

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

The College of Burgomasters and Aldermen of the municipality of Steinfort hereby informs you that your child's compulsory schooling will begin on 15 September 2023.

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

Pre-school education is for children **between 4 to 6 years old**. It consists of two years and attendance is compulsory for all children who are 4 by the **first of September** of the current year. The purpose of pre-school education is to contribute to equal opportunities and the acquisition of knowledge and skills. It prepares the child for collective living and learning experiences by aiming at his/her global development, social and school integration. The educational activities stimulate mental, cognitive, language, creative and motor development. One of the main objectives is to learn Luxembourgish.

The law published on 6 February 2009 on compulsory education stipulates that every child is automatically enrolled in a school in the school district of his or her residence.

To confirm your child's enrolment in a cycle I class (pre-school) in the municipality of Steinfort for the school year 2023/2024, please fill in the attached enrolment form and send it back to us by **31 March 2023** at the latest.

The distribution of children to the different school buildings and classes will take place after this deadline. In July 2023, you will be informed of the class your child will attend from 15 September 2023.

If the child is to be enrolled in a school other than the one in the municipality of residence, the parents must inform the Steinfort local authority without any delay and at the latest eight days after the start of the course. You can do so by submitting a copy of the enrolment certificate issued by the school.

For further information, please contact Mr Christian KOHNEN, Chairman of the school committee, at the Steinfort Basic School, at **399 313-301** or by e-mail **christian.kohnen@education.lu**.

Thank you for your kind cooperation.



**Sammy WAGNER**  
Mayor



**Diane STOCKREISER-PÜTZ**  
Corporate officer



Formular auf DE



EN form





## Registration form - Cycle 1.1 pre-school education

**School year 20 / 20**

For the distribution of children to the different school sites and classes in Steinfort and Kleinbettingen, the place of residence of the children will be taken into account. Priority will be given to children who already have a brother/sister on the same school site. For organisational and pedagogical reasons, balanced classes are to be created. It should be noted that the general school organisation takes precedence over any individual request.

### Child's details

Last Name:

First Name:

No. & Street:

Postcode: L- Town:

Matricule:

Lieu de naissance:

Sex : female male Nationality:

Language(s) spoken: Luxembourgish French German English Portuguese

Other(s):

The child is currently attending pre-school education: yes no

### Information on persons exercising parental authority

Mother Father Guardian

Last Name:

First Name:

Phone number:

E-mail:

Mother Father Guardian

Last Name:

First Name:

Phone number:

E-mail:

## Child's enrolment

I hereby certify that my child will fulfil his/her school obligation:

in a cycle 1 (pre-school) class in the municipality of Steinfort

in a cycle 1 school (pre-school) in another municipality\*

\*In this case, a certificate of enrolment must be submitted to the Steinfort local authority

### Any special needs and remarks

### Contact persons

Mr. Christian Kohnen, Chairman of the School Committee

(+352) 39 93 13-301 / christian.kohnen@education.lu

### Cycle 1 class schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am - 11:45am	8:00am - 11:45am	8:00am - 11:45am	8:00am - 11:45am	8:00am - 11:45am
14:00pm - 15:50pm	/	14:00pm - 15:50pm	/	14:00pm - 15:50pm

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



Formulaire en FR



Formular auf DE

The information collected in this application form is necessary in order to proceed with your request for the «Registration form - In cycle 1.1 pre-school 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 1.1 pre-school education."