

**POLICIES PERTAINING TO AFTER-SCHOOL-DAY-CARE  
SERVICES BY THE CITY OF LUXEMBOURG,**

**SCHOOLYEAR 2022-2023**

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## 1. ADMINISTRATION

The *Service Foyers scolaires* (Childcare Department, hereinafter referred to as the "Department"), manages the "early childhood education and care services" offered by the City of Luxembourg, under the supervision of the College of Aldermen. The Department is located at

167, Rue de Trèves

L-2630 Luxembourg

Email: [fs-secretariat@vdl.lu](mailto:fs-secretariat@vdl.lu)

These services are organised in accordance with the legal provisions currently in force, and more specifically, the laws and regulations referred to in Chapter 17 of this document.

## 2. PURPOSE, VALUES AND OBJECTIVES

The purpose of the City of Luxembourg's *foyers scolaires* is to provide non-formal education to schoolchildren, while ensuring a high standard of quality. The Department has adopted an "Educational Roadmap" (*concept pédagogique*): a framework document which sets out the professional approach to be taken by the Department and defines the image of the child, the role of the educator, the working methods used and what is meant by quality development.

In addition, each *foyer scolaire* has a document entitled "General plan of action" (*concept d'action général*), which describes in greater detail how the Educational Roadmap is implemented in that particular *foyer scolaire*.

In the *foyer scolaires*, children:

- are treated as competent individuals who are each on their own particular life journey;
- learn from and with each other through interaction;
- are equal members of society with their own individual rights.

The role of the *foyer scolaires* is to support children's development in the following areas:

- emotions, social relations;
- language, communication, media;
- aesthetics, creativity, art;
- values, participation, democracy;
- natural and physical sciences;
- movement, body awareness, health;
- transition, special needs, change of institution.

As part of the professional approach of the Department, the following are given a strong focus:

- open-mindedness;

- self-esteem and respect for others;
- network building;
- approach focusing specifically on the child's needs and participation;
- exploration and learning in tandem;
- process-oriented approach;
- solution-based approach;
- relationship and dialogue;
- independence and self-efficacy.

### **3. PARENTS' OBLIGATIONS AND COLLABORATION**

#### **3.1. Changes in personal information**

Parents must immediately notify the *foyer scolaire* of any changes in personal information and/or the composition of the household. Any false statement may lead to an in-depth review of the situation. If necessary, the result of this review will be forwarded to the college of aldermen, which will decide how to handle the case.

#### **3.2. Child's special needs**

During the pre-enrolment stage or as soon as possible, parents are required to notify the director of the *foyer scolaire* of any special needs their child may have so that the educational team can prepare a plan to provide the best possible care for the child.

#### **3.3. Child's absence**

Parents are required to inform the staff in advance if their child will be absent from the *foyer scolaire*, if possible before 9:00 (if no staff member is reachable, parents can leave a message on the answering machine).

If children are absent without a reason given before the start of a time slot, the parents shall be entirely responsible for their children.

When a child is absent without parental consent, *foyer scolaire* staff must promptly inform the parents and/or teachers. If the situation cannot be resolved, the staff is obliged as a last resort to inform the Grand Ducal Police.

#### **3.4. Symptoms of illness manifesting during the day**

Parents are required to work shoulder to shoulder with the managing staff to ensure their child's well-being. Should a child begin manifesting symptoms of illness while they are at the *foyer scolaire*, the management will notify the parents, who must collect the child as soon as possible.

If there is any doubt or difference of opinion about the child's state of health, either the parents or the *foyer scolaire* may propose a meeting to share information and reach a mutual understanding.

### **3.5. Parents' collaboration**

Collaboration with parents begins during the pre-enrolment interview through complete and transparent communication, especially regarding the specific needs of the child.

Collaboration and dialogue throughout the year are crucial to the work of *foyer scolaire* staff in order to ensure the well-being of the child through qualified supervision.

Parents are advised to keep themselves regularly informed about their child's development and to contact the staff at the *foyer scolaire* to this effect. The centre directors and the administrative unit of the Department are available to answer parents' questions.

In case of major difficulty with a child, parents will be asked to participate in consultations/meetings with *foyer scolaire* staff to find a solution.

In the event that a child exhibits unusual behaviour, as identified by *foyer scolaire* staff (serious disciplinary or behavioural problems that endanger the child's own safety or that of other children or the staff), the socio-educational network of the Department will be consulted.

When parents are on-site and/or participating in an event at the *foyer scolaire* (celebration, party, meeting, etc.), the children are under their responsibility as of their arrival and when their presence is known to the childcare staff.

The email address **fs-parents@vdl.lu** was created specifically to allow parents to contact the Department Head, who will respond to general questions concerning the operation of City of Luxembourg *foyers scolaires*.

## **4. The Department's organisation and core functions**

The *Service Foyers scolaires* manages two main activities – day-to-day care of children after school (operational centre) and the development and implementation of educational projects and activities (CAPEL).

The *Service Foyers scolaires* is run by a head of department, supported by an operations manager and an administrator for each *foyer scolaire*. They are responsible, respectively, for the operations team made up of the directors (*chargés de direction*) of the various *foyers scolaires*, and the administrative team.

The administrative team comprises several units:

- FS-Personnel:

The FS-Personnel unit performs the administrative duties that relate to the Department's staff.

- FS-Secretariat:

The FS-Secretariat staffs the Department's reception desk, handles mail and deals with internal and external requests.

- FS-Finances:

The FS-Finances unit manages invoicing for the *foyers scolaires* and payments issued by the Department.

- Services Généraux (Maintenance):

This unit responds to all requests regarding equipment and furniture in the *foyers scolaires*.

- Contracts, agreements and authorisations:

There is one person in the administration who manages contracts, agreements and authorisations.

The **socio-educational counsellor** (*carrière supérieure*) designs and adapts the educational concept that is employed, as well as advises, monitors and oversees educational activities in the *foyers scolaires*. The counsellor also promotes internal communication and handles skills development for the *foyers scolaires* staff.

The Department uses in-house and external professionals with expertise in catering and food safety.

The Department's administration works in close collaboration with the directors of the *foyers scolaires*, who are responsible for the proper running of their individual institute.

Supervision of the children is provided by an educational team consisting of:

- the director of the *foyer scolaire* with bachelor-level qualifications as a "graduate educator", such as a Bachelor's degree in social and educational sciences
- childcare workers, with "qualified educator" training
- care assistants
- coordinators, with "socio-educational support" training
- trainees, as part of their orientation course.

The staff is bound by professional discretion and confidentiality of personal data.

## **5. TERMS OF ADMISSION AND ENROLMENT PROCEDURE**

### **5.1. Objective**

The enrolment process is designed to aid the City of Luxembourg in working towards its goal of being able to admit every child who wishes to be enrolled. Until such a time as all children can be enrolled, the City of Luxembourg's municipal administration acts on three levels:

- development of a plan for the construction of childcare and education facilities in order to increase capacity;
- recruitment of qualified staff;
- application of terms of admission and priority criteria to fill the available spots based on the capacity of its infrastructure.

### **5.2. Annual enrolment process**

Enrolment in a *foyer scolaire* must be renewed each academic year.

### **5.2.1. Who can enrol and child's personal file**

The Department's services are generally open to all children, with priority being given to those attending public school and who:

- have turned three before 1 September of the current year and are in early education (1<sup>st</sup> year of Cycle 1 of elementary education – Cycle 1.0);
- have turned four before 1 September of the current year and are in preschool (2<sup>nd</sup> and 3<sup>rd</sup> year of Cycle 1 of elementary education – Cycles 1.1 and 1.2);
- have turned six before 1 September of the current year and are in primary school (Cycles 2, 3 and 4 of elementary education – Cycles 2.1 to 4.2).

The child's personal file contains any and all relevant information, and any documents that have been requested at the time of enrolment.

Parents are required to immediately report any changes in the child's situation to the staff, particularly their contact information (telephone, email, etc.).

Parents are also required to notify the staff if their child has any particular dietary or other special needs, or requires any other special treatment as described in greater detail in Chapter 8 of this document.

### **5.2.2. General enrolment procedures**

The enrolment process has fixed enrolment periods, of which the parents are notified. The schedule can be viewed on the City of Luxembourg websites [www.foyers-scolaires.lu](http://www.foyers-scolaires.lu) or [www.vdl.lu](http://www.vdl.lu), and is also available from the directors of each *foyer scolaire*.

The point of contact for enrolment is the *foyer scolaire* attached to the child's school. This principle holds true for children attending *foyers scolaires* and a public school in Luxembourg City, and for children registered for the future and attending a public school in Luxembourg City.

For school holidays, children must be enrolled specifically for each period, either by appointment or by email, in accordance with the enrolment deadlines which the Department operates.

The enrolment process takes place in two stages:

- 1) pre-enrolment (receipt and filing of the required documents for the enrolment application),
- 2) approval of the application and final admission (examination of the enrolment application and consideration of the priority criteria, communication of admission to the parents in writing).

### **5.2.3. Pre-enrolment and admission conditions**

The pre-enrolment period for the following school year generally begins with the Carnival holidays of the current school year.

To pre-enrol a child, parents must complete these steps:

- Make an appointment with the centre director (or else arrange to submit the information required for enrolment).

- Give the director of the respective *foyer scolaire* a copy of their membership contract for the CSA scheme. Without this contract, no enrolment is possible.
- Provide the director of the relevant *foyer scolaire* with the enrolment form (the child's personal file), which can be downloaded from [www.foyers-scolaires.lu](http://www.foyers-scolaires.lu).

In order to receive CSA benefits, parents living in Luxembourg City whose children attend a *foyer scolaire* managed by the City must sign a membership contract drawn up by the

Bierger-Center

44, place Guillaume II / 2, rue Notre-Dame

L-2090 Luxembourg

**Email:** [bierger-center@vdl.lu](mailto:bierger-center@vdl.lu)

**Tel.:** +352 4796-2200

**Fax:** +352 2627-0999

Further information is available at <http://www.vdl.lu>

- Provide the director of the *foyer scolaire* with a social security registration certificate (which is issued free of charge, on request, via [www.ccss.lu](http://www.ccss.lu)) and, for employees of the European Union institutions, a certificate of employment. Without this certificate, the enrolment application will be deemed "incomplete" and it will be assumed that alternative care arrangements have been made.
- Disclose their family situation, i.e. whether the child is in a "two-parent" or "single-parent" home.

These documents inform the Department of the possibility of alternative care arrangements for the child in question. In the absence of documentary evidence stating the child's parents'/guardians' regular professional activity, less priority will be given to the enrolment application (it being assumed that alternative care arrangements have been made for the child).

The Department reserves the right to process only those children's personal files that are deemed "complete", i.e. files that contain all the required documents and information as listed above.

#### 5.2.4. Priority criteria

When the number of applications for enrolment is greater than the places available, a waiting list for each *foyer scolaire* will be drawn up and managed by each centre's director. Enrolment applications on the waiting list will be approved on the basis of the following criteria, in the following order of priority:

|   |  |
|---|--|
| Applications for enrolment of "children attending a public school in Luxembourg City" | 1.1. without alternative care arrangements: children attending <i>foyers scolaires</i> |
|   | 1.2. without alternative care arrangements: children enrolled for the future           |
|   | 1.3. with alternative care arrangements: children receiving social support             |

|   |  |
|---|--|
|   | 1.4. with alternative care arrangements: children attending <i>foyers scolaires</i>    |
|   | 1.5. with alternative care arrangements: children enrolled for the future              |
| Applications for enrolment of "children attending a non-public school in Luxembourg City" | 2.1. without alternative care arrangements: children attending <i>foyers scolaires</i> |
|   | 2.2. without alternative care arrangements: children enrolled for the future           |
|   | 2.3. with alternative care arrangements: children attending <i>foyers scolaires</i>    |
|   | 2.4. with alternative care arrangements: children enrolled for the future              |

All personal information of the child and/or family is treated with the utmost discretion and in accordance with the legislation on the protection of individuals with regard to the processing of personal data.

Should the parents be found to have made any false statements, their child's enrolment may be withdrawn.

If necessary, the Department reserves the right to implement additional priority criteria to ensure that the available spaces are allocated as fairly as possible.

#### **5.2.5. Admissions and waiting list**

When the number of applications for enrolment is greater than the places available, a waiting list will be drawn up.

Children who are not enrolled will be placed on a waiting list, managed by the director of the *foyer scolaire* in question on the basis of priority criteria. Parents have the right to enquire about the status of their enrolment application.

All parents will receive a written response (successful enrolment or placement on the waiting list) in July. A response will be given by telephone for children admitted at the recommendation of the acceptance committee in September.

Children on the waiting list will be admitted according to the priority criteria as soon as places become available in the *foyer scolaire*.

Given that not all time slots are equally in demand, children may be offered a spot for only certain days/time slots depending on available places and priority criteria (e.g. when only places in time slots on Tuesday and Thursday afternoons are available).

Throughout the school year, each *foyer scolaire* maintains a waiting list which reflects the overall needs for childcare places in the district, and helps manage the order and timeline according to which children are admitted.

#### **5.2.6. Acceptance committee**

The acceptance committee, made up of the director of the centre in question and a Department representative, may be expanded on an invitation-only basis if any in-house

experts (e.g. social worker) are needed. The committee meets when convened by the director of the *foyer scolaire*. Its role is to assess and rule on enrolment applications which require a more in-depth review, notably when the child has a social work file and/or is registered as the recipient of international protection/international asylum seeker.

The acceptance committee is also convened if a *foyer scolaire* has insufficient capacity.

In principle, the acceptance committee meets in late June, and in September right before the school year starts. Parents are informed of decisions on their applications, in writing after the June meeting of the acceptance committee, and by telephone after the September meeting.

### **5.2.7. Final enrolment**

The final confirmation of annual enrolment is sent to parents no later than the beginning of July. The only exceptions to this timeline are cases where applications are incomplete, submitted late or require further examination by the acceptance committee meeting in early September.

## **5.3. Exceptional enrolment and change of enrolment**

### **5.3.1. Change of school/place of residence**

In certain cases, there may be no need to re-enrol the child in a *foyer scolaire* when they move school or move district.

If a child moves to a different district of Luxembourg City, with the family's main address being in that new district, their enrolment remains valid for the current school year, provided that the child attends a public school in Luxembourg City, subject to the availability of places and agreement on the part of the new *foyer scolaire*.

The change of a child's *foyer scolaire* cannot lead to a situation in breach of the provisions of the Grand Ducal Regulation of 14 November 2013 on the authorisation to be granted to managing bodies of early childhood education and care services, or of other legal or regulatory provisions.

### **5.3.2. New enrolment application outside the enrolment period**

New enrolment applications outside the enrolment/amendment periods may be accepted only in the following cases:

- urgency of an enrolment (e.g. further to the recommendation of professionals involved in the child's well-being);
- children attending the "transition class" by decision of the CIS;
- arrival of a child due to relocation, provided the child resides in a Luxembourg municipality and attends a public or non-public school in Luxembourg City;
- changed family situation during the school year

The child will be admitted to the *foyer scolaire* on the basis of the available places and in accordance with the priority criteria listed in point 5.2.2.

### 5.3.3. Change of enrolment

If your child is attending a *foyer scolaire*, you may request to change their enrolment in order to switch time slots.

In principle, requests to change a child's enrolment must be made in writing, and only during the windows specified for that purpose in the enrolment calendar (nominally, once a month). In all cases, the applications to modify the enrolment are assessed and approved by the director of the *foyer scolaire* on the basis of the places available for the required time slots.

In the event of a dispute, a one-off meeting of the acceptance committee will be called, and a representative of the *foyer scolaire's* management will be asked to attend.

Changes to a child's enrolment outside the periods scheduled for this purpose may be made only in the following cases:

- serious reason or emergency situation;
- the parents are involved in divorce proceedings;
- change to the guardian's working hours;
- upon presentation of a medical certificate:
  - the child's guardian has an urgent medical appointment or procedure;
  - shift work;
  - death of a relative;
  - pedagogical or educational measure;
  - the child's guardian is returning to work after a period of leave or has been put on prolonged sick leave;
- relocation to another Luxembourg City district or another municipality.

In all the aforementioned cases, parents must provide the relevant certificates or supporting documents.

Applications to change enrolments for holiday-time *foyers scolaires* are not approved immediately. Parents will be notified of the decision no later than the second Friday before the school holidays.

Late applications to change enrolment may be accommodated if feasible for the *foyer scolaire* in question (in terms of places available, timeslots, and so forth). Priority is given to applicants who have submitted the fewest late applications.

## 6. SCHEDULE AND OPERATION

Supervision of children enrolled in early childhood education is offered at all *foyers scolaires* from 11:50 to 12:30. Certain centres that have the necessary infrastructure also provide this service until 18:30. All *foyers scolaires* are listed, along with the ages of children in their care, at [www.foyers-scolaires.lu](http://www.foyers-scolaires.lu).

## 6.1. Term time

### 6.1.1. General opening hours

During term time, the *foyers scolaires* operate from Monday to Friday, from 11:50 to 18:30.

Children can be enrolled for individual time slots. These are billed as follows:

|             |  |     |   |
|-------------|--|-----|---|
| Time slot 1 | 11:50*/12:00**<br>12:30                        | to  | * arrival of children in C1 (early learning and preschool; Spillschoul 1+2)<br>** arrival of children in C2 to C4 (Mondays, Wednesdays and Fridays) |
| Time slot 2 | 12:30 to 14:00                                 |     | C1–C4 arrivals; meal, rest, and fun and educational activities  |
| Time slot 3 | 14:00 to 16:00<br>(Tuesdays<br>Thursdays only) | and | C1–C4 arrivals; activities and educational projects<br>Homework supervision   |
| Time slot 4 | 15:50*/16:00**<br>18:00                        | to  | * C1 arrivals<br>** C2–C4 arrivals;<br>Snack, activities and educational projects<br>Homework supervision   |
| Time slot 5 | 18:00 to 18:30                                 |     | C1–C4 arrivals; supervision until close   |

The time slot from 12:30 to 14:00 includes a meal. For this time slot, the time spent under supervision (1.5 hours) and the meals are charged.

Enrolment for only the time slot from 18:00 to 18:30 is not possible. This time slot must be combined with the one for 16:00 to 18:00.

### 6.1.2. Special opening hours

In addition to the general opening hours, the Department offers special opening hours for C1 students, at the Eich 7 Arpents *foyer scolaire*, in close collaboration with the school (Bëschschoul), essentially between 13:00 and 18:30.

Some children may be accompanied by external experts, and may arrive outside of the standard timeslots. The care arrangements and procedures must be agreed to on an individual basis between the child's parents and the director of the centre, in what is known as an Individual Plan (PI, from the French).

Following a medical visit, children may rejoin their classmates in the *foyer scolaire* and finish the day in accordance with the enrolment in force for the day in question. A medical certificate will be required, proving that the child has visited the doctor.

### 6.1.3. Supervision on the journey from school to the *foyer scolaire* (and back again)

Children enrolled in the *foyer scolaire* attached to their school will be taken from school to the *foyer scolaire* and back by the staff at the centre, except in the following cases:

- the child attends, with special permission from the school commission, a different school to that in whose catchment area they live: the parents may decide whether to send the child to the *foyer scolaire* attached to the school which they attend (in which case, transport will be provided) or the *foyer scolaire* in the catchment area in which they live (in which case, transport is not provided);
- the child, with special permission for a special-needs child from the school commission, the school inclusion committee or another official body, attends a different school: in this situation, the child will go to the *foyer scolaire* in whose catchment area they live, and no transport will be provided by the *Service Foyers scolaires*;
- the child attends two different *foyers scolaires* for organisational reasons at the school and/or Department level: the director of the *foyer scolaire* in question, or the Department's administrative team, will inform the parents of the enrolment procedure in that specific case.

Children attending *foyers scolaires* and a **non-public school in Luxembourg City** and future children enrolled and attending a non-public school in Luxembourg City will be enrolled subject to places being available and whether it is feasible for the *foyer scolaire* (see the priority criteria):

- in the local *foyer scolaire* where they live, or
- in the *foyer scolaire* closest to the school they attend.

In the case of children attending *foyers scolaires* and a **non-public school in Luxembourg City**, the staff of the *foyer scolaire* will not provide transport from the school to the day care centre and back.

A school attendance certificate for the non-public school will be required to complete the child's enrolment application.

#### **6.1.4. Arrival and departure times**

Accompanied children

During term time, accompanied children may only be dropped off at or picked up from the *foyer scolaire* at/between:

11:50 – arrival

12:15 and 12:30 – departure

13:45 and 14:00 – arrival and departure

from 15:45 – departure

Unaccompanied children

For unaccompanied children, the only departure times allowed during term time are:

14:00

16:00

18:00

18:30

However, unaccompanied children may leave the *foyer scolaire* from 13:45 if so requested by their guardians, provided this request was duly received and documented by the *foyer scolaire*.

The arrival and departure times for the Eich 7 Arpents *foyer scolaire* vary.

### 6.1.5. Parental consent for planned absences

When children take part in extracurricular activities (e.g. LASEP, MUSEP, *Art à l'école*) and/or guided study at school during the opening hours of the *foyer scolaire*, where such activities are not organised by the *Service Foyers scolaires*, parents must submit a signed authorisation annually to the director of the *foyer scolaire*.

Children taking part in extracurricular activities not organised by the *foyer scolaire* (LASEP, MUSEP, *Art à l'école*, guided study) may return to the *foyer* once that activity has finished, if agreed with the director.

Children taking part in extracurricular activities that have no connection with the *foyer* will not be allowed to return afterwards.

## 6.2. During school holidays

### 6.2.1. Opening hours:

During school holidays, *foyer scolaires* operate from Monday to Friday, from 7:30 to 18:30, except during "Aktioun Bambësch", when they close at 14:00.

The different time slots that children can enrol for are as follows:

|             |                |   |
|-------------|----------------|---|
| Time slot 1 | 7:30 to 12:30  | Arrival, activities and educational projects<br>Morning snack |
| Time slot 2 | 12:30 to 14:00 | Mealtime  |
| Time slot 3 | 14:00 to 16:00 | Activities and educational projects                           |
| Time slot 4 | 16:00 to 18:00 | Snack, activities and educational projects                    |
| Time slot 5 | 18:00 to 18:30 | Supervision, fun and educational activities                   |

For time slot 1, children must be present by no later than 9:00 or at the agreed time for the planned activities.

Enrolment for only the time slots from 12:30 to 14:00 and 18:00 to 18:30 during school holidays is not possible. These time slots must be combined with the previous or following time slot.

### 6.2.2. Aktioun Bambësch

Aktioun Bambësch is organised by teaching staff from the *Centre opérationnel foyers scolaires* – that is, by teaching staff from the *Centre d'animation pédagogique et des loisirs* (Creative Learning Centre – CAPEL).

Organisation of care at Aktioun Bambësches (AB) and at *foyers scolaires* depending on the child's current level of schooling:

- Cycles 1.2 to 4.2 children: Aktioun Bambësches
- Cycles 1.0 to 1.1 children: Access only to the *foyers scolaires*, which will remain open to these children for their normal opening hours – i.e. up until 18:00.

### **6.2.3. Mergers**

For organisational reasons, during school holidays, children will be supervised and activities organised, but not necessarily at the local *foyer scolaire*. Parents will be informed in due course about "mergers" (merger between two *foyers scolaires*) and will be responsible for dropping off and picking up their children.

### **6.2.4. Admission conditions**

Priority will be given to children attending a public school in Luxembourg City and who regularly attend the *foyer scolaire* during term time and do not have other childcare arrangements.

Depending on demand for certain weeks and/or enrolment periods, priority criteria may again be applied.

In exceptional cases, if there are places available and if feasible under the organisation of the *foyer scolaire*, children who are not usually enrolled during term time may attend the *foyers vacances* programme. This exception applies to:

- children attending a public school who have other childcare arrangements, and
- children attending a non-public school.

Such requests must be made in writing to the director of the *foyer scolaire* for each holiday period.

To allow children to "take a break" from the *foyer scolaire*, parents are advised to plan for a period of two weeks, preferably during the school holidays, during which their child/children will not attend the *foyer scolaire*.

### **6.2.5. Arrival and departure times**

Accompanied children

During school holidays, accompanied children may only be dropped off at the *foyer scolaire* between:

7:30 and 9:00

12:15 and 12:30

13:45 and 14:00

15:45 and 16:00

During school holidays, accompanied children may only be picked up from the *foyer scolaire* between:

12:15 and 12:30

13:45 and 14:00

from 15:45

Unaccompanied children

For unaccompanied children, the arrival times during school holidays are the same as under point 6.2.6 (accompanied children).

During school holidays, unaccompanied children are only allowed to leave their *foyer scolaire* at:

12:30

14:00

16:00

18:00

18:30

However, at the request of their guardian(s), unaccompanied children may leave the *foyer scolaire* from 13:45, provided this request was duly received and documented by the *foyer scolaire*.

### **6.3. Exceptional operation and closures**

Throughout the year, the Department handles exceptional openings and closures as follows:

- In the event that 6 December falls on a weekday (school holiday), the *foyers scolaires* are open from 7:30 to 18:30 under the *foyer vacances* (holiday childcare) programme. When this occurs, children who regularly attend a *foyer scolaire* may attend that *foyer scolaire*, provided they register in advance.
- *Foyers scolaires* are closed from 14:00 on 24 December until 1 January, inclusive.
- *Foyer scolaires* will be closed on the working day preceding the back-to-school date.
- During periods of Aktioun Bambësches (Christmas, Easter, the summer holidays, etc.), *foyers scolaires* will close at 14:00, except for children in Cycles 1.0 (preschool) and 1.1 (1<sup>st</sup> year of Spillschoul).
- The *foyers scolaires* are closed on Saturdays, Sundays and public holidays.

### **6.4. Arrivals and departures – accompanied and unaccompanied children**

Children in classes up to Cycle 2.2 inclusive or less than nine years of age may only leave the *foyer scolaire* if accompanied by the persons designated for this purpose.

All other children may leave the *foyer scolaire* on their own. At the time of enrolment, written authorisation is requested, whereby the parents authorise the *foyer scolaire* staff to let their child leave unaccompanied and the parents shall assume full responsibility.

If, for any number of reasons, the *foyer scolaire* staff considers a child to be unfit to return

home alone, the parents will be required to find a suitable solution.

At the time of enrolment, the parents undertake in writing to pick up the child from the *foyer scolaire* or to designate another adult for this purpose.

In exceptional circumstances, and provided they have valid reasons, parents may request that a sibling under the age of 18 be allowed to pick up the child from a municipal *foyer scolaire*. The request must be accompanied by a parental waiver concerning the release of the child into the care of a person under the age of 18. Minor siblings may pick up a child from a municipal *foyer scolaire* provided that the parents have requested that arrangement in writing. Parents must submit a copy of the ID card of all persons authorised to pick up their child. Parents shall take full responsibility for this. If the parents of an older child do not want the child to leave the *foyer scolaire* alone, the same principle applies.

The parents or people who are authorised to pick up the child are responsible for the child from as soon as they arrive at the *foyer scolaire* and make their presence known to the teaching staff. Children may only be picked up by their guardian(s) or by another person authorised to do so in writing by their guardian.

If staff members believe someone authorised to pick up a child may be physically or psychologically unfit for this task, they will keep the child at the *foyer scolaire* and inform the parents or the relevant authorities.

Generally, both parents have the right to pick up their child, unless an official document from the competent authority designating a person as being unauthorised to pick up their child is presented to the centre's director.

## **6.5. Early/late arrivals or departures**

Parents must adhere to the arrival and departure times of the *foyer scolaire*.

A child may be allowed to come in early or leave late (in relation to their time slot) on an exceptional basis by the centre's director for valid reasons (a visit to the doctor, or other one-time, urgent and unforeseeable obligations). The person authorised to pick up the child must sign a release form.

The child can be picked up after 15:45 with the signature of a person who is authorised to pick them up.

If a child arrives or leaves early/late when not authorised to do so, this may result in:

- temporary suspension of the child from the *foyer scolaire*, by decision of the Department administration, or
- permanent expulsion of the child from the *foyer scolaire*, by decision of the college of aldermen at the proposal of the Head of the Department.

## **7. PRICES**

The fees applied are based on the current provisions of the City of Luxembourg's tax regulations and the regulatory provisions relating to the CSA.

Invoices are issued monthly, in units of full weeks.

Certain sections of the "Consignes de fonctionnement des foyers scolaires de la Ville de Luxembourg" (Guidelines on Foyers Scolaires in Luxembourg City) speak of invoicing, even if the unit price of the invoice is for €0. In such cases, the service in question is 'free of charge' for the parents.

The invoice sent to parents is based on the child's enrolment in the various time slots, rather than on the time when the child is actually present.

In the event of the cancellation/suspension of a child's enrolment, the parents are obliged to pay the fees for the period in progress, except if this is due to the reasons mentioned under point 5.3.3.

Parents may be asked to contribute financially to exceptional costs (excursions, outings, overnight stays, etc.). This contribution will be included in the invoice under the heading "divers" (miscellaneous).

If a child arrives or leaves either early or late during a timeslot, parents will nevertheless be billed for the full unit of time.

Any absence is charged according to the City of Luxembourg's tax regulations, except in the case of

- absences for therapeutic visits (*Service Médecine scolaire* (School Health Department), multi-professional team), as evidenced by a certificate;
- absences due to school activities (holiday camps, excursions);
- absences due to the death of a relative, as evidenced by a certificate;
- absences for which a medical certificate is issued by the doctor:
  - absences due to a contagious disease,
  - absences due to illness,
  - absences due to long-term illness, trauma or disability that require specific assistance to be provided to the child during their stay at the *foyer*, or during outings or travel,
  - the need to identify specific arrangements to be put in place (swimming, sport, outings, travel, etc.),
  - medical problems that have a direct impact on the care given to the child in the *foyer scolaire* (e.g. food allergy).

The certificate must be submitted by no later than the last Friday of the relevant billing period.

In addition to legal proceedings, repeated non-compliance with payment deadlines may result, after a formal written notice, in the child being expelled from the *foyer scolaire* (by decision of the college of aldermen).

## **8. SPECIAL NEEDS AND TAILORED SUPPORT SCHEME**

When enrolling their child in a *foyer scolaire*, parents are asked to inform the centre's director of all additional information relating to any special needs their child may have.

Providing this information is entirely optional, and it will only be used to ensure the safety of your child and improve the care they receive at the *foyer scolaire*. In keeping with the philosophy of inclusive care, this information has absolutely no impact on the decision to admit the child to the *foyer scolaire*, as places are allocated regardless of this information.

Supporting documents may be provided, and will be treated with the utmost confidentiality.

Below, you will find an outline of different scenarios relating to special needs and the personalised support of your child.

## 8.1. Special needs

Every child, regardless of their special needs or particular situation, has the right to receive proper support in their own personal development in order to maximise their independence and participation, as well as their integration into society.

Children are considered to have special needs if the support they require cannot be provided using the usual resources available to the childcare staff. Special needs may relate to a child's motor skills, vision, speaking ability, hearing, cognitive skills or behaviour.

Once a child's special needs have been identified, the Department favours taking an inclusive approach. The child is never the problem, but rather the constraints involved in providing support. We actively seek to eliminate any constraints and potential barriers.

When a child is newly enrolled and there is some uncertainty as to the nature of their special needs, the Department reserves the right to institute an adjustment and observation phase together with the parents. During this phase, the time spent by the child in the *foyer scolaire* is progressively increased over the course of two weeks, without any guarantee, however, that the child will be permanently admitted. At the end of the adjustment phase, a report is drawn up. This report is shared with the Department staff and the parents in order to decide on the subsequent course of action.

The child's admission is granted provided that there are staff who can provide the proper supplemental support to ensure the child's successful inclusion.

The *Service Foyers scolaires* and its 'customers' – i.e. the families and their children – are supported by the psychological support team (EAP) for children attending municipal crèches and *foyers scolaires* in Luxembourg City.

If you answer 'yes' to one or more of the following questions, it may be advisable for you to contact the EAP:

- Are you worried about your child?
- Does your child exhibit behavioural issues, often display aggression or sadness, or seem withdrawn?
- Are you experiencing relationship problems in your day-to-day family life?
- Do you want to talk about your child's education and care?

The *équipe d'accompagnement psychologique* (EAP – psychological support team) is a service offered by the City of Luxembourg. The team is made up of two psychologists/psychotherapists whose role is to engage with parents and children

experiencing difficult times.

We offer you guidance to help you use the resources at your disposal in order to achieve the objective you have set in consultation with one of our psychologists.

Our team is available by appointment.

We guarantee a safe, neutral environment and utmost confidentiality for your consultations.

The service is free of charge.

Contact:

EAP

110, Avenue Gaston Diderich

L-1420 Luxembourg-Belair

Tel.: 4796-2956

Email: [eap@vdl.lu](mailto:eap@vdl.lu)

## 8.2. Tailored support scheme

A tailored support scheme (*projet d'accueil individualisé* – PAI) aims to improve the care and integration of children with special health needs in care facilities.

A PAI is a detailed protocol specifying:

- the support conditions;
- the actions to be carried out;
- the medicine to be administered;
- the emergency plan to be followed;
- the first-aid techniques to be used;
- the list of contact persons in emergency situations.

The main illnesses leading to the creation of a PAI are the following:

- allergies;
- food allergies;
- asthma;
- heart diseases;
- diabetes;
- epilepsy;
- haemophilia.

The PAI aims to ensure the best possible continuation of essential aid during a child's time outside the home and to reassure the child, the parents and all those involved in providing for the child's education, childcare and health.

The PAI governs both the supervision of children who have a chronic illness and regularly require general assistance as well as the supervision of children who may require emergency assistance, such as children at risk of going into anaphylactic shock due to an allergic reaction.

The procedure for establishing a PAI is as follows:

- In consultation with the parents, a child's general practitioner proposes the creation of a PAI, which they draw up based on the child's particular needs. This PAI is established for an indefinite period of time.
- The parents read the PAI carefully, taking due note of its contents, and sign a request for the delegation of care.
- The attending physician sends the PAI to the school health division of the Ministry of Health (*Ministère de la Santé*), which approves and signs the PAI before sending it to the school health team in charge of the child.
- The school health team shares the PAI with the people involved and ensures it is followed. It contacts the child's parents, class teacher, the local school inspector and the director of the *foyer scolaire* to organise an information and training session for all those involved in the child's care.
- An emergency kit containing the medication specified in the PAI is provided by the parents to both the school and the *foyer scolaire*. The parents undertake to check the stocks and date of expiry of the medication provided, and to inform the *foyer scolaire* staff of any changes to the PAI, as decided by the attending physician. The parents undertake to replace any expired medication as soon as possible.

Given the importance of a PAI in the case of food allergies, below are some things to be considered when setting a specific diet.

If a child needs a specific diet for health reasons, the centre's director will ensure that the parents are informed about the procedure to be followed:

- If the allergy does not require the administration of medication, the parents must send their application with supporting documents (medical certificate) to the Department.
- If the allergy requires the administration of medication, the attending physician will have to establish a PAI.

Parents may opt either for their child's meals to be provided by the catering company with the appropriate adjustments, or to provide a meal themselves in accordance with the terms described in the information sheet. In all cases, parents take on full responsibility for their choice of action.

### **8.3. Foyer Scolaire Inclusion**

The "Foyer Scolaire Inclusion" consists primarily of a pool of childcare staff who support the teams who care for children with special needs in the City of Luxembourg's *foyers scolaires*. This pool is structured as a virtual *foyer scolaire* managed by a specially designated centre director.

The main roles of these staff members in the local *foyers scolaires* are to:

- support and guide the other staff members in their mission of inclusivity, as needed;
- help raise awareness by sharing knowledge;
- offer support by serving as an additional staffing resource;
- provide assistance in creating individual plans;
- help with building a professional network (Incluso service, SEN, centre of expertise, class teachers);
- help facilitate dialogue (parents, external partners, etc.);

If you need additional information, feel free to contact the Foyer Scolaire Inclusion team: [fs-inclusion@vdl.lu](mailto:fs-inclusion@vdl.lu).

## 8.4. Individual Plan

One of the general objectives of the national reference framework on non-formal education focuses on inclusion. The very concept of inclusion is built on ethical considerations: it embodies the basic right of all people to be active members of their community and benefit from the services offered. This principle also applies to all children enrolled in *foyers scolaires*.

"The objective of the Individual Plan is to identify for the child the environment that will best enable them to understand their needs, and to participate in and share experiences that will help develop their skills" (guidelines on non-formal education for children and young people).

The Individual Plan implemented at a *foyer scolaire* is based on information received during conversations and observations made by staff. The Individual Plan is created and implemented in collaboration with all stakeholders involved in caring for the child at a *foyer scolaire*, with the goal of meeting the child's individual needs. The plan is revised regularly with input from everyone involved.

Children thus become active agents in their own development. The inclusive approach involves adapting the facility to the child's needs in order to foster their growth. This ensures that all children have the same opportunities to receive the resources they need to participate actively in community life.

The creation of an Individual Plan involves four main steps:

### Step 1: Establish dialogue with stakeholders

During this step, it is crucial to engage in dialogue with all stakeholders who work with the child and to prepare for the child's admission. The staff in charge is tasked with finding out about the child's needs and specific resources, with the overarching goal of gathering all general information about the child.

### Step 2: Observe the child

This observation is conducted by the staff of the local *foyer scolaire* along with their contact person for inclusive education (*référént pédagogique d'inclusion* – RPI) and the representative appointed by the Inclusion unit. The main role of the RPI is to implement an inclusive approach that prioritises independence and the participation of every

individual child in education and activities. These services identify the child's needs in specific situations and pinpoint problematic environmental factors. The ultimate goal is to give the child opportunities to participate actively. In this step, it is important not only to observe the child but also to focus on their environment and the *foyer scolaire* facility.

#### Step 3: Develop the plan

In this step, it is crucial to establish concrete objectives and accommodations with the aim of improving the child's participation. These may involve the environment, equipment and/or the educational and pedagogical attitude and approach.

#### Step 4: Conduct ongoing assessments

The final step is to regularly assess the predefined targets: the facility, the team at the facility, dialogue with parents and other professionals, etc.

The length of time and the way in which an Individual Plan is implemented may vary, depending on the child's needs.

If you need additional information, feel free to contact the Foyer Scolaire Inclusion team: [fs-inclusion@vdl.lu](mailto:fs-inclusion@vdl.lu).

### 8.5. Foyer Scolaire Transition

The "Foyer Scolaire Transition" was created in order to have a *foyer scolaire* that is physically close to the Transition Class. It is the smallest *foyer scolaire* in the system, with a maximum capacity of eight children. It is located on the same campus as the Gasperich *foyer scolaire*.

The defining feature of this *foyer scolaire* is that its operation is tied to that of the Transition Class (*Classe de transition* – CDT). It cares for children who are enrolled in the Transition Class, which is located in the same building. The Foyer Scolaire Transition is geared towards young children with special needs, enrolled in Cycles 2.1 to 4.2, who have been identified as such by the *Service Enseignement* (Education Department).

As a rule, children remain in the Transition Class for no more than two years. They attend the *foyer scolaire* only on Mondays, Wednesdays and Fridays at lunchtime, from 12:30 to 14:00. Outside of lunchtime hours (Mondays, Wednesdays and Fridays), children registered in City of Luxembourg *foyers scolaires* are cared for by the educators in the *foyers scolaires* in their own districts.

As these children need reference points that make them feel safe, the *foyer scolaire* is committed to caring for the children in a welcoming environment that makes them feel at home and comfortable being themselves. The role of the childcare workers is to observe the children and support them in being themselves. They stimulate the children, spark their interest and encourage them to explore other areas of interest.

The educators at the Foyer Scolaire Transition provide personalised support with the ultimate goal of developing the child's prosocial behaviour. This helps the staff and child bond. The staff is then able to assign a designated carer for the child in question.

When a child enrolls in a local *foyer scolaire*, the childcare worker from the Foyer Scolaire Transition automatically joins the staff of the local City of Luxembourg *foyer scolaire*. The staff from the Foyer Scolaire Transition ensure that all the stakeholders involved in caring for the children enrolled in the Foyer Scolaire Transition work together closely: teachers

from the Transition Class, the children's parents, staff from local *foyers* to deal with any questions relating to the children's development/individual level, social workers, psychologists, SCAS, CIS, etc.

If you need additional information, feel free to contact the Foyer Scolaire Transition team: [fs-transition@vdl.lu](mailto:fs-transition@vdl.lu)

## 9. MEALS

Catering in *foyers scolaires* is provided in buffet format (open system), or distributed (distribution by group and by room). Children have free access to the canteen, as well as to available and open function rooms, depending on their age, maturity and motor skills.

Lunch is prepared in food assembly kitchens by catering companies commissioned by the college of aldermen on the basis of detailed and rigorous specifications.

Adherence to these specifications is monitored daily in each *foyer scolaire* by persons specifically trained for this task, as well as by internal and external audits carried out by dietary and food safety experts.

During term time and the school holidays, children are given a small snack at 16:00. During school holidays, a small snack is also provided at 9:00. Generally, these snacks are made of organic ingredients, freshly prepared each day by the catering company.

A small fruit-only snack is offered in the mornings during school holidays. This is a breakfast supplement that does not replace the breakfast to be eaten at home.

For reasons of hygiene and food safety, meals and foods provided by parents are not allowed in *foyers scolaires*, except with the express prior authorisation of the centre director, or of the dietitian.

## 10. EDUCATIONAL ACTIVITIES AND PROJECTS

Children attending City of Luxembourg *foyers scolaires* are supervised by qualified staff whose main task is to assist children in their daily development and offer them the opportunity to participate in quality educational projects and activities.

The educational team of each *foyer scolaire* has developed an educational roadmap (general plan of action) specific to its school and neighbourhood. It is made available to parents, on request, by the centre's director.

Every child is unique, with their own experiences and world view. Children develop their own personalities. They have an acute need for dialogue, a sense of belonging and autonomy. They enrich the dynamics of their group through their own culture, language and traditions.

Depending on their educational agenda, *foyers scolaires* organise activities, projects, outings, excursions and even overnight stays for the children in their care.

By enrolling their children in the care system provided by the Department, parents agree that the children may take part in the outings, excursions and/or overnight stays organised by the *foyers scolaires*.

The *foyers scolaires* provide parents with information on planned activities.

It is essential to ensure that children are suitably dressed to participate in both indoor and outdoor activities, with clothes and shoes appropriate for the current season and the planned activities.

### **10.1. Individual activities**

The *foyers scolaires* occasionally offer an activity – such as sports, arts and crafts, music, games, excursions, tours, etc. – that caters to the children's various interests or to mark special occasions for small groups or larger groups.

### **10.2. Workshops**

Activities may take the form of workshops. In this case, children are allowed to choose the workshop that is best suited to their needs.

### **10.3. Unstructured time – free-choice activities**

During the day, the children have some free time when they can occupy themselves however they choose. They can spend time alone, engage in creative pursuits and, generally speaking, decide who they want to interact with and what they wish to do.

### **10.4. Projects**

Projects extend over a longer period of time and pursue a clear, documented objective. The *foyer scolaire* votes on the project, which may focus on topics such as recycling, health, road safety or astronomy, to name a few possibilities.

### **10.5. Outdoor activities**

Activities outside the *foyer scolaire* are organised regularly. The staff is committed to giving the children opportunities to experience their environment.

## **11. HOMEWORK**

Extract from the ministerial circular to the municipal administrations concerning the school organisation for the start of the 2016-2017 school term:

With respect to homework assignments, the Grand-Ducal Regulation on the *Plan d'Encadrement Périscolaire* (PEP – Non-school Care Plan) (article 3, points 3 and 4) distinguishes between homework that is set by the school and a task that may be set by the education and care facility.

A 'homework assignment' must be individualised as far as possible and the child must be able to complete it without the help of an adult.

Homework must be designed as an extension of learning in the classroom; it should be formative and develop the child's independence and ability to manage their time. The duration of the homework must be adapted to the age of the children and their school cycle.

A child who needs special support in a particular subject, who is slow in developing certain skills, must be able to count on the support of the educational team. Specific

measures must be taken as part of the educational support provided. It is neither the parents' duty nor the duty of the socio-educational team of the education and care facility to take remedial measures, as these fall under the scope of the school.

The socio-educational team provides a setting that allows children to do their homework in a quiet environment, where they can find the resources they need (dictionaries, internet access, library, etc.) to do their homework and where an adult is available to supervise them, if necessary.

It is the childcare staff's role to:

- be present;
- help the child independently find the answers to their questions;
- promote the support relationship between children (children more advanced in a subject can help children who are less advanced);
- maintain a calm and quiet environment;
- motivate the child to do their homework; and
- develop the child's self-confidence.

Other activities are planned for children who do not have homework, who do not do it at the *foyer scolaire* or who have already finished it.

The *journal de classe* (school planner) is a key tool used for communication between the school and the parents. Parents are asked to check their child's planner at home to make sure their child has finished all their homework, and to sign the planner accordingly.

To differentiate 'homework support' from other forms of support on offer, here are a few simple definitions:

Pedagogical support: individual tuition or small groups of students in a class, under the instruction of a teacher

Guided study: Active support for a group of students by the teacher and/or an external partner

Homework support (passive): service offered by *foyers scolaires*

## 12. COLLABORATION WITH THE SCHOOL

The *foyers scolaires* and schools have common goals with regard to children's education, each carrying out its own specific tasks. To this end, the *foyer scolaire* staff and the school staff coordinate in their respective work.

In order to guarantee the safe supervision of the children, regular meetings are held between *foyer scolaire* staff and the teaching staff of the children attending the *foyer scolaire*.

For these reasons, the chair of each school committee has been designated as the contact person for the *foyer scolaire* by the *Commission scolaire* (School Commission). The chair of the school committee is to be contacted by the director of the *foyer scolaire* as of the first day of school for all organisational matters.

The centre director is an advisory member of the school committee and attends

consultation meetings as a representative of the Department.

### **13. TEMPORARY ILLNESS/CONTAGIOUS DISEASE**

If a child contracts a contagious disease, they may not attend school. This is stipulated by the law of 2 December 1987 on school health (*loi de la médecine scolaire du 2 décembre 1987*) and the Grand Ducal Regulation of 24 October 2011 (*règlement grand-ducal du 24 octobre 2011*). This measure also applies to attendance at the *foyer scolaire*.

The decision as to whether and how long a child should be excluded from school is based on the medical advice of the child's attending physician and must be attested by a medical certificate. This certificate must be submitted to the *foyer scolaire* as soon as possible.

In case of temporary illness where medication must be taken during a child's time at the *foyer scolaire*, parents must provide a medical prescription along with the dated and signed drug administration form (*formulaire "Administration de médicaments"*), and deliver the medication in its original packaging, bearing the child's name and dosage. Parents must also pay attention to the expiry dates and replace any medication that has expired.

### **14. INSURANCE**

At the *foyer scolaire*, a liability insurance policy for school and extracurricular activities covers all activities, both indoor and outdoor, as long as they are part of the normal operation of the *foyer scolaire* or they result from special authorisation from the Department or college of aldermen.

It is recommended that parents take out a private liability insurance policy for their child (children) for cases not covered by the City of Luxembourg's liability insurance.

In case of vandalism or intentional damage by a child, *foyer scolaire* staff members are authorised to take appropriate educational measures, in addition to requiring the parents to compensate for the damage. If necessary, a complaint may be lodged with the police.

The *foyer scolaire* declines any liability in case of loss, theft or damage of property brought to the *foyer scolaire* by the child. It is strongly recommended not to bring toys, telephones, electronic games, etc., to the *foyer scolaire*.

### **15. ACCIDENTS**

In case of an emergency, the Department will take any necessary measures, ensure the child is promptly given the appropriate care and, if the situation so requires, call the emergency services. It will also promptly inform the parents.

Of course, *foyer scolaire* staff members are responsible for ensuring that all precautionary and safety measures are taken when children participate in certain activities (e.g. helmet, knee and elbow pads, water wings, etc.).

## 16. TEMPORARY SUSPENSION OR PERMANENT EXPULSION OF A CHILD

A child may be suspended/expelled from the *foyer scolaire* in the cases provided for by these policies and procedures:

- If a child's behaviour in the *foyer scolaire* endangers their own safety and/or health, or that of other children and/or the staff, the Department Head may decide to suspend the child for three days. The permanent expulsion of the child can only be decided by the college of aldermen following a proposal issued by the Department Head.
- The lack of cooperation by parents or the non-compliance with these policies can lead to a temporary suspension (as decided by the Department Head), or even the permanent expulsion (as decided by the college of aldermen) of the child from the *foyer scolaire*.
- If a child arrives or leaves early/late when not authorised to do so, this may result in the child's temporary suspension or permanent expulsion.
- Repeated, unjustified and unannounced absences may result in the child's temporary suspension or permanent expulsion.
- If the fees owed in connection with a child's attendance at the *foyer scolaire* are not paid by the parents/legal guardians, the college of aldermen may, upon request by the *Recette communale* (City Treasury), suspend the child until the sum owed by the parents/legal guardians is recovered.

Once this decision has been taken, the parents will be informed by registered letter of the child's suspension or expulsion, and the start and end dates of their suspension/expulsion.

## 17. LEGAL PROVISIONS

- Law of 8 September 1998 regulating relations between the State and bodies involved in social, family and treatment and care-related matters, as subsequently amended (*loi modifiée du 8 septembre 1998 réglant les relations entre l'Etat et les organismes œuvrant dans les domaines social, familial et thérapeutique*).
- Grand Ducal Regulation of 14 November 2013 on the authorisation to be granted to managing bodies of early childhood education and care services (*règlement grand-ducal du 14 novembre 2013 concernant l'agrément à accorder aux gestionnaires de services d'éducation et d'accueil pour enfants*).
- Law of 24 April 2016 amending the law of 4 July 2008 on youth, as amended (*loi du 24 avril 2016 portant modification de la loi modifiée du 4 juillet 2008 sur la Jeunesse*).
- Grand Ducal Regulation of 27 June 2016 concerning quality assurance in the activity of parental support, in the early childhood education and care services and in services for young people (*règlement grand-ducal du 27 juin 2016 concernant l'assurance de la qualité dans l'activité de l'assistance parentale, dans les services d'éducation et d'accueil pour enfants et dans les services pour jeunes*).

- Grand-Ducal Regulation of 27 June 2016 implementing the provisions relating to the *chèque-service accueil* of the amended law of 4 July 2008 on youth (*règlement grand-ducal du 27 juin 2016 portant exécution des dispositions relatives au chèque-service accueil de la loi modifiée du 4 juillet 2008 sur la jeunesse*).
- Law of 29 August 2017 amending
  1. the amended law of 4 July 2008 on youth (*loi du 29 août 2017 portant modification de la loi modifiée du 4 juillet 2008 sur la jeunesse*);
  2. the law of 18 March 2013 on the processing of personal data concerning students (*loi du 18 mars 2013 relative aux traitements des données à caractère personnel concernant les élèves*).
- City of Luxembourg's tax regulations (*Règlement-taxé*).

## **18. Authorisation by the college of aldermen**

These policies and procedures regarding the operation of the City of Luxembourg's *foyers scolaires* supersede any prior version. They will be revised regularly and supplemented if necessary.

They are applicable for the 2022–2023 school year and for enrolment applications for that year.

Luxembourg, 15 March 2022

The College of the Mayor and Aldermen of the City of Luxembourg.