



Collaboration contract

Version 2

**Maison Relais Bridel
Commune of Kopstal**



Opening hours:

- The Maison Relais is open Monday to Friday from 7 am to 7 pm during the school period and during the holidays. The office is open daily from 8 am to 5.30 pm
- Parents must report any delays by telephone to the respective groups.
- 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 contact the appropriate state services, which will indicate the procedure to follow.

Admission requirements:

- The Maison Relais Bridel is 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, a selection must be made on the basis of the following criteria:
 - complete file submitted on time
 - children with school obligation (no precece)
 - children from single-parent families
 - children from families where both parents work full time or who are registered with the employment administration (please enclose a certificate from ADEM)
 - children from families where one parent has a health problem that makes childcare difficult
 - children at risk of poverty and social exclusion
- 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 places.

Absence of the child:

- 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.
 - Management team: 27 3 27 811 / mre@kopstalschoulen.lu
 - Administration: 27 3 27 801 (with answering machine)/ 27 3 27 812 / 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 group.

- For *précoce* (school period and holiday period) and for *cycles 1-4* (holiday period only): without news from the parents, the sum due for the provision of the time slots and meals, is invoiced.
- For *précoce* (school period and holiday period) and for *cycles 1-4* (holiday period only): if absence due to illness is reported before 9 am at the latest and if a medical certificate is submitted within the following 3 days, the hours and meals are not charged.

Parents partnership:

In order to work efficiently all year round, the Maison Relais kindly 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
- provide an emergency contact number
- to report to the staff on the arrival and departure of the child
- to contact the management team case of a complaint or a serious problem
- to communicate at the time of registration if they work according to plan or according to fixed schedule
- to regularly check the "lost and found" containers on each floor; these are emptied twice a year and the contents are donated to charity

Financial participation and invoices:

- Since the start of the 2022 school year, the services of the Maison Relais are free for all children except those in *précoce* and except during the holiday period.
- The financial contribution is fixed by the system of the 'chèque-service accueil'. Parents must sign a membership contract with the Municipal Administration of Kopstal

(Biirgerzenter Bridel) in order to benefit from the service voucher system, even if the service is free for *cycles 1-4* during the school period.

- The *chèque-service* card must be renewed each year with the municipality under penalty of losing state benefits. Due date notifications are reflected on the invoices three months before the due date.
- The Maison Relais can request a financial contribution to exceptional costs (excursions, pocket money, etc.). This contribution is to be given to the management team or to the *cycle* leader before the excursion and by Friday at the latest before the holidays.
- For *précoce* and for *cycles 1-4* during the holiday period: non-excused absence is considered as actual presence and will therefore be invoiced.
- For *précoce*: 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 (company: Dussmann) according to the SICONA project (Natur genéissen: We eat regional, organic and fair), supported by the management team of the Maison Relais as well as by the municipality of Kopstal. You can find more information at www.sicona.lu.
- In order to vary meals and offer a balanced diet to the children, different menus are offered each week: meat-based dishes, fish-based dishes 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 a doctor so that the child receives an adapted menu. Diets related to religious customs should also be mentioned.
- In the afternoon, snacks and fruit are offered to the children.
- Menus with allergens are displayed on our website, in the rooms of every group and at the entrance to the building (Leo mascot).

Child pick up:

- Children may be picked up by parents, guardians and all people indicated on the registration form. One or more additional people can be added by completing the countersigned "authorization to pick up a child" form and submitting a copy of the identity card of the person picking up the child (there are 2 forms: one for occasional and one for regular pick up).
- 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 cannot leave the Maison Relais alone to go home or for a leisure activity unless he is authorized. The "Sortie autorisée" form can be found on our website and must be given to the management team when registering.

Diseases:

- Parents must keep their child at home in the following cases: vomiting, diarrhea, fever (>38°C), contagious disease.
- When a child has a fever of more than 38°C, it must be picked up by a parent within 30 minutes. Parents should always be reachable by phone. If the parents are unable to come, another authorized person must pick up the child within half an hour.
- Parents are requested 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 immediately start treatment for the child. The teacher and school nurse are notified to prevent the spread of lice.
- In the event of an emergency or serious accident, the Maison Relais informs the parents. However, the Maison Relais reserves the right to contact a doctor or the permanence of a hospital, to organize transport and to follow the decisions prescribed by the doctor.
- The Maison Relais reserves the right to refuse a child who is suffering (even if there is no danger of contagion). We consider the child to be sick if his/her condition does not allow him/her to participate in the normal life of the group.

Medication:

In the event of taking medication, the parents are obliged to submit the "medications" form duly completed and signed with the medication. The form can be requested at the office or downloaded from the website and must be accompanied by a copy of the doctor's prescription. These instructions concern all kinds of medicines, 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 requested to inform the Maison Relais before 9 am when they wish to collect their child exceptionally before 4 pm or if he is attending an extra-curricular activity.

Activities offered on Tuesday and Thursday afternoons during school terms:

- Parents are asked not to pick up their children between 2 and 4 pm in order to avoid disturbing the activity in progress. If they still have to pick up the children before 4 pm, they are asked to inform the office before 9 am.
- The program of monthly activities is available on our website.

Extra-curricular activities:

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

Homework:

Supervision during homework is provided daily according to fixed time slots, except on Fridays.

It is up to the children to choose whether they want to do their homework or not.

The teaching team refers to the children's class diary. Supervision during homework is not to be considered as academic support or as a remedial course.

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

School vacations:

- The periods of school holidays are always invoiced.
- Registration forms for the school holidays are available on the display on the first floor of the Maison Relais, in cycle 2 and on our website as soon as the school year starts.
- The forms are to be hand delivered to the office by the indicated date and a signature will be requested, or they can be sent by email. If you do not receive a negative response regarding your child's registration by the Monday before the week of the holidays, your child is registered.
- Any form submitted after the deadline will be put on our waiting list. Requests will only be taken into account when a place becomes available.
- The forms are not distributed by the educators. Parents will have to obtain them themselves and ensure that they are returned on time.

The following deadlines must be respected :

All Saints Day holidays 2023 : 8 Octobre 23	Easter holidays 2024 : 10 March 24
Saint-Nicolas 2023 : 19 November 23	Pentecost holidays 2024 : 5 May 24
Christmas holidays 2023/24 : 3 December 23	Vakanz Doheem 2024 : 9 June 24
Carnaval holidays 2024 : 21 January 24	Summer holidays 2024 : 16 June 24

- The registration form for the school day off (Wednesday, December 6, 2023) is distributed in class by teachers in November 2023 and must be returned to the Maison Relais and not to the teachers.
- Breakfast is served from 8 am to 9.30 am. Children who arrive later will no longer be able to enjoy it.

- During school holidays, parents are asked to check the program (displayed on the floor of each cycle and downloadable from the website before the beginning of the holidays) and to respect the timetables (maybe drop off the children earlier or pick them up later, depending on the activity). It is very important to adapt the clothing to the weather conditions. Please provide your children with a backpack and a water bottle every day.
- For some excursions, a financial contribution will be requested. If the child is registered during these days, the parents receive an invoice from the *cycle* managers. The amount is to be paid in cash (no cards) at the management office or with the management team by Friday before the holidays at the latest.
- For excursions abroad, the "Authorization to leave Luxembourg territory" form must be submitted. It is available at the Biirgerzenter in Bridel.

Vakanz Doheem:

The first three weeks of summer vacation are open to all scolarized 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 entering the Bridel school for the first time, from September 4 to 14 2023 during the "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 during legal public holidays (November 1, Christmas December 25, Ste Etienne December 26, January 1, Easter Monday, May 1, Europe Day May 9, Ascension Day, Whit Monday, National Day 23 June, 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 the event of loss of a piece without a name, management accepts no responsibility for the loss.
 - In summer : a cap, sunscreen lotion and a water bottle
 - In winter : a hat, gloves, a scarf and warm, waterproof shoes
- Parents of *précoce* and *cycle 1* children are asked to leave at least one set of spare clothes (marked with the child's name and properly packed in a reusable bag) in their child's cloakroom. After use, dirty clothes should be replaced the next day.
- Comforters for *précoce* and preschool children are tolerated. Please mark them with the child's name.

- The use of mobile phones and smartwatches is prohibited at the Maison Relais. We reserve the right to confiscate them.
- The Maison Relais declines all responsibility in the event of loss, theft or damage to toys, clothing, money, mobile phones, jewelery or other personal items brought by the child.
- Parents are asked not to use their mobile phone when they are at the Maison Relais (except in case of an emergency). It is forbidden to take pictures of the pictures hanging on the walls.
- It is forbidden to bring sweets to the Maison Relais. We reserve the right to confiscate them.

Website:

Please visit our website www.kopstal.lu/maisonrelais for :

- the presentation of the pedagogical team
- the program of activities
- the registration form and the collaboration contract
- the registration form for school holidays
- the weekly menu
- the form for the administration of medication
- the child's pick up form
- photos of our activities

Revision of the collaboration contract

The manager may revise and supplement these regulations at any time.

Date and signature preceded by the words "read and approved"