

Registration form

at the Maison Relais during the 2024 summer holidays

Children entering cycle 1.1 in the 2024/2025 school year will be accepted from 2nd September 2024.

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

1) Child's details

Surname child:

First name child:

Current class (school year 2023/2024)

in Kleinbettingen

in Steinfort

Cycle 1.1

Cycle 1.2

Cycle 2.1

Cycle 2.2

Cycle 3.1

Cycle 3.2

Cycle 4.1

Cycle 4.2

House number and street name:

Postcode:

L-

Town:

Matricule:

Place of birth:

Sex:

female

male

other

Nationality:

Language(s) spoken:

luxembourgish

french

german

english

portuguese

Others:

Does the child have any health conditions requiring care at the Maison Relais?

Yes

No

If yes, which one(s)?

Allergie(s)

Yes

No

If yes, which one(s)?

**If the child has a food allergy and/or needs to take medication at the Maison Relais, parental authorisation and a medical prescription must be attached to the registration form!
If the child's health condition requires special care, please inform those in charge.**

Has a PAI (Projet d'accueil individualisé) already been established?

Yes

No

Does the child take any medication?

Yes

No

2) Parental permission to administer medication

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

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

3) Contact person

Legal representative:

Surname:

Firstname:

House number and street name:

Postcode: L-

Town:

Matricule:

Mobile phone number:

Fax:

Workplace phone number:

E-mail:

4) Person(s) authorised to collect the child (other than legal guardians)

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

Fullname:

Mobile phone number:

Fax:

Workplace phone number:

E-mail:

Relationship:

Fullname:

Mobile phone number:

Fax:

Workplace phone number:

E-mail:

Relationship:





Registration form for the week from 16.07.2024 to 19.07.2024

Name of the child:

Class 2023/2024:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	15.07.2024	16.07.2024	17.07.2024	18.07.2024	19.07.2024
7am-8am					
8am-9am					
9am-10am					
10am-11am					
11am-12am					
12am-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					

This form must be submitted by email (maisonrelais@steinfort.lu) by 14th June 2024 at 12am. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Important: Please also submit the form on page 6.

Registration form for the week from 22.07.2024 to 26.07.2024

Name of the child:

Class 2023/2024:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	22.07.2024	23.07.2024	24.07.2024	25.07.2024	26.07.2024
7am-8am					
8am-9am					
9am-10am					
10am-11am					
11am-12am					
12am-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					

This form must be submitted by email (maisonrelais@steinfort.lu) by 14th June 2024 at 12am. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Children signed up at the Maison Relais from 12.07. to 26.07.2024 are automatically registered for the holiday activities (you do not need to hand in the "Spillnommëtteger" sessions registration form).

Important: Please also submit the form on page 6.

Registration form for the week from 29.07.2024 to 02.08.2024

Name of the child:

Class 2023/2024:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

Teacher:

	29.07.2024	30.07.2024	31.07.2024	01.08.2024	02.08.2024
7am-8am					
8am-9am					
9am-10am					
10am-11am					
11am-12am					
12am-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					

This form must be submitted by email (maisonrelais@steinfort.lu) by 14th June 2024 at 12am. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):



Registration form for the week from 19.08.2024 to 23.08.2024

Name of the child:

Class 2023/2024:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

Teacher:

	19.08.2024	20.08.2024	21.08.2024	22.08.2024	23.08.2024
7am-8am					
8am-9am					
9am-10am					
10am-11am					
11am-12am					
12am-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					

This form must be submitted by email (maisonrelais@steinfort.lu) by 28th June 2024 at 12am. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):



Registration form for the week from 26.08.2024 to 30.08.2024

Name of the child:

Class 2023/2024:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

Teacher:

	29.07.2024	30.07.2024	31.07.2024	01.08.2024	02.08.2024
7am-8am					
8am-9am					
9am-10am					
10am-11am					
11am-12am					
12am-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					

This form must be submitted by email (maisonrelais@steinfort.lu) by 28th June 2024 at 12am. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Registration form for the week from 02.09.2024 to 06.09.2024

Name of the child:

Class 2023/2024:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

Teacher:

*Children entering cycle 1.1 in the 2024/2025 school year will be accepted from 2nd September 2024.					
	02.09.2024	03.09.2024	04.09.2024	05.09.2024	06.09.2024
7am-8am					
8am-9am					
9am-10am					
10am-11am					
11am-12am					
12am-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					

This form must be submitted by email (maisonrelais@steinfort.lu) by 28th June 2024 at 12am. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

Registration form for the week from 09.09.2024 to 13.09.2024

Name of the child:

Class 2023/2024:

Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	09.09.2024	10.09.2024	11.09.2024	12.09.2024	13.09.2024
7am-8am					
8am-9am					
9am-10am					
10am-11am					
11am-12am					
12am-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					

This form must be submitted by email (maisonrelais@steinfort.lu) by 28th June 2024 at 12am. Applications will not be considered after this date.

Date:

Signature of legal guardian(s):

5) 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))		

6) Documents to be attached

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 from 22nd July to 2nd August 2024 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 5th to 16th August 2024 inclusive.**

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

This form must be returned by 15th May 2024 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:

Protection of personal data

Information collected in the present form is necessary in the context of your "Registration form for summer holidays 2024 in 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 "Registration form for summer holidays 2024 in the Maison Relais in Steinfort".