per week is recommended.  
Registration for a minimum of 3 slots per week is compulsory.
5. It is desirable that the children are “clean”.
6. Children who are enrolled in the first cycle and who live in a municipality other than Steinfort can be admitted to the group with the highest number of free slots.
7. Children who are enrolled during the school year will be admitted to the group with the highest number of free slots.
8. The difference between the class sizes of the two groups shall not exceed the number of 3 children.
9. All cases not provided for in the present regulation require a decision by the College of Burgomasters and Aldermen on the advice of the School Committee and the Regional Directorate of Basic Education.

### Opening hours and admission

Early education operates from 8 am to 11:45 am on Mondays to Fridays and from 2 pm to 3:50 pm on Mondays, Wednesdays and Fridays. Arrival time in the morning is between 7:30 am and 9 am and in the afternoon between 1:50 pm and 2 pm.

Departure time is in the morning between 11:30 am and 11:55 am (Monday, Wednesday, Friday) or 12:30 pm (Tuesday and Thursday), in the afternoon between 3:50 pm and 4 pm.

This form should be returned by 31 March 2023 at the latest to **Commune de Steinfort - B.P. 42 - L-8401 STEINFORT** or [debbie.houss@steinfort.lu](mailto:debbie.houss@steinfort.lu) Do not hesitate, if necessary, to ask for further forms or additional information at 39 93 13-218

I, the undersigned, declare that the information provided on this form is accurate.

Place & date:

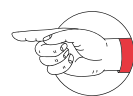
Signature



Formular auf DE



Formulaire en FR



The information collected in this application form is necessary in order to proceed with your request for the "Registration form - In cycle 1 pre-school „Précoce“ education". This personal information will be processed by computer in order to process your request. The recipients of the information are the Municipality of Steinfort and the Steinfort Basic School (pupils: surname, first name, address, registration number, place of birth, sex, nationality, language(s) spoken, special needs and remarks, if any; parent(s)/guardian(s): surname, first name, address, home phone number, work phone number; other person(s): surname, first name, phone number) as well as after entering the pupils' personal data in the national pupil file «Scolaria» the Ministry of National Education (pupils: surname, first name, address, registration number, place of birth, sex, nationality). They are registered in the computer system of the Commune and the Basic School, as well as in the national pupil file «Scolaria» of the Ministry of National Education. Your data and the data of your child are kept at the Commune for the time necessary to achieve the above-mentioned purposes and at the Basic School of Steinfort for the duration of his/her schooling in Steinfort or for as long as the legislation obliges us to keep them.

In accordance with the Regulation (EC) 2016/679 on the processing of personal data and on the free movement of such data, you have the right to access, rectify, erase or request the restriction of the processing of your data. You have the right to object to the processing of your personal data, the right to dereference of your data and the right to challenge a decision resulting from an automated process.

You also have the right to lodge a complaint with the National Commission for Data Protection (CNPD), if you believe that the processing of your data does not comply with the law. To exercise your rights provided by the law or to withdraw your consent to the processing of your personal information, please contact the Data Protection Officer of the municipality of Steinfort by e-mail to: [dpo@steinfort.lu](mailto:dpo@steinfort.lu), or by post to:

DPO - Commune de Steinfort 4, Square Patton L-8443 Steinfort.

By filling in and returning this form, you consent to the use of your personal data for the purpose of your application for a "Registration form - In cycle 1 pre-school „Précoce“ education".