

2) Contact person

Legal representative:

Surname:

Firstname:

House number and street name:

Postcode: L-

Town:

Matricule:

Mobile phone number:

Fax:

Workplace phone number:

E-mail:

3) Persons authorised to collect the child (other than legal guardians)

Fullname:

Mobile phone number:

Fax:

Workplace phone number:

E-mail:

Relationship:

Fullname:

Mobile phone number:

Fax:

Workplace phone number:

E-mail:

Relationship:

Please attach a photo of the persons authorised to collect the child for identification purposes.



Registration form for the week from 17 July to 21 July 2023

Name of the child:

Class 2022/2023:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	17.07.2023	18.07.2023	19.07.2023	20.07.2023	21.07.2023
7:00-8:00					
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00	X	X	X	X	X
15:00-16:00	X	X	X	X	X
16:00-17:00	X	X	X	X	X
17:00-18:00					
18:00-19:00					

This form must be submitted by email (maisonrelais@steinfort.lu) by 16 June 2023 at 12:00. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Children enrolled at Maison Relais from 17 July to 28 July are automatically enrolled for the holiday activities ("Spillnomëtteger 2023" programme). Important: Please also submit the form on page 6.

Registration form for the week from 24 July to 28 July 2023

Name of child:

Class 2022/2023:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	24.07.2023	25.07.2023	26.07.2023	27.07.2023	28.07.2023
7:00-8:00					
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00	X	X	X	X	X
15:00-16:00	X	X	X	X	X
16:00-17:00	X	X	X	X	X
17:00-18:00					
18:00-19:00					

This form must be submitted by email (maisonrelais@steinfort.lu) by 16 June 2023 at 12:00. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Children enrolled at Maison Relais from 17 July to 28 July 2023 are automatically enrolled for the holiday activities ("Spillnomëtteger 2023" programme). Important: Please also submit the form on page 6.

Registration form for the week from 14 August to 18 August 2023

Name of the child:

Class 2022/2023:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	14.08.2023	15.08.2023	16.08.2023	17.08.2023	18.08.2023
7:00-8:00					
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-18:00					
18:00-19:00					

This form must be submitted by email (maisonrelais@steinfort.lu) by 30 June 2023 at 12:00. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Registration form for the week from 21 August to 25 August 2023

Name of the child:

Class 2022/2023:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	21.08.2023	22.08.2023	23.08.2023	24.08.2023	25.08.2023
7:00-8:00					
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-18:00					
18:00-19:00					

This form must be submitted by email (maisonrelais@steinfort.lu) by 30 June 2023 at 12:00. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Registration form for the week from 28 August to 1st September 2023

Name of the child:

Class 2022/2023:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	28.08.2023	29.08.2023	30.08.2023	31.08.2023	01.09.2023*
7:00-8:00					
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-18:00					
18:00-19:00					

This form must be submitted by email (maisonrelais@steinfort.lu) by 30 June 2023 at 12:00. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

*Children entering cycle 1.1 in the 2023/2024 school year will be accepted from 1st September 2023.

Registration form for the week from 04 September to 08 September 2023

Name of the child:

Class 2022/2023:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	04.09.2023	05.09.2023	06.09.2023	07.09.2023	08.09.2023
7:00-8:00					
8:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-18:00					
18:00-19:00					

This form must be submitted by email (maisonrelais@steinfort.lu) by 30 June 2023 at 12:00. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Registration form for the week from 11 September to 14 September 2023

Name of the child:

Class 2022/2023:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:



	11.09.2023	12.09.2023	13.09.2023	14.09.2023
7:00-8:00				
8:00-9:00				
9:00-10:00				
10:00-11:00				
11:00-12:00				
12:00-13:00				
13:00-14:00				
14:00-15:00				
15:00-16:00				
16:00-17:00				
17:00-18:00				
18:00-19:00				

This form must be submitted by email (maisonrelais@steinfort.lu) by 30 June 2023 at 12:00. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

4) Parental consent for the administration of medication

The staff of the Maison Relais is authorised to give my child, if necessary, the medicines listed below:

Name of the medicine	For what treatment?	I give permission	I do NOT give permission
Systra Gel	Insect bites		
Octenisept	Disinfection of wounds		
Arnica natural gel	Minor injuries		
In case of a tick bite, the Maison Relais staff is authorised to remove, clean, and disinfect the wound carefully.			

4.1.) Parental authorisation for the use of still and moving images taken at the Maison Relais

Do you authorise staff members to take photographs of your child undertaking activities and for these images to be included on various publications for the Maison Relais' activities?

Media	I give permission	I do NOT give permission
Print (Kanner- or Gemengebuet; Stengeforter Neiegkeeten; logbook; decoration of the walls in the halls and/or rooms of the Maison Relais); portfolio of activities that the children get at the end of the Spillnomëtteger sessions as a souvenir)		
Web (Website and social networks of the municipal administration and website of the Maison Relais and television (broadcast of Steinfort TV on ApartTV and DokTV))		

5) Documents to be attached

A photo of the persons authorised to collect the child for identification purposes.

If applicable:

Medical prescriptions and parental permission.

Certificate of decision of the court in case of sole custody rights.

!! Please note:

- Children signed up at the Maison Relais during the month of July (from 17 to 28 July 2023) are automatically registered for the holiday activities (you do not need to hand in the "Spillnomëtteger" sessions registration form).
- Children who are not registered for chèques-services pay the maximum rate (i.e. 7.50€ per hour) at the Maison Relais. Cards must be renewed every year!
- The Maison Relais will be closed from 29 July 2023 to 13 August 2023 inclusive.

I, the undersigned, responsible for the child, declare that the information given on this form is correct.

This form must be returned **by 15 May 2023** to:
Maison Relais de Steinfort
7B rue de Hagen - L-8421 STEINFORT
 or by e-mail to: maisonrelais@steinfort.lu
 Do not hesitate to ask for additional forms or information if needed at phone number: 39 93 13-370 or by e-mail maisonrelais@steinfort.lu

Place and date:

Signature of the parent/legal guardian:

Please note: Incomplete registrations will not be processed and will be returned to you!

Protection of personal data

Information collected in the present form is necessary in the context of your "Application for registration of your child for holiday activities at the Maison Relais in Steinfort". This personal information will be the subject of computerised treatment which is necessary for the processing of your request. The only recipient of the information and personal data of the child, of the legal guardians, of the persons authorised to take back the child (other than the legal guardians) and of the medical information concerning the child is the Commune of Steinfort and the Maison Relais in Steinfort, as well as, after introduction of these personal data in the PGI programme of the SIGI (Syndicat Intercommunal de Gestion Informatique) and the Chèque-Service-Accueil programme, the Ministry of Education. They are registered in the computer system of the Commune and the Maison Relais, as well as in the PGI programme of the SIGI (Syndicat Intercommunal de Gestion Informatique) and in the Chèque-Service-Accueil programme of the Ministry of Education. Your data, the data of the persons authorised to take over your child and your child's data, as well as the documents to be attached to the application, are kept at the Commune for the time necessary to fulfil the purposes mentioned above and at the Maison Relais for the duration of your child's enrolment at the Maison Relais in Steinfort or for as long as the legislation requires us to keep them.

In accordance with Regulation (EU) 2016/679 on the protection of individuals about the processing of personal data and on the free movement of such data, you have the right to request from the controller access to, rectification or erasure of, or restriction of the processing of your data held about you and your child. You have the right to object to the processing of your data, the right to have your data deleted and the right to challenge a decision taken based on automated processes. In addition, you have the right to lodge a complaint with the Commission nationale de la protection des données (CNPD) if you consider that the processing of your data is not in accordance with the law.

If you wish to exercise any of your rights or withdraw your consent to the processing of your data, you can contact the Data Protection Officer of the Commune of Steinfort by e-mail: dpo@steinfort.lu, or by registered mail to:

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

By submitting this form, you agree to the processing of your personal data, the data of the persons authorised to take over your child and the data of your child in the context of the processing of your "Application for signing up your child at the Maison Relais in Steinfort during the summer holidays".

