

Registration form

For holiday activities at the Maison Relais

Dear Parents,
From 16th July to 30th July 2025, holiday activities will revolve around the theme of « Life in the Middle Ages ». The children can register for the desired days.

The deadline for registration is **15th May 2025**. After this date, no entries will be accepted.

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



Theater PROJECT DESCRIPTION:

Date:

Wednesday, 16 July 2025, to Wednesday, 30 July 2025

Description:

The theatre project consists of several workshops held over a period of two weeks at the Maison Relais in Steinfort and is open to all children participating in the holiday activities of the municipality of Steinfort.

During the first session, the children take part in a story development session where they can actively participate in the creation of the plot of their "play". The supervisors then organise the story and divide it into different sequences. The children are then divided into working groups. Each group is given a specific task, be it designing the set, costumes, music, communication, acting, sound, etc.

During the following two weeks, the groups work on the realisation of their tasks. The aim is to perform a play developed by the children themselves on Wednesday 30 July 2025 in the cultural centre 'Keeseminnen'.

Workshop Duration:

From Wednesday, 16 July 2025, to Wednesday, 30 July 2025, from 2:00 pm to 5:00 pm at the Keeseminnen cultural center.



General information on holiday activities

- Meet every day behind the Maison Relais building.
- For health and safety reasons and to share any relevant information, the person accompanying the child(ren) must always report to the instructor upon arrival and prior to taking them home.
- Children should bring a snack and enough water every day.

I, the undersigned (legal representative):

Full name:

wish to register my child (full name):

Current class (school year 2023/2024) in Kleinbettingen in Steinfort

Early Education

Cycle 1.1 Cycle 1.2 Cycle 2.1 Cycle 2.2 Cycle 3.1 Cycle 3.2 Cycle 4.1 Cycle 4.2

Dates	Early Education	Cycle 1	Cycle 2	Cycle 3	Cycle 4
16.07.2025					
17.07.2025					
18.07.2025					
21.07.2025					
22.07.2025					
23.07.2025					
24.07.2025					
25.07.2025					
28.07.2025					
29.07.2025					
30.07.2025					

30th July 2025: **Performance from 5:00 pm to 6:00 pm at the Keeseminnen Cultural Center.**



Précoce 2024/2025

The toddlers will take part in the drama but will have separate activities in small groups.

Workshops during the Holiday Activities (C1/C2/C3/C4)

Theater :

Instructor: Gilles Seyler

1. Actor/Actress:	1 st Choice	2 nd Choice	3 rd Choice
2. Extra	1 st Choice	2 nd Choice	3 rd Choice
3. Narrator	1 st Choice	2 nd Choice	3 rd Choice
4. Whisperer	1 st Choice	2 nd Choice	3 rd Choice

Shadow Theater and Set Design :

1st Choice 2nd Choice 3rd Choice

Instructor: Claudine Furlano

Music (Choir and Instruments) :

1st Choice 2nd Choice 3rd Choice

Instructor: Sacha Hanlet

Dance :

1st Choice 2nd Choice 3rd Choice

Instructor: Marc Folschette

Costumes and Make-up:

1st Choice 2nd Choice 3rd Choice

Sound and Lighting:

1st Choice 2nd Choice 3rd Choice

Instructor: Lemon Event Support

(only C4 and a maximum of 8 children)



Please circle the option that best suits you.

Make sure you only circle one choice per option!

1) Child's details

Surname:

First name:

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

Other(s):

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.**

2) Contact person

Legal representative:

Surname:

First name:

House number and street name:

Postcode: L- Town:

Matricule:

Mobile phone number: Fax:

Workplace phone number: E-mail:

3) Person authorised to collect the child (other than the legal representative)

Full name:

Mobile phone number:

Fax:

Workspace phone number:

E-mail:

Relationship:

4) Parental permission to administer medication

If necessary, Maison Relais staff members are authorised to give my child the medicines listed below:

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.			

4.1.) Parental authorisation for the use of still and moving images produced by the Maison Relais

Do you authorise the taking of pictures during the various activities in which your child appears and the publication of these pictures for publicity purposes linked to the Maison Relais's 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))		
Photos for the photo book that is handed out to each child on the last day of the "Spillnomëtteger"		

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.

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 2025 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 "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 your child's data to process your "Application for registration of your child for holiday activities at the Maison Relais in Steinfort".

