



# Collaboration contract

**Maison Relais Bridel  
Commune of Kopstal**



## Opening hours :

- The Maison Relais is open from Monday to Friday from 7 am to 7 pm during the school year and during school holidays. The principals' office is open every day from 8 am to 5.30 pm.
- Any delay of the parents for pick-up is to be reported in the respective cycles.
- If parents are late after 6 pm (for registration until 6 pm), they are asked to call the respective cycle.
- If the evening closing time (7 pm) is exceeded, a full hour will be charged automatically. After 7 pm, if the parents or guardians have not been heard from, and after having exhausted all possibilities of contacting them, the staff will call the appropriate state services, which will indicate the procedure to follow.

## Admission requirements:

- The Maison Relais de Bridel is primarily intended for all school children aged 3 to 12 (who have reached the age of 3 before September 1st) living in the municipality of Kopstal or attending the basic school of Bridel.
- To register a child at the Maison Relais, the registration form must be signed and completed with all the required documents.
- In the event that the number of registrations exceeds the maximum capacity of children defined by the agreement, priority will be given to :
  - children from single-parent families
  - children from families where both parents are working full time or are registered with the Employment Administration (please attach a certificate from ADEM)
  - children from families where one parent has a health problem that makes it difficult to care for the child
  - children at risk of poverty and social exclusion.

If the maximum capacity of the Maison Relais is reached, a waiting list is established while respecting the priority criteria.

- Families who have a parent on maternity or parental leave are asked to inform us. The Maison Relais reserves the right not to accept the child during this leave.
- For families arriving during the year, admission is based on available space.

### **Child's Absences:**

- All absences (included doctor's appointments, illness, and school field trips) must be reported no later than 9 am the same morning, either by phone or email. At this time, the hours of supervision will still be counted but the meals won't be.
  - Principals: **27 3 27 811** / mre@kopstalschoulen.lu
  - Administration: **27 3 27 801** (with answering machine)/ mre@kopstalschoulen.lu
  - Cycle 1: **27 3 27 814 / 815** / cycle1.mre@kopstalschoulen.lu (after 10 am)
  - Cycle 2: **27 3 27 816/ 817** / cycle2.mre@kopstalschoulen.lu (after 10 am)
  - Cycle 3: **27 3 27 818/ 819** / cycle3.mre@kopstalschoulen.lu (after 10 am)
  - Cycle 4: **27 3 27 820/ 821** / cycle4.mre@kopstalschoulen.lu (after 10 am)

If you do not receive a reply by e-mail regarding a change or cancellation of registration, please call the child's respective cycle.

- Without news from you, the amount due for the service is charged for the time slots and meals for which the child was registered at the beginning of the year.
- If an absence due to illness is reported before 9 am at the latest and a medical certificate is provided within 3 days, the hours and the meals will not be charged.

### **Partnerships with parents :**

In order to work efficiently all year round, the Maison Relais asks the parents :

- to be reachable by phone at all times and to inform us of any change of address, email, phone number or mobile phone number
- to inform the staff present at the arrival and departure of the child
- to contact the directors in case of complaint or serious problem
- to inform them at the time of registration if they work according to an irregular plan (weekly or monthly), in order to take this into account when billing
- to regularly check the "lost and found" containers on each floor; these are emptied twice a year and the contents are given to a charity

### **Financial participation and invoicing:**

- The financial participation is determined by the "Chèque Service Accueil" (CSA) system. Parents must register with the Kopstal municipal administration in order to benefit from the Chèque Service voucher system.
- The Chèque Service card has to be renewed every year at the municipality. The expiry date is indicated on the invoice.
- The Maison Relais can ask for a financial contribution to exceptional expenses (excursions, pocket money...). This contribution is to be given to the cycle leader before the excursion.

- Unexcused absences are considered as actual attendance and therefore invoiced, including the hours and the meal. This means that any planned attendance is considered as invoiced.
- The weekly 'Lasep' hour is not charged. If the child participates in an extraordinary excursion organized by Lasep, the hours will be charged.

### **School catering:**

- Lunch is prepared on site by a qualified kitchen team (Dussmann company) according to the SICONA project (Enjoy Nature: We eat regional, organic and fair), supported by the management of the Maison Relais as well as by the municipality of Kopstal. You can find more information at [www.sicona.lu](http://www.sicona.lu) .
- In order to vary the meals and to offer the children a balanced diet, different menus are offered every week: meat, fish and vegetarian dishes. Fresh fruit is always available.
- It is imperative that any food allergy and/or intolerance be mentioned on the child's registration form and certified by the doctor so that the child can receive a suitable menu. Diets related to religious customs should also be mentioned.
- In the afternoon, a snack and fruit are offered to the children.
- Menus with allergens are posted on our website and on the front door of the Maison Relais.

### **Child pick-up:**

- Children may be picked up by all people listed on the registration form. An additional person can be added by email. However, the countersigned "Autorisation de reprise d'un enfant" form, as well as a copy of the identity card of the person in question, must be submitted.
- If a parent is not allowed to pick up the child by court order, a copy of the order must be provided.
- Upon arrival and departure of the child, the parents must ensure that the child behaves well, whether inside the building or in any other place frequented within the framework of the activities of the Maison Relais.
- A child may not leave the Maison Relais alone to go home or to a leisure activity unless authorized in writing. The "sortie autorisée" form can be found on our website.

### **Illnesses:**

- Parents should keep their child home in the following cases:  
vomiting, diarrhea, fever (>38°C), contagious illness.
- Parents are asked to inform the educational staff of the Maison Relais of an unexpected departure of the child from school (e.g. the child becomes ill during school hours).

- If the child has lice, the parents are asked to inform us and to start treatment immediately. The teacher and school nurse will be notified to prevent the spread of lice.
- In case of emergency or serious accident, the Maison Relais will notify the parents. However, the Maison Relais reserves the right to contact a doctor or a hospital, to organize transportation and to follow the doctor's orders.
- The Maison Relais reserves the right to refuse a child who is ill (even if there is no danger of contagion). We consider a child to be ill if his or her condition does not allow him or her to participate in the normal life of the group.

### **Medication:**

When taking medication, parents are required to submit a completed and signed "Parental Authorization / Medication" form with the medication. The form can be requested from the principals' office or downloaded from the website and must be accompanied by a copy of the prescription from the attending physician. These instructions concern all medication, including homeopathic medicines.

### **Early departure:**

In order to ensure the smooth running of activities on Tuesdays and Thursdays between 2 pm and 4 pm, parents are asked to inform the Maison Relais before 9 am if they need to pick up their child before 4 pm or when their child has to go to an extra-curricular activity.

### **Activities are offered on Tuesday and Thursday afternoons during the school year:**

- Parents are asked not to pick up their children between 2 pm and 4 pm, in order to avoid disrupting the activity in progress.
- The monthly program of activities is available on our website (exception related to the COVID period).

### **Extracurricular activities:**

- If the child participates privately in cultural, sports or other activities outside of the Maison Relais, the parents are responsible for the child's transportation. The Maison Relais is only responsible for accompanying children to UGDA (music) and LASEP classes.
- Parents are asked to inform the Maison Relais before 9 am of any extracurricular activities that involve early departure.

### **Homework:**

Homework supervision is provided daily at set times, except on Fridays. It is the child's responsibility to choose his own time slot and to do his homework at his own pace. The teaching staff refers to the child's class diary. Supervision during homework is not to be considered as academic support or remedial instruction.

Parents are responsible for checking and completing homework, reviewing subjects and signing the class diary.

### **School vacations:**

- Registration forms for the school vacations are available on the Maison Relais' display and on our website as soon as the school year starts. They must be returned to the principals' office by the date indicated or they will be refused. If you do not receive a negative notice regarding your child's registration by the Monday before the week of the holiday, your child is registered.
- The forms are not distributed by the educators. Parents will have to get them themselves and make sure they are handed in on time.

The following deadlines must be respected:

Vacances de Toussaint 2022 : 9 October 22	Vacances de Pâques 2023 : 12 March 23
Saint-Nicolas 2022 : 20 November 22	Vacances de Pentecôte 2023 : 7 May 23
Vacances de Noël 2022/23 : 4 December 22	Vakanz Doheem 2023 : 25 June 23
Vacances de Carnaval 2023 : 22 January 23	Vacances d'été 2023: 25 June 23

- The registration form for Tuesday, December 6, 2022, a school holiday, is distributed in class by the teachers in November 2022 and must be returned to the Maison Relais.
- During the school holidays, parents are asked to check the program (posted on the floor of each cycle and downloadable from the website before the beginning of the vacations) and to respect the schedule (drop off children earlier or pick them up later depending on the activity). It is very important to adapt clothing to the weather conditions. Please provide your children with a backpack and a water bottle on a daily basis.
- For all excursions, an exit authorization form will be provided. It must be completed and returned no later than the day of the excursion in order for the child to participate.
- Breakfast is served from 8 am to 9.30 am. Children who arrive later will not be able to enjoy it.

### **Vakanz Doheem:**

The first three weeks of summer vacation are open to all children between the ages of 3 and 12 living in the municipality of Kopstal. Parents receive the registration form in their mailbox at the end of May. The registration form must be signed and returned by the deadline indicated.

### **Summer Vacation and Acclimatization Period:**

- Summer vacation is for children enrolled at the Maison Relais year-round.
- We also welcome children who are entering précoce and preschool from September 5th to September 14, 2022 for an "acclimatization period". This allows them to familiarize themselves with our structure before the start of the school year.

### **Closing days:**

The Maison Relais remains closed on legal holidays (November 1, Christmas: December 25, St. Stephen's Day: December 26, January 1, Easter Monday, May 1, Europe Day May 9, Ascension Day, Whit Monday, National Holiday: June 23, Assumption: August 15).

### **Practical information:**

- It is advisable to dress the children with clothes adapted to the activities of the Maison Relais and to the weather conditions, as well as to mark them with the child's name.
  - In summer: a cap, sunscreen lotion and a bottle of water
  - In winter: a hat, gloves and a scarf
- If forgotten, we reserve the right to exclude the child from the activity.
- The use of cell phones is forbidden at the Maison Relais. Please do not allow your children to bring their toys. We reserve the right to confiscate them.
- The Maison Relais is not responsible for the loss, theft or damage of toys, clothes, money, cell phones, jewelry or other personal items brought by the child.

### **Website:**

Please visit our website [www.kopstal.lu/maisonrelais](http://www.kopstal.lu/maisonrelais) for :

- the presentation of the pedagogical team (équipe)
- the program of activities (programme)
- the registration form and the internal rules (inscription et contrat de collaboration)
- the registration form for the school vacations (vacances)
- the weekly menu
- the form for the administration of medication (médicaments-délégation de traitement)
- the form for the return of a child (autorisation de reprise d'un enfant)
- photos of our activities

### **Revision of the collaboration contract**

The Manager may revise and supplement these rules at any time.