



# De Kannerbuet

N°13 / 2025-2026

**kidola**

app for your  
child's registration  
**page 13**



All you need to know about  
the Maison Relais in Steinfort

Commune de  
**Steinfort**

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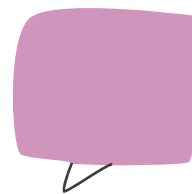


## Calendar with school holidays and holidays 2025/2026

September 2025							October 2025							November 2025							December 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				
36	1	2	3	4	5	6	7	40			1	2	3	4	5	44					1	2	49	1	2	3	4	5	6	7	
37	8	9	10	11	12	13	14	41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9	50	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21	42	13	14	15	16	17	18	19	46	10	11	12	13	14	15	16	51	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28	43	20	21	22	23	24	25	26	47	17	18	19	20	21	22	23	52	22	23	24	25	26	27	28
40	29	30						44	27	28	29	30	31			48	24	25	26	27	28	29	30	01	29	30	31				
January 2026							February 2026							March 2026							April 2026										
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				
01			1	2	3	4	05					1		09					1		14		1	2	3	4	5				
02	5	6	7	8	9	10	11	06	2	3	4	5	6	7	8	10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12
03	12	13	14	15	16	17	18	07	9	10	11	12	13	14	15	11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19
04	19	20	21	22	23	24	25	08	16	17	18	19	20	21	22	12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26
05	26	27	28	29	30	31		09	23	24	25	26	27	28		13	23	24	25	26	27	28	29	18	27	28	29	30			
																14	30	31													
May 2026							June 2026							July 2026							August 2026										
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	23	1	2	3	4	5	6	7	27		1	2	3	4	5	31				31	1	2			
19	4	5	6	7	8	9	10	24	8	9	10	11	12	13	14	28	6	7	8	9	10	11	12	32	3	4	5	6	7	8	9
20	11	12	13	14	15	16	17	25	15	16	17	18	19	20	21	29	13	14	15	16	17	18	19	33	10	11	12	13	14	15	16
21	18	19	20	21	22	23	24	26	22	23	24	25	26	27	28	30	20	21	22	23	24	25	26	34	17	18	19	20	21	22	23
22	25	26	27	28	29	30	31	27	29	30					31	27	28	29	30				35	24	25	26	27	28	29	30	

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

The 2025/2026 school year begins on Monday 15<sup>th</sup> September 2025 and ends on Wednesday 15<sup>th</sup> July 2026.



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

an ären Hänn haalt Dir déi aktuell Ausgab vun eisem Kannerbuet mat de Servicer vun der Maison Relais. Als Gemeng Stengefort, läit et eis um Häerz Äre Kanner an der Maison Relais, ausserhalb vun de Schoulzäiten a wärend de Schoulvakanzan eng adequat Kannerbetreung ze garantéieren.

An eisem pädagogesche Konzept hu mir d'Leitmotiv „Fir dass d'Kand ka Kand sinn“ festgehalten. Eis geet et dorëms, dass Är Kanner an engem familiären Ëmfeld, Verantwortungsbewosstsinn, Respekt, Achtsamkeet, Disziplin, Offenheet, Selbstsëcherheet, perséinlech Entfalung, Individualitéit a Selbstreflexioun léieren.

Bei der Ëmsetzung vun dem Konzept, kënne mir dobäi op eng engagéiert Ekipp bauen, déi sech all Dag mat vill Professionalitéit dofir asetzt, dass Är Kanner sech wuellfillen an hir Talenter kënnen entfalten. Ech wëll hinnen all op dëser Plaz dofir och e grouse Merci ausschwätzen.

En decke Merci geet un d'ganz Ekipp déi sech ëm d'Betreung vun de Kanner aus dem Précoce bekëmmert huet. Dës ass am éischte Joer reiwungslos verlaf a mir wäerten dëse Service weiderféiere fir esou och eise jéngste Schoulkanner eng zuverlässig a qualitativ héichwäerteg Betreung garantéieren.

Dëst Joer wëll ech lech encouragéieren, weiderhin d'Kidola-App ze benotzen, fir Äert(Är) Kand(ner) an der Maison Relais unzemellen. Kidola-App erliichtert op all Niveau de Prozess vun der Umeldung. Eng Aschreiwung iwwer Äre Kidola-Profil hëlleft eis, d'Betreung optimal ze organiséieren an de Kanner dat beschtméiglech Erleefnes ze proposéieren.

Besonnesch freeën ech mech, dass d'Spillnomëtteger dëse Summer am Zeeche vum Theater stinn. D'Kanner hunn hei d'Méiglechkeet, sech an ënnerschiddlechen Ateliere kreativ z'entfalten: Bünebild, Musek, Danz, Kostüm & Schmink souwéi Toun & Luucht. Sou kréien si d'Méiglechkeet an eng fantasievoll Welt anzedauchen an hier kënschtlersch Fäegkeeten ze entdecken.

Dir fannt all néideg Informatiounen an Umeldungsformulairë fir d'Schouljoer 2025/2026 wann Dir duerch de Kannerbuet bliedert. Denkt drun, d'Delaien anzehalen – egal ob iwwer d'Kidola-App oder iwwer déi traditionell Formulairen.

Am Numm vun der ganzer Ekipp vun der Maison Relais soe mir lech e grouse Merci fir Äert Vertrauen a freeën eis op eent spannend an erliefnisräicht neit Joer mat zesummen Äre Kanner.

Sammy Wagner  
Buergermeeschter

en

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

*You are holding in your hands the current issue of our "Kannerbuet" brochure dedicated to the services of the Maison Relais. As the municipality of Steinfort, it is important to us to provide adequate childcare for your children at the Maison Relais, outside school hours and during the school holidays.*

*In our educational concept we have adopted the leitmotif "So that the child can be a child". Our aim is for your children to learn to take responsibility, respect, mindfulness, discipline, openness, self-confidence, personal development, independence and self-reflection in a family environment.*

*In implementing this concept, we can count on a dedicated team that works daily with great professionalism to make your children feel at ease and develop their talents to the full I would like to take this opportunity to express my deepest gratitude to all of them.*

*Many thanks also to the whole team who took care of the précoce children. The first year, everything went very well and we will continue to provide this service to ensure a reliable, high-quality service for our youngest children.*

*This year, I encourage you to continue using the Kidola app to register your child(ren) at the Maison Relais. Kidola simplifies the registration process at all levels. Registering through your Kidola profile helps us to organise the care in the best possible way and to offer the best possible experience to the children.*

*I'm particularly pleased that this summer's 'Spillnomëtteger' (holiday activities) are dedicated to theatre. The children will have the opportunity to develop their creativity in various workshops: scenography, music, dance, costumes & make-up, as well as sound & lighting. This gives them the opportunity to dive into an imaginary world and discover their artistic abilities.*

*You will find all the necessary information and the registration forms for the 2025/2026 school year in the "Kannerbuet". Don't forget to respect the registration deadlines, whether you use the Kidola app or the traditional forms.*

*On behalf of the entire Maison Relais team, we thank you for your trust and look forward to another exciting and eventful year with your children.*

Sammy Wagner  
Mayor



# Holiday activities 2025

## Spillnomëtteger

Holiday activities will be running from 16<sup>th</sup> July 2024 to 30<sup>th</sup> July 2025.

**The deadline for registration is 15<sup>th</sup> May 2025.**  
**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 Education, Children and Youth.

### 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 16<sup>th</sup> July 2024 to 30<sup>th</sup> July 2025 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 4<sup>th</sup> to 15<sup>th</sup> August 2025 inclusive.**



# Registration form

## For holiday activities at the Maison Relais

Dear Parents,  
From 16<sup>th</sup> July to 30<sup>th</sup> 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 **15<sup>th</sup> 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					

30<sup>th</sup> 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: | <input type="radio"/> 1 <sup>st</sup> Choice | <input type="radio"/> 2 <sup>nd</sup> Choice | <input type="radio"/> 3 <sup>rd</sup> Choice |
| 2. Extra          | <input type="radio"/> 1 <sup>st</sup> Choice | <input type="radio"/> 2 <sup>nd</sup> Choice | <input type="radio"/> 3 <sup>rd</sup> Choice |
| 3. Narrator       | <input type="radio"/> 1 <sup>st</sup> Choice | <input type="radio"/> 2 <sup>nd</sup> Choice | <input type="radio"/> 3 <sup>rd</sup> Choice |
| 4. Whisperer      | <input type="radio"/> 1 <sup>st</sup> Choice | <input type="radio"/> 2 <sup>nd</sup> Choice | <input type="radio"/> 3 <sup>rd</sup> Choice |

### Shadow Theater and Set Design :

Instructor: Claudine Furlano

- 1<sup>st</sup> Choice    2<sup>nd</sup> Choice    3<sup>rd</sup> Choice

### Music (Choir and Instruments) :

Instructor: Sacha Hanlet

- 1<sup>st</sup> Choice    2<sup>nd</sup> Choice    3<sup>rd</sup> Choice

### Dance :

Instructor: Marc Folschette

- 1<sup>st</sup> Choice    2<sup>nd</sup> Choice    3<sup>rd</sup> Choice

### Costumes and Make-up:

- 1<sup>st</sup> Choice    2<sup>nd</sup> Choice    3<sup>rd</sup> Choice

### Sound and Lighting:

Instructor: Lemon Event Support

(only C4 and a maximum of 8 children)

- 1<sup>st</sup> Choice    2<sup>nd</sup> Choice    3<sup>rd</sup> Choice



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	<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 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](mailto:maisonrelais@steinfort.lu)

Place and date:

Signature of the parent/legal guardian:

### Protection of personal data

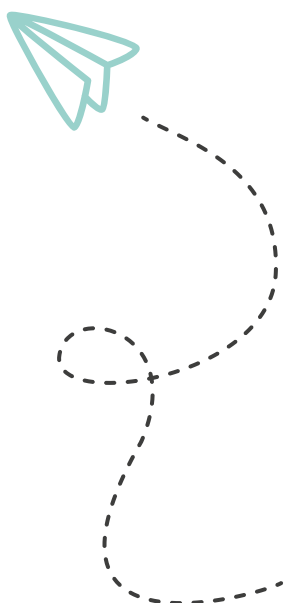
Information collected in the present form is necessary in the context of your "Application for registration of your child for holiday activities at the Maison Relais in Steinfort". This personal information will be the subject of computerised treatment which is necessary for the processing of your request. 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:

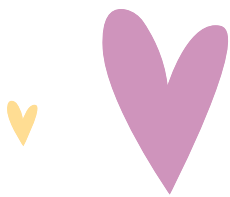
DPO - Commune de Steinfort  
4, Square Patton, L-8443 Steinfort

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".









Pour l'année scolaire 2025-2026,  
les **inscriptions\*** pour la Maison  
Relais sont **sur Kidola** en utilisant  
le QR code ci-dessous.



Après avoir complété le formulaire, vous recevrez un email pour confirmer votre demande et uploader les documents nécessaires.

\* Pour les réinscriptions, le lien est disponible directement dans votre application Kidola parent.

Pour vos enfants, nous utilisons Kidola.  
L'application qui digitalise le suivi de l'enfance.

Les données sont anonymisées, sécurisées, stockées sur un cloud européen et respectent les réglementations concernant la protection et la sécurité des données en vigueur.



# Registration form

at the Maison Relais (School year 2025/2026)



**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:  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



### 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

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 2025 to:

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

or by e-mail to: [maisonrelais@steinfort.lu](mailto: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 "Registration form for school year 2024/2025 for 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 school year 2024/2025 for the Maison Relais in Steinfort".



# 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** or at the **Maison Relais de Steinfort.**



# Work certificate

## for the Maison Relais (School year 2025/2026)

### 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

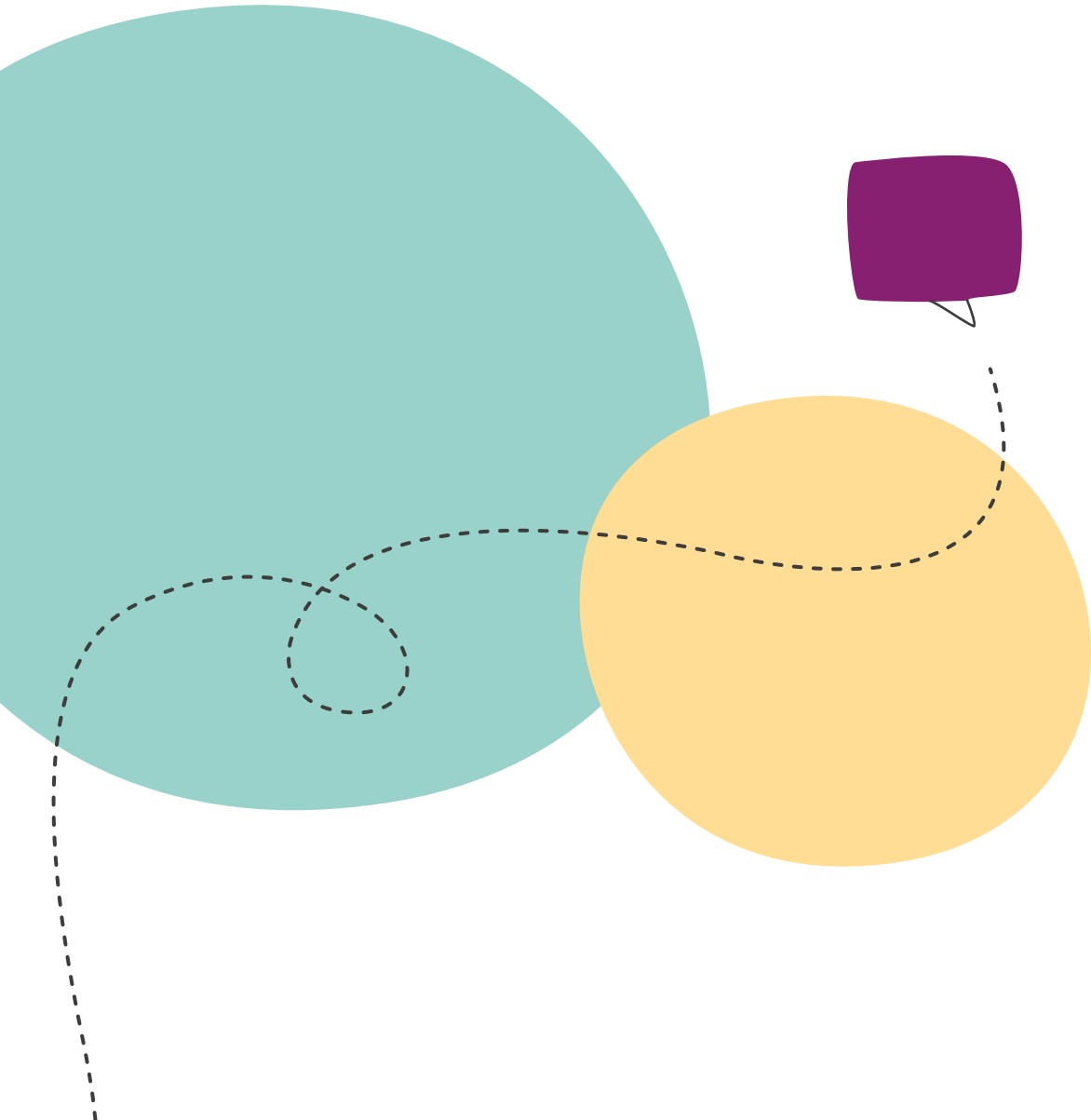
Information collected in the present form is necessary in the context of your "Work certificate for the Maison Relais in Steinfort". This personal information will be the subject of computerised treatment which is necessary for the processing of your request. The only recipient of the information and 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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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

**3<sup>th</sup> May 2025**  
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 25<sup>th</sup> April 2025 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 3<sup>th</sup> May 2025

Child's full name:

Address:

Class 2024/2025:

Phone number:

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

E-mail:

Preferred time slots. :

- 1:00 pm – 1:30 pm
- 1:30 pm – 2:00 pm
- 2:00 pm – 2:30 pm
- 2:30 pm – 3:00 pm

- 3:00 pm – 3:30 pm
- 3:30 pm – 4:00 pm
- 4:00 pm – 4:30 pm
- 4:30 pm – 5:00 pm

### Protection of personal data

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# 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 1er 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.

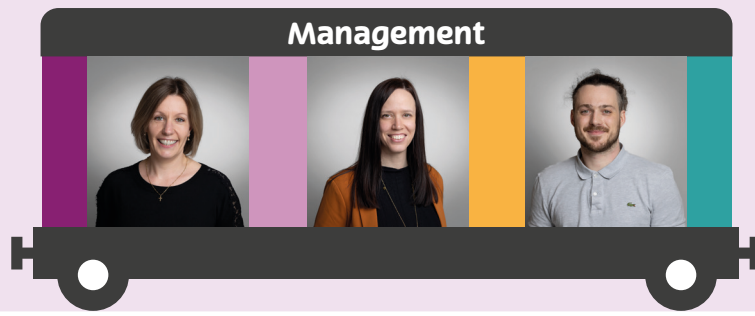
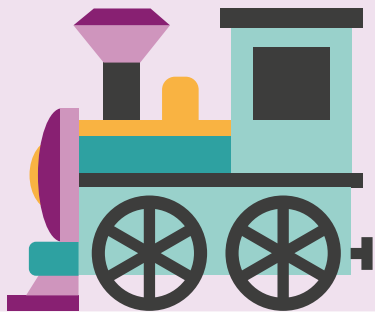
## Les repas sont-ils aussi gratuits ?

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.





Registri



Vicky Olinger-Wagner

Fabienne Rasqué-Clemen

Charel Geimer

Rita Loconte

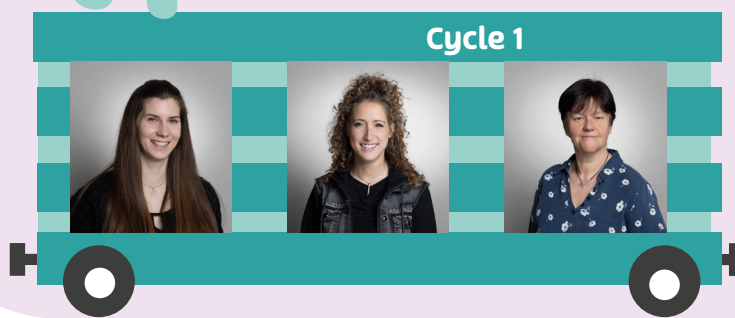


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Conny List

Mireille Lanners

Rabea Akil



Saskia Lellig

Julie Ferreira

Christiane Mees



Rick Berchem

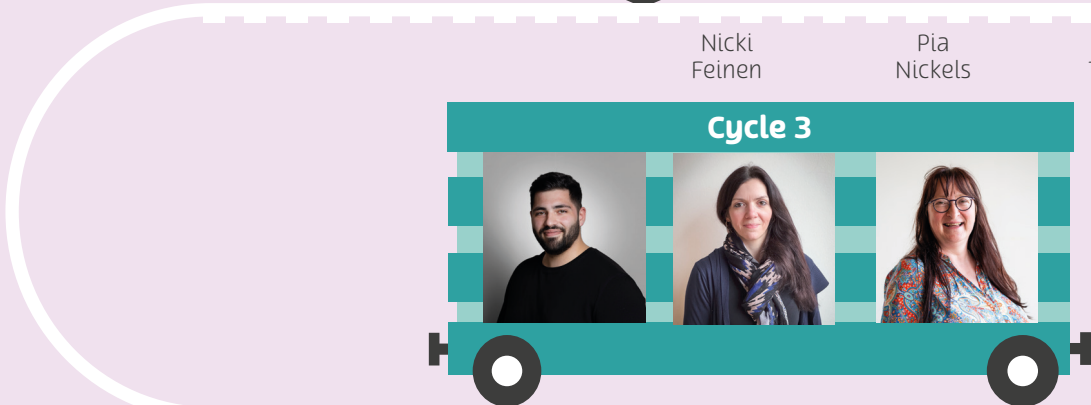
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Nicki Feinen

Pia Nickels

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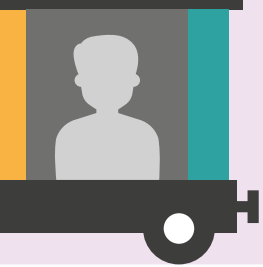
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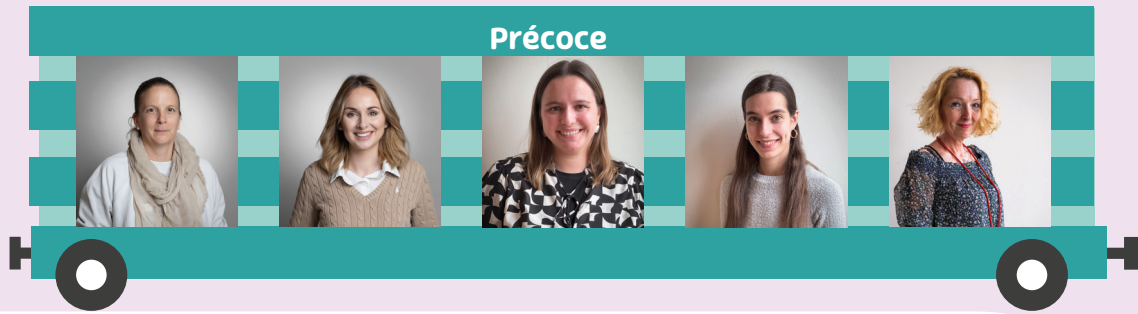


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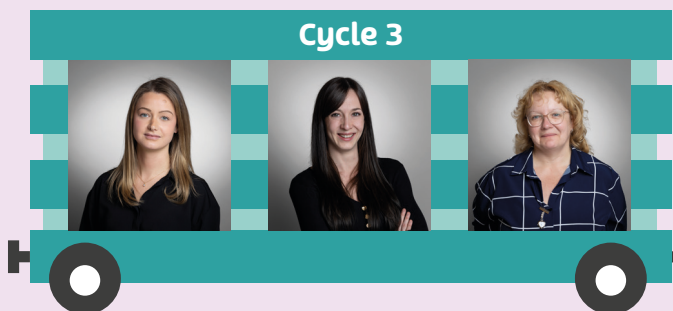
Cycle 2



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Anais Jager

Cycle 3



Lis Arend

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Tania Cossmann

Cycle 3



Liza Weiler

Monica Lopes

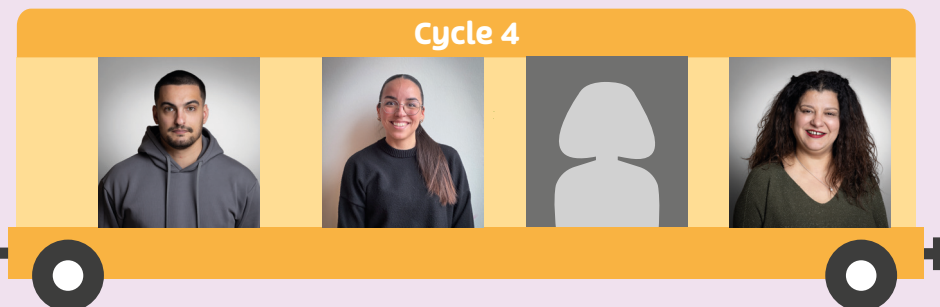
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Cycle 4



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# Maison Relais **Steinfort**

Published by the  
Administration communale de Steinfort  
Service Relations publiques

B.P 42 | L-8401 Steinfort  
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Layout: Service Relations publiques  
Printing: Imprimerie Heintz  
Paper: Nautilus Superwhite 100% recycled

Version DE/FR

