



# De Kannerbuet

N°12 / 2024-2025

**NEW**  
**kidola**

app for your  
child's registration  
**page 18**



**All you need to know about  
the Maison Relais in Steinfort**

Commune de  
**Steinfort**

# Summary

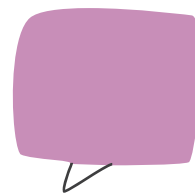


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Calendar with school holidays and holidays 2024/2025																															
September 2024							October 2024							November 2024							December 2024										
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su				
35						1	40	1	2	3	4	5	6	44					1	2	3	48						1			
36	2	3	4	5	6	7	8	41	7	8	9	10	11	12	13	45	4	5	6	7	8	9	10	49	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15	42	14	15	16	17	18	19	20	46	11	12	13	14	15	16	17	50	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22	43	21	22	23	24	25	26	27	47	18	19	20	21	22	23	24	51	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29	44	28	29	30	31			48	25	26	27	28	29	30		52	23	24	25	26	27	28	29	
40	30													1	30	31															
January 2025							February 2025							March 2025							April 2025										
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su				
1		1	2	3	4	5	5					1	2	9					1	2	14	1	2	3	4	5	6				
2	6	7	8	9	10	11	12	6	3	4	5	6	7	8	9	10	3	4	5	6	7	8	9	15	7	8	9	10	11	12	13
3	13	14	15	16	17	18	19	7	10	11	12	13	14	15	16	11	10	11	12	13	14	15	16	16	14	15	16	17	18	19	20
4	20	21	22	23	24	25	26	8	17	18	19	20	21	22	23	12	17	18	19	20	21	22	23	17	21	22	23	24	25	26	27
5	27	28	29	30	31		9	24	25	26	27	28		13	24	25	26	27	28	29	30	18	28	29	30						
														14	31																
May 2025							June 2025							July 2025							August 2025										
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su				
18				1	2	3	4	23					1	28	1	2	3	4	5	6	32				1	2	3				
19	5	6	7	8	9	10	11	24	2	3	4	5	6	7	8	29	7	8	9	10	11	12	13	33	4	5	6	7	8	9	10
20	12	13	14	15	16	17	18	25	9	10	11	12	13	14	15	30	14	15	16	17	18	19	20	34	11	12	13	14	15	16	17
21	19	20	21	22	23	24	25	26	16	17	18	19	20	21	22	31	21	22	23	24	25	26	27	35	18	19	20	21	22	23	24
22	26	27	28	29	30	31		27	23	24	25	26	27	28	29	32	28	29	30	31				36	25	26	27	28	29	30	31
							28	30																							

● School holidays    ● Public holidays    ● The Maison Relais is closed

The 2024/2025 school year begins on Monday 16<sup>th</sup> September 2024 and ends on Tuesday 15<sup>th</sup> July 2025.



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### Léif Elteren, léif Kanner, léif Alleguerten,

Et ass mir e Pleséier lech dës nei Editioun vun eisem Kannerbuet mat de Servicer vun der Maison Relais virzestellen. D'Engagement fir d'Wuelbefannen, d'Entwécklung an d'Erzéiung vun Äre Kanner ausserhalb vun der Schoulzäit a während de Schoulvakanz ass de Kär vun eiser Missioun.

Déi engagéiert Equipe vun der Maison Relais verkierpert Professionalitéit an Engagement fir déi Kanner, déi hinnen all Dag uvertraut ginn. Et ass eis wichteg e séchert, stimuléierend a waarmhärzegt Ëmfeld ze bidden, wou all Kand sech voll kann entwéckelen, dauerhaft Frëndschaften opbauen an seng Talenter an Interessen entdecken.

Dëst Joer si mir frou lech zwou Neiegeete matzedeelen:

- De Start vun der Applikatioun, Kidola, stellt e wichtige Schrëtt an eisem kontinuéierlechen Engagement duer fir Är Erfahrung mat eiser Maison Relais ze verbesseren an ze vereinfachen. Kidola erliichtert d'Aschreiwung vun Ärem/Äre Kand/Kanner fir eis Servicer fir d'Schouljoer 2024/25, souwéi d'Kommunikatioun tëscht der Maison Relais an den Elteren.
- Ab der Rentrée 2024/2025 ginn och d'Kanner, déi am Précoce (Cycle I) an der Stengeforter Grondschoul ageschriwwen sinn, ausserhalb vun de Schoulzäiten (tëschent 7:00 an 19:00 Auer) an der Maison Relais vun eisen Ekipp enkadriert. D'Aschreiwunge geschéie genee wéi fir déi aner Klassen, entweder iwwer d'Formulairen aus dem Kannerbuet oder iwwer déi nei Kidola-App.

Wann Dir de Kannerbuet duerchliest, fannt Dir net nëmmen déi néideg Umeldungsformulare fir déi nächst Aktivitéiten an d'neit Schouljoer, mee och en detailléierten Iwwerbléck iwwer eis Programmer an eis Engagementer vis-à-vis vun Äre Kanner.

Mir wëllen lech dorunner erënneren d'Umeldungsfristen ze respektéieren, egal ob Dir dat traditionell iwwer d'Formulaire aus dem Kannerbuet oder déi nei App dofir benotzt. Duerch d'Respektéiere vun dësen Delaien kann eis Equipe nämlech d'Organisatioun vun der Maison Relais optimiséieren an esou Äre Kanner déi néideg Ënnerstëtzung garantéieren.

Am Numm vun der ganzer Equipe vun der Maison Relais soen ech lech Merci fir Äert wäertvollt Vertrauen. Loosst eis zesummen um Gléck, der Sécherheet an der Entwécklung vun eise Kanner schaffen.

Sammy Wagner  
Buergermeeschter

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### Dear parents, dear children, dear all,

We are delighted to present you with this new edition of our "Kannerbuet" brochure dedicated to the services offered by the Maison Relais. At the heart of our mission is a deep commitment to the well-being, development and education of your children outside school hours and during school holidays.

The dedicated team at Maison Relais embodies professionalism and dedication to the children in its care every day. We firmly believe in the importance of providing a safe, stimulating and caring environment where each child can develop to its full potential, forge lasting friendships and explore its talents and interests.

This year, we are delighted to present two new features:

- The launch of the Kidola application represents a significant step in our ongoing commitment to improve and simplify your experience with Maison Relais. Kidola will facilitate the process of registering your children for our services for the 2024/25 school year, as well as communication between Maison Relais and parents.
- Starting from the new school year, Maison Relais will offer supervision for children enrolled in early education (Cycle I) at the Steinfort primary school, outside school hours, from 7am to 7pm. Registration will be done in the same way as for other classes, either via the forms available in the "Kannerbuet" or through the new Kidola app.

While browsing through the "Kannerbuet", you'll find not only the necessary registration forms for upcoming activities and the school year, but also a detailed overview of our programmes and our commitments to your children.

We would like to remind you of the importance of respecting the registration deadlines, whether you choose to do so via the traditional forms or via our new app. It is by respecting these deadlines that our team can optimise the organisation of the Maison Relais and guarantee your children the care they need.

On behalf of the entire Maison Relais team, I would like to thank you for your continued trust. Together, let's continue to work for the happiness, safety and development of our children.

Sammy Wagner  
Mayor



# Holiday activities 2024

## Spillnomëtteger

Holiday activities will be running from 22<sup>nd</sup> July 2024 to 2<sup>nd</sup> August 2024.

**The deadline for registration is 15<sup>th</sup> May 2024.**  
**Any requests received after this date will not be accepted.**

The hourly rate of financial assistance available to families is calculated based on the **chèque-service rates**, established by the Ministry of Family Affairs.

### How to benefit from the reduced rates:

In order to benefit from the reduced rates, it is essential to register for chèques-services. Invoices are sent monthly by the S.I.G.I. (Syndicat Intercommunal de Gestion Informatique).

You can sign your child(ren) up for as many days you wish.

Children who are not registered for chèques-services pay the maximum rate (i.e. 7.50€ per hour) at the Maison Relais. Contracts must be renewed annually.

More information on chèques-services can be found on the last page of this magazine.

### Please take note of the following:

- Children who are signed up at the Maison Relais from 22<sup>nd</sup> July 2024 to 2<sup>nd</sup> August 2024 are automatically signed up for the holiday activities (you do not need to hand in the registration form for the "Spillnomëtteger").
- **The Maison Relais will be closed from 5<sup>th</sup> to 16<sup>th</sup> August 2024 inclusive.**

# Registration form

## For holiday activities at the Maison Relais

Dear Parents,  
From 22<sup>nd</sup> July to 2<sup>nd</sup> August 2024, 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 **15<sup>th</sup> May 2024**. After this date, no entries will be accepted.

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

## Programm Spillnomëtteger 2024

Theme: Life in the Middle Ages

	Early Education & Cycle 1	Cycle 2	Cycle 3	Cycle 4
22.07.2024	<b>2pm – 5pm</b> Introduction & forest rally	<b>2pm – 5pm</b> Introduction & forest rally	<b>2pm – 5pm</b> Introduction & forest rally	<b>2pm – 5pm</b> Introduction & forest rally
23.07.2024	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops
24.07.2024	<b>1pm – 5pm</b> Swimmingpool Rédange	<b>1pm – 5pm</b> Swimmingpool Differdange	<b>10am – 5pm</b> Swimmingpool Calypso	<b>10am – 5pm</b> Swimmingpool Calypso
25.07.2024	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops
26.07.2024	<b>2pm – 6pm</b> Workshops, exhibition and presentation on life in the Middle Ages by Concilium B Rumelange  From <b>5pm to 6pm</b> parents welcome.	<b>2pm – 6pm</b> Workshops, exhibition and presentation on life in the Middle Ages by Concilium B Rumelange  From <b>5pm to 6pm</b> parents welcome.	<b>2pm – 6pm</b> Workshops, exhibition and presentation on life in the Middle Ages by Concilium B Rumelange  From <b>5pm to 6pm</b> parents welcome.	<b>2pm – 6pm</b> Workshops, exhibition and presentation on life in the Middle Ages by Concilium B Rumelange  From <b>5pm to 6pm</b> parents welcome.
29.07.2024	<b>10h00–18h00</b> Excursion to the medieval festival in Vianden	<b>10h00–18h00</b> Excursion to the medieval festival in Vianden	<b>14h00–17h00</b> Medieval games	<b>14h00–17h00</b> Medieval games
30.07.2024	<b>2pm – 5pm</b> Medieval games	<b>2pm – 5pm</b> Medieval games	<b>10am – 6pm</b> Excursion to the medieval festival in Vianden	<b>10am – 6pm</b> Excursion to the medieval festival in Vianden
31.07.2024	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops
01.08.2024	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops
02.08.2024	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops	<b>2pm – 5pm</b> Workshops

**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 Steinfurt

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
22.07.2024					
23.07.2024					
24.07.2024					
25.07.2024					
26.07.2024					
29.07.2024					
30.07.2024					
31.07.2024					
01.08.2024					
02.08.2024					





## 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	<input type="checkbox"/>	<input type="checkbox"/>
Octenisept Spray	Disinfection of wounds	<input type="checkbox"/>	<input type="checkbox"/>
Arnica gel	Minor injuries	<input type="checkbox"/>	<input type="checkbox"/>
In case of a tick bite, the Maison Relais staff is authorised to remove, clean, and disinfect the wound carefully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 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)	<input type="checkbox"/>	<input type="checkbox"/>
Web (Website and social networks of the municipal administration and website of the Maison Relais and television (broadcast of Steinfort TV on ApartTV))	<input type="checkbox"/>	<input type="checkbox"/>
Photos for the photo book that is handed out to each child on the last day of the "Spillnomëtteger"	<input type="checkbox"/>	<input type="checkbox"/>

### 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 15<sup>th</sup> 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](mailto: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](mailto: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".





# 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 2<sup>nd</sup> 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	<input type="checkbox"/>	<input type="checkbox"/>
Octenisept Spray	Disinfection of wounds	<input type="checkbox"/>	<input type="checkbox"/>
Arnica gel	Minor injuries	<input type="checkbox"/>	<input type="checkbox"/>
In case of a tick bite, the Maison Relais staff is authorised to remove, clean, and disinfect the wound carefully.		<input type="checkbox"/>	<input type="checkbox"/>

### 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 14<sup>th</sup> 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 14<sup>th</sup> 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:  Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	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 14<sup>th</sup> 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:  Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	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 28<sup>th</sup> 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:  Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

	26.08.2024	27.08.2024	28.08.2024	29.08.2024	30.08.2024
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 28<sup>th</sup> 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:  Teacher:

Allergies:

Diet for religious reasons:

Diet for medical reasons:

**\*Children entering cycle 1.1 in the 2024/2025 school year will be accepted from 2<sup>nd</sup> 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 28<sup>th</sup> 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 28<sup>th</sup> 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 22<sup>nd</sup> July to 2<sup>nd</sup> 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 5<sup>th</sup> to 16<sup>th</sup> 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 15<sup>th</sup> 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**

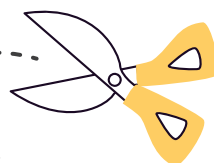
Information collected in the present form is necessary in the context of your “Registration form for summer holidays 2024 in the Maison Relais in Steinfort”. This personal information will be the subject of computerised treatment which is necessary for the processing of your request. The only recipient 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](mailto: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”.





Maison Relais  
**Steinfort**

# kidola

The well-being of your children  
without compromise.



We use Kidola for your children.  
The app that digitises childcare.

You can register directly on Kidola  
using this QR code.



The data is anonymised, secure, stored on a European cloud  
and complies with current data protection and security regulations.

# Registration form

at the Maison Relais (School year 2024/2025)



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

## 1) Child's details

Surname:

Firstname:

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:

### 1.1) Child's schooling (school year 2024/2025)

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

Name of class teacher (if already known):

## 2) Family situation

### Legal guardian 1:

Fullname:

House number and street name:  if other than the child's

Postcode: L-  Town:  if other than the child's

Matricule:

Mobile phone number:  Fax:

Workplace phone number:  E-mail:

Relationship:  father  mother  guardian  other relative

Marital status:  single  married  civil union  divorced  separated  widowed

### Legal guardian 2:

Fullname:

House number and street name:

Postcode: L-      Town:

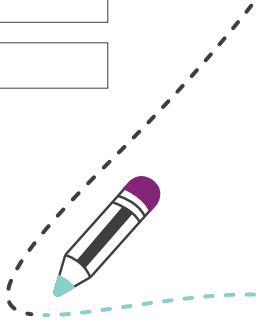
Matricule:

Mobile phone number:  Fax:

Workplace phone number:  E-mail:

Relationship:  father  mother  guardian  other relative

Marital status:  single  married  civil union  divorced  separated  widowed



### 3) Professional situation

**The attached certificate from the employer stating the daily or weekly working hours or a certificate from the joint affiliation centre in the case of self-employment must be attached.** (see point 9: Documents to be attached)

### Legal guardian 1:

Fullname:

Task:  hrs per day  hrs per week

### Legal guardian 2:

Fullname:

Task:  hrs per day  hrs per week

### 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:

**5) Medical information about the child**

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)?

Has a PAI (Projet d'accueil individualisé) already been established?  Yes  No

Does the child take any medication?  Yes  No

**If your child needs to take medication whilst at the Maison Relais, parental authorisation and a medical prescription with the exact dosage must be attached.** (see point 9: Documents to be attached)

Physical or mental disability:  Yes  No

Does the child require a special diet for religious reasons?  Yes  No

If so, which one?

Does the child require a special diet for medical reasons?  Yes  No

If so, which one?

**A medical certificate must be attached to this application.**

Can the child participate in all activities/sports?  Yes  No

If not, which ones should be avoided:

**6) Fixed registration for the whole year**

Please mark the boxes of your choice with a cross:  regular  irregular

	Monday	Tuesday	Wednesday	Thursday	Friday
Time slot (7am - 7.50am)					
Time slot (11.50am - 1.50pm)					
Time slot (1.50pm - 4pm)					
Time slot (4pm - 6pm)					
Time slot (6pm - 6.30pm)					
Time slot (6.30pm - 7pm)					

School holidays:  Yes  No

6<sup>th</sup> December:  Yes  No

After the provisional registration, a final registration form will be sent to you for all school holidays.

Remarks:

### 7) Permission to travel home alone

- I give my permission for my child to go home alone after the morning session or after-school activities (cycle 4 only).

### 8) 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.			

#### 8.1.) 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))		

### 9) Documents to be attached

- Copy of the child's identity card.
- Copy of the child's vaccination card.
- The attached certificate from the employer stating the working hours per day or per week, or a certificate from the joint affiliation centre in the case of self-employment, must be attached.
- Photo of the persons authorised to collect the child for identification purposes.

#### !! If applicable:

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!



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

This form must be returned by 15<sup>th</sup> May 2024 to:

**Maison Relais de Steinfort**  
**7B rue de Hagen – L-8421 STEINFORT**

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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](mailto:maisonrelais@steinfort.lu)

Place and date:

Signature of the parent/legal guardian:

### Protection of personal data

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

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# What is a chèque-service accueil?

## (childcare service vouchers)

The chèque-service accueil (CSA) came into force on 1st March 2009. It is implemented by the Ministry of Family Affairs and Integration together with the municipalities. It is intended for **children** who are members of the childcare-service voucher scheme, **who are under 12 years of age, and who have not left basic education.**

The CSA is a benefit in kind that gives parents **reduced rates for education and childcare services in the field of non-formal education, depending on the availability of places.**

The amount of the state contribution (amount of the CSA) and the amount of the parents' financial contribution are calculated on a case-by-case basis considering the income situation, the number of children in the household receiving child benefits and the number of hours of non-formal education during which the child is cared for.

Direct beneficiaries of the chèque-service accueil are all children who meet the following conditions:

- Resident in a Luxembourg municipality.
- Since September 2016, non-resident workers can join the CSA and benefit from the offer of CSA providers in Luxembourg. For more information, please contact the "Zukunftskées".
- They are aged between 0 and 12 years and/or have not left basic education.

Children at risk of poverty and at risk of social exclusion are privileged beneficiaries of the CSA. In these cases, parents are asked to report to the

**Office social de Steinfort**  
**11, Rue de Kleinbettingen, L-8423 Steinfort**

The targeted educational childcare is offered by various providers across our country:

### Mainly:

- Maisons Relais
- Crèches, children day care centres, and day nurseries under agreement.
- Commercial and company crèches.
- Socio-familial boarding schools for children who have not left primary education.

### Alternatively:

- Parental assistants.
- Holiday camps and activities.
- The multilingual education programme has been in place since January 2018. The aim of this programme is to familiarise children in the crèche with Luxembourgish and French to give them the best possible start in life and at school.

To offer equal opportunities to all, each child aged from 1 year to compulsory schooling who attends a childcare facility benefits from 20 free hours for 46 weeks per calendar year.

Parents who wish their children to benefit from the CSA must register (free of charge) with the service Chèque-Service:

**Chèque-Service**  
**7B, rue de Hagen**  
**L-8421 STEINFORT**  
**Tel. : 399 313-370**  
**Fax : 399 313-938**

*Cheque-service@steinfort.lu*  
*http://maisonrelais.steinfort.lu*

**To apply for a CS card or to renew it, please bring the following documents:**

- Child's and parents' matricule.
- If you have to file a tax return, please bring your most recent tax return (taxable income).

OR

- If you do not need to file an annual tax return, please bring the last 3 pay slips and a certificate that you do not need to file a tax return (Tax Office in Capellen).

Registration entitles the holder to the "Chèque-Service Accueil".

Registration does not exempt parents from enrolling their children in education and childcare services (SEA) of their choice.

The procedure for enrolment in such a facility remains unchanged. Children are admitted on a number of spaces available basis.

The CSA system is managed by an operator with extensive IT management expertise, the Syndicat Intercommunal de Gestion Informatique (SIGI).

For more information, please visit the following website:

**[www.cheque-service.lu](http://www.cheque-service.lu)** or at the **Maison Relais de Steinfort.**

# Work certificate

## for the Maison Relais (School year 2024/2025)

### 1) Employer's details

Name of the company:

First name and surname of the person with signing authority:

### 2) Worker's contact details

It is hereby certified that Ms/Mr.:

Fullname:

House number and street name:

Postcode: L-  Town:

Matricule:

Place of birth:

has been employed as:

since:

### 3) Information about the activity

He/she is employed on a:

indefinite contract (CDI)  fixed-term contract (CDD), until

The current task is:  hours per week.

It is a  irregular job  regular job (please fill in the grid with the work schedule below)

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks:

Place and date:

Signature of the person with signing authority:

Company stamp:

### Protection of personal data

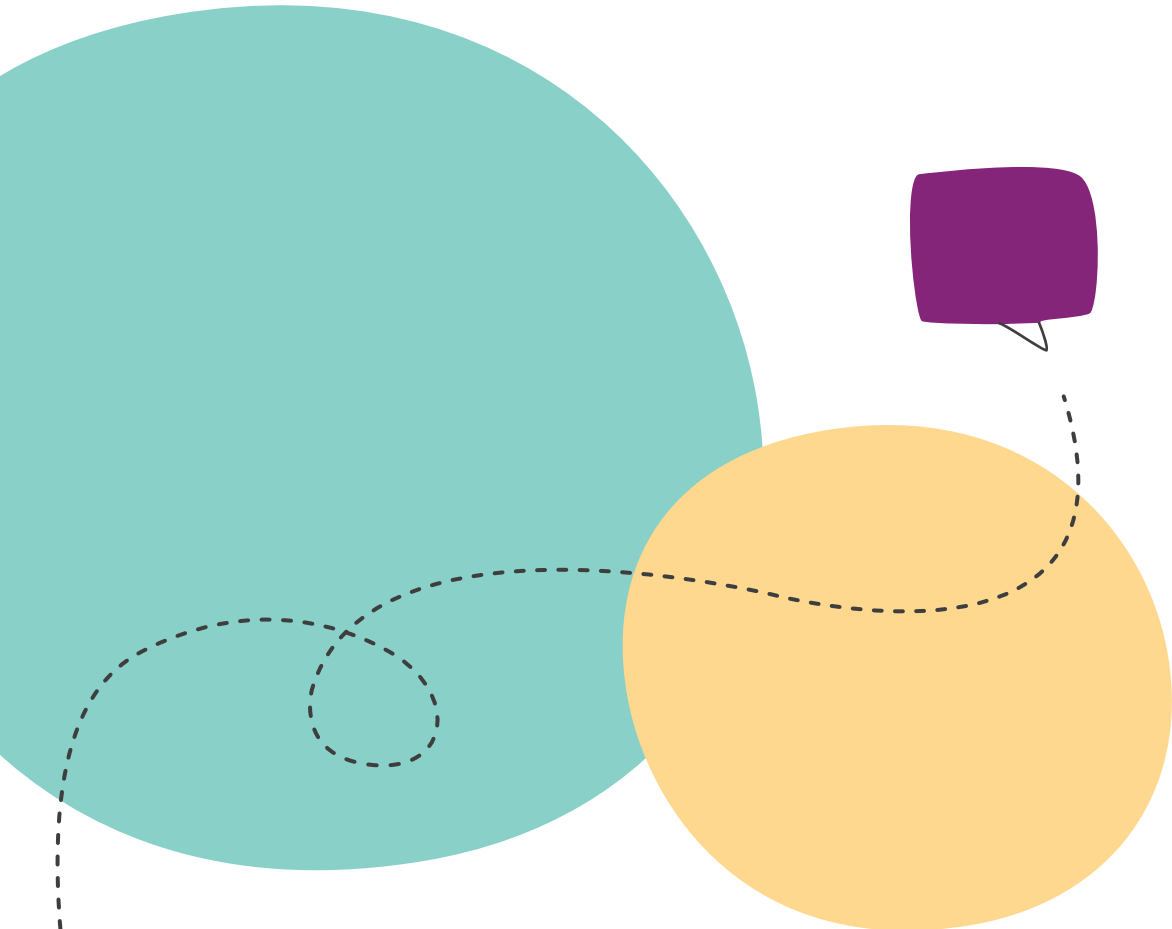
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DPO - Commune de Steinfort  
4, Square Patton  
L-8443 Steinfort

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 "Work certificate for the Maison Relais in Steinfort".



# Open Day

**4<sup>rd</sup> May 2024**  
by appointment from 1pm to 5pm

Please fill in the form below and return it by e-mail to **maisonrelais@steinfort.lu** no later than 26<sup>th</sup> April 2024 or by post to **Maison Relais de Steinfort, 7B, rue de Hagen – L-8421 STEINFORT**

**After receiving the form, the Maison Relais will contact you to make an appointment.**



## Registration form for the Open Day on 4<sup>rd</sup> May 2024

Child's full name:

Address:

Class 2024/2025:

Phone number:

First name and surname of the child's legal guardian:

E-mail:

### Protection of personal data

Information collected in the present form is necessary in the context of your "Registration form for the Open Day of 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.

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

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LE GOUVERNEMENT  
DU GRAND-DUCHÉ DE LUXEMBOURG  
Ministère de l'Éducation nationale,  
de l'Enfance et de la Jeunesse

FR

# L'ÉDUCATION NON FORMELLE GRATUITE POUR VOTRE ENFANT

## Un pas de plus vers l'égalité des chances

L'éducation non formelle (maisons relais, assistants parentaux, ...) joue un rôle essentiel dans l'épanouissement de votre enfant et pour ses chances de réussite. Elle complète l'éducation formelle dispensée à l'école. Elle permet à votre enfant de développer, dans une ambiance décontractée, les compétences essentielles : langage, motricité, relations sociales, créativité, aptitudes techniques, participation active.

C'est pourquoi l'éducation non formelle devient encore davantage accessible. À partir de la rentrée 2022-2023, le ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse rend en effet gratuit l'accueil dans les structures d'éducation non formelle pendant les semaines d'école, pour les enfants scolarisés à l'enseignement fondamental (à compter de l'obligation scolaire).



Pour plus d'infos,  
voir sur le site  
[staarkanner.lu](https://www.staarkanner.lu)



## L'ÉDUCATION NON FORMELLE ACCESSIBLE À TOUS LES ENFANTS

### Dans quelles structures d'éducation et d'accueil l'accueil est gratuit ?

La gratuité concerne toutes les structures d'éducation et d'accueil pour enfants scolarisés : maisons relais (appelées parfois aussi foyers de jour ou foyers scolaires), mini-crèches et assistants parentaux.

### Qui est concerné par la gratuité ?

Si votre enfant a 4 ans accomplis au 1<sup>er</sup> septembre (début de l'obligation scolaire), et qu'il fréquente l'enseignement fondamental ou l'équivalent, il profite de la gratuité. L'éducation précoce n'est pas concernée.

### Quelles sont les périodes gratuites ?

L'accueil est gratuit pendant les semaines d'école, du lundi au vendredi de 7h à 19h, hormis le dépassement éventuel facturé par la structure d'éducation et d'accueil.

Pour les heures d'accueil avant 7h et après 19h, la participation financière des parents suit le **barème** du chèque-service accueil (CSA).

### Quels sont les tarifs pendant les vacances ?

Les semaines de vacances ne sont pas gratuites. La participation financière des parents n'est plus plafonnée par un forfait : c'est le **barème** du CSA qui s'applique.

### Comment puis-je profiter de la gratuité ?

Si votre enfant fréquente déjà une structure d'éducation et d'accueil, veuillez simplement vérifier que votre contrat est en cours de validité, car son renouvellement ne se fait pas automatiquement.

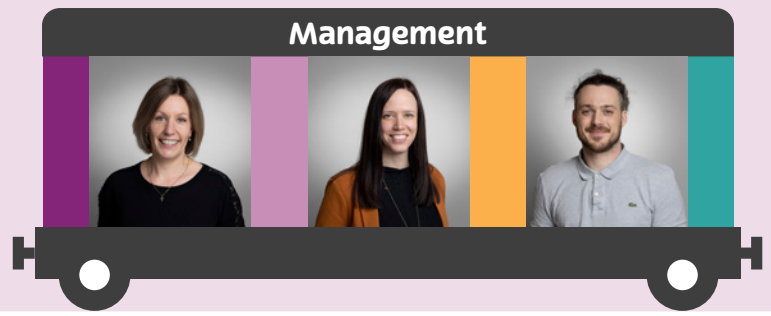
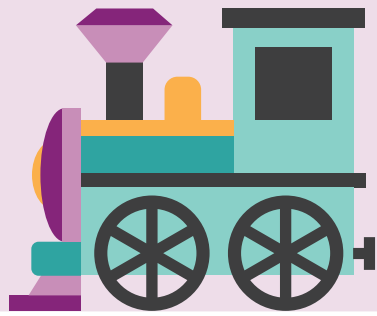
Si ce n'est pas encore le cas, vous devez d'abord adhérer au système du chèque-service accueil (CSA). Pour adhérer au CSA, rendez vous dans votre commune, si vous habitez au Luxembourg. Si vous êtes frontalier, adressez-vous à la **Caisse pour l'avenir des enfants**.

Vous pourrez ensuite inscrire votre enfant auprès d'une structure d'éducation et d'accueil **prestataire du CSA**. Il y sera admis selon les places disponibles.

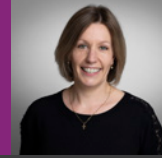
### Les repas sont-ils aussi gratuits ?

Pendant les semaines d'école, les repas de midi sont aussi gratuits pour tous les enfants soumis à l'obligation scolaire. Pendant les vacances, la gratuité des repas est réservée aux familles disposant d'un revenu inférieur à deux fois le salaire social minimum. Pour les autres familles, c'est le **barème** du CSA qui s'applique.





**Management**



Vicky  
Olinger-Wagner

Fabienne  
Rasqué-Clemen

Charel  
Geimer



**Cycle 1**



Julie  
Ferreira

Conny  
List

Béatrice  
Peiffer

Myriam  
Schank



**Cycle 2**



Rick  
Berchem

Didier  
Picard



**Cycle 2**



Sandy  
Binsfeld

Nicki  
Feinen



**Cycle 3**



Saskia  
Lellig

Jérémy  
Vieira Dos Santos

Nicole  
Kirsch



**Cycle 4**



Christine  
Hubo

Jette  
Schimberg

Laura  
Benedetti

Pablo  
Villoldo

Secretariat



Rita Loconte

Ben Holden

Cycle 1

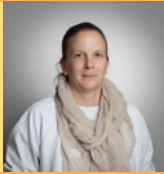


Martine Noesen

Jeff Thill

Christiane Mees

Cycle 1



Carine Christophe

Vanessa Reichling

Mireille Lanners

Rabea Akil

Cycle 2



Kelly Muno

Pia Nickels

Sofie Thienpont

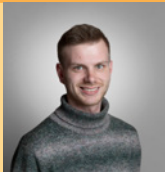
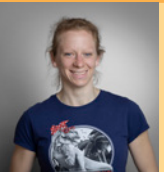
Cycle 2



Stephanie Koedinger

Anaïs Jager

Cycle 3



Liza Weiler

Lucky Schockmel

Maurice Frankard

Cycle 3

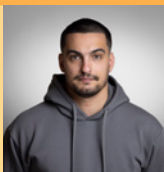


Lis Arend

Louise Martin

Tania Cossmann

Cycle 4



Jason Gonçalves

Rabea Akil

Nathalie Koeune





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