

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

**SCHOOLYEAR 2025-2026**

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## 1. ADMINISTRATION

The *Service Foyers scolaires* (Childcare Department, hereinafter also referred to as the "Department"), manages the "education and care services for children" 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 in force – 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 schoolchildren with non-formal education of a guaranteed high standard. The Department has adopted an "Educational Roadmap" (*concept pédagogique*): a framework document which sets out the professional approach adopted by the *Service Foyers scolaires* and defines how children are perceived, the role of the educator, the working methods used and what is meant by quality development.

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

In the *foyers scolaires*, children:

- Are treated as competent individuals who are each on their own path;
- Learn from and with each other through interaction;
- Are equal members of society with their own individual rights.

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

- Emotions and social relations;
- Language, communication and the media;
- Aesthetics, creativity and art;
- Values, participation and democracy;
- Natural and technical sciences;
- Movement, body awareness and health;
- Transitions, special needs and change of institution.

As part of the professional approach of the *Service Foyers scolaires*, there is a strong focus on the following concepts:

- Open-mindedness;
- Self-esteem and respect for others;
- Network building;
- An approach centred on the child's needs and participation;
- Collaborative exploration and learning;
- A process-oriented approach;
- A solution-focused approach;
- Relationships and dialogue;
- Independence and self-efficacy.

### **3. PARENTAL OBLIGATIONS AND COLLABORATION**

#### **3.1. The contractual aspects of the childcare services**

The contractual relationship between parents and the City of Luxembourg is based on mutual trust and transparency.

It is our wish – and an objective in its own right – that the contractual relationship (the conditions under which childcare is provided) be viewed as a genuine partnership with parents. As each child's family and personal circumstances, and the conditions in which they are cared for, may change over time, close dialogue between the *foyer scolaire* and parents is essential to ensure the effective delivery of the childcare services in the long term.

#### **3.2. 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 information from parents may lead to an in-depth review of the situation. If necessary, the result of this review will be forwarded to the relevant municipal departments or to the College of Aldermen so that the latter can decide how to proceed.

#### **3.3. Children with special needs**

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

### **3.4. Absence**

If a child will be absent, parents must inform staff before 9:00. on the day of that absence, using the communication method used by the *foyer scolaire*. If a child will be departing early on the same day, parents must also notify the *foyer scolaire* before 9:00.

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

In this case, parents assume full responsibility for their child(ren).

Following a medical appointment that has taken place during the time the child is enrolled in the *foyer scolaire*, the child may rejoin their classmates at the *foyer scolaire* and finish the day in accordance with the applicable enrolment for the day in question. A medical certificate will be required to prove that the child has visited the doctor.

### **3.5. Symptoms of illness during the day**

Parents are required to work closely with the management staff to ensure their child's well-being. Should a child begin to show symptoms of illness and/or begin to feel unwell while attending the *foyer scolaire*, their parents will be informed by a member of staff and will be expected to come in and pick up their child (immediately).

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

### **3.6. Collaboration with parents**

Collaboration with parents begins during the pre-enrolment interview through comprehensive 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 communicate regularly with the *foyer scolaire* staff to stay abreast of their child's development. The management of the *foyer scolaire* and the administrative team of the *Service Foyers scolaires* 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 *foyer scolaire* staff observe a child exhibiting unusual behaviour (serious disciplinary or behavioural problems that endanger the child's own safety or that of other children or staff), the socio-educational network of the *Service Foyers scolaires* 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 their responsibility from the moment they arrive and report to staff.

The email address **fs-parents@vdl.lu** was set up specifically to allow parents to contact the head of the *Service Foyers scolaires* and to respond to general questions concerning the operation of the City of Luxembourg's *foyers scolaires*.

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

The Department manages two main activities: day-to-day care of children after school (the *foyers scolaires* operational centre), and the development and implementation of educational projects and activities (*Centre d'animation pédagogique et de loisirs – CAPEL*).

The Department is run by a head of department, supported by a management team comprising:

- Director of operations (*foyers scolaires*)
- Director of operations (CAPEL)
- Administrative director
- Socio-educational adviser

The director of operations (*foyers scolaires*) is responsible for the management and supervisor teams, as well as those in the cross-department "inclusion" team and in the "replacement pool & new arrivals".

The administrative team, under the responsibility of the administrative director, comprises several units:

- FS-Personnel:

The FS-Personnel unit performs the administrative duties that relate to the staff of the *Service Foyers scolaires*.

- FS-Secretariat:

The FS-Secretariat staffs the reception desk of the *Service Foyers scolaires*, handles mail and deals with internal and external requests.

- FS-Finances:

The FS-Finance unit manages invoicing for the *foyers scolaires* and Department payments.

- *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 administrative team who manages contracts, agreements and authorisations.

The socio-educational unit comprises one socio-educational adviser and two social workers. The **socio-educational adviser** (*carrière supérieure*) develops the educational approach, and advises on, monitors and oversees educational activities in the *foyers scolaires*. They also support the internal communications team and help *foyer scolaire* staff take advantage of professional development opportunities. In collaboration with the National Youth Service (*Service National de la Jeunesse – SNJ*), the socio-educational adviser follows a continuous improvement process in terms of quality management.

A **socio-familial adviser** provides support to the socio-educational adviser. The role of the socio-familial adviser, who has training as a social worker, involves prevention and social support for children and their families. They support the *foyer scolaire* directors in their communications with parents.

The Department uses in-house and external professionals with expertise in catering and food safety, as well as in any other area of expertise required to manage the Department effectively.

The children are overseen by an educational team comprising:

- The director of the *foyer scolaire*, who has a bachelor-level qualification as a "graduate educator", such as a Bachelor's degree in social and educational sciences;
- Educators, with "qualified educator" training
- Care assistants
- Childcare workers, with DAP Education training
- Activity coordinators, with "socio-educational support" training
- Trainees, as part of their placement.

The staff are bound by an obligation of professional discretion and an obligation to keep personal data confidential.

## 5. TERMS OF ADMISSION AND ENROLMENT PROCEDURE

### 5.1. Objective

The enrolment process supports the City of Luxembourg's objective to admit every child who wishes to be enrolled. Until it is able to provide a place for all children, the municipal administration of the City of Luxembourg is undertaking the following three actions:

- The development of a provisional plan for the construction of education and

childcare facilities in order to increase capacity;

- The recruitment of qualified staff;
- The application of admission conditions and priority criteria to allocate the available childcare centre places.

## **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**

In principle, the *Service Foyers scolaires* aims to cater for all children, prioritising those attending public schools, specifically:

- Children who 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);
- Children who turned four before 1 September of the current year and are in preschool (2<sup>nd</sup> and 3<sup>rd</sup> years of Cycle 1 of elementary education – Cycles 1.1 and 1.2);
- Children who 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).

A child's personal file contains all relevant information and any documents requested during the enrolment process.

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

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

In the case of failure to provide information about the child's safety or specific needs, the personal file will be put on hold until an in-depth review has been completed.

*Foyers scolaires* places for children in early education (Cycle 1.0) are offered in all districts of Luxembourg City, with the exception of Gasperich, where an infrastructure project is currently being planned.

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

The enrolment process takes place during fixed periods, of which 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 applies to children attending *foyers scolaires* and a public school in Luxembourg City, and for children enrolled 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 schedule of the *Service Foyers scolaires*.

The enrolment process takes place in two stages:

- 1) Pre-enrolment (receipt and processing of the required documents for the enrolment application);
- 2) Approval of the application and final enrolment (review of the enrolment application and application of the priority criteria, communication of admission to parents in writing).

*Foyer scolaire* directors are asked to check, throughout the year, whether planned attendance matches actual attendance. To optimise staffing plans, avoid waste (meals) and ensure that the maximum number of children benefit from the available enrolment places, the *Service Foyers scolaires* (centre directors) may arrange a meeting with parents when a notable and ongoing discrepancy between enrolment and actual attendance is detected.

### **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).
- Provide a copy of their membership contract for the CSA (*chèque-service accueil*) scheme to the director of the relevant *foyer scolaire*. Without this contract, the child cannot be enrolled.

In order to benefit from CSA rates, parents living in Luxembourg City whose children attend a *foyer scolaire* managed by the City must sign a special membership contract with 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>

- Submit the enrolment form (child's personal file) – which can be downloaded from [www.foyers-scolaires.lu](http://www.foyers-scolaires.lu) – to the director of the relevant *foyer scolaire*.

- Provide the director of the *foyer scolaire* with a social security registration certificate (issued free of charge, on request, via [www.ccss.lu](http://www.ccss.lu) or [MyGuichet.lu](http://MyGuichet.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. If the parents' employment is such that a social security registration certificate cannot be issued (e.g. they work abroad), an equivalent certificate will be accepted.
- Disclose their family situation – i.e. whether the child is in a "two-parent" or "single-parent" home.

These documents inform the *Service Foyers scolaires* of the possibility of alternative care arrangements for the child in question. In the absence of supporting evidence regarding parents'/guardians' regular employment, less priority will be given to the enrolment application (as it will be assumed that there are alternative care arrangements 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.

Please note that the pre-enrolment process must also be repeated every year for children attending *foyers scolaires*.

#### 5.2.4. Priority criteria

When the number of applications for enrolment is greater than the number of places available, a waiting list for each *foyer scolaire* is drawn up and managed by each centre's director. Enrolment applications on the waiting list will be approved based on 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	2.1. without alternative care arrangements: children attending <i>foyers scolaires</i>

attending a non-public school in Luxembourg City"	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 concerning the child and/or their family will be processed with the utmost discretion and in accordance with the laws on the protection of natural persons 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 *Service Foyers scolaires* reserves the right to implement additional priority criteria to ensure that available spaces are allocated as fairly as possible.

### **5.2.5. Allocation of places and waiting list**

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

Children who are not enrolled will be placed on a waiting list, managed by the director of the *foyer scolaire* in question based on the 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 communicated by telephone for children admitted at the recommendation of the Acceptance Committee in July.

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 for time slots on Tuesday and Thursday afternoons are available).

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

### **5.2.6. Acceptance Committee**

The Acceptance Committee, which is made up of the director of the centre in question and a Department representative, may be expanded on an invitation-only basis if any internal experts (e.g. social worker) are needed. Committee meetings are convened by the director. The committee's role is to assess and rule on enrolment applications that require a more in-depth review, notably in the case of children with social-support files

and/or children registered as beneficiaries of international protection or international asylum seekers.

The Acceptance Committee is also convened if a *foyer scolaire* has insufficient capacity.

The Acceptance Committee normally meets in mid-June and at the beginning of July. Parents are informed of decisions on their applications, in writing after the June meeting of the Acceptance Committee, and by telephone after the July meeting.

Incomplete or low-priority applications will be reconsidered during the second Acceptance Committee meeting in early September.

### **5.2.7. Final enrolment**

The final confirmation of annual enrolment is communicated to parents by mid-July at the latest. The only exceptions to this are cases where applications are incomplete or submitted late.

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

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

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

A child changing *foyer scolaire* may not 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 education and care services for children, 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:

- Emergency enrolment (e.g. following a recommendation from the Luxembourg social care system);
- Children attending the "transition class" by decision of the CIS;
- The 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;
- A change in family situation during the school year

The child will be admitted to the *foyer scolaire* subject to availability and the priority criteria listed in point 5.2.4.

### 5.3.3. Changes to existing enrolment

The parents of a child enrolled at a *foyer scolaire* may request to change the time slots that they attend.

In principle, requests to change a child's enrolment must be made in writing and only during the periods specified for that purpose in the enrolment calendar (in principle, once a month). Enrolments cancelled after the modification periods will be invoiced at the usual monthly rate, except in the specific cases listed below.

In all cases, applications to modify enrolment are assessed and approved by the director of the *foyer scolaire* based on the places available for the requested time slots.

In the event of a dispute, an extraordinary meeting of the Acceptance Committee will be promptly convened with a Department representative in attendance.

Changes to enrolment outside the periods allocated for this purpose may be made only in the following cases:

- Serious reasons or an emergency situation;
- Parents' divorce proceedings;
- A change to the caregiver's working hours;
- Upon presentation of a medical certificate:
  - The caregiver having an urgent medical appointment or procedure;
  - Shift work;
  - The death of a relative;
  - A pedagogical or educational measure;
  - The caregiver returning to work after a period of leave or being 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 *foyers scolaires* enrolments during holiday periods are not approved immediately. Parents will be notified of the decision by no later than the second Friday before the school holiday.

Late applications to change enrolment may be accommodated if feasible for the *foyer scolaire* (in terms of places available, time slots, etc.).

## 6. SCHEDULE AND OPERATION

Supervision of children enrolled in early education is offered from 11:50 to 12:30 and until 18:30 in *foyers scolaires* with the necessary infrastructure. The full list of *foyers scolaires* including the ages of children in their care can be found at [www.foyers-scolaires.lu/](http://www.foyers-scolaires.lu/).

## 6.1. Term time

### 6.1.1. General opening hours

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

The different time slots that children can be enrolled for, and that are invoiced, are as follows:

Time slot 1	11:50*/12:00** 12:30	to	* Children in C1 (early education and preschool; Spillschoul 1+2) ** Children in C2–C4 (Mondays, Wednesdays and Fridays)
Time slot 2	12:30 to 14:00		Children in C1 to C4; meal, rest, and fun and educational activities
Time slot 3	14:00 to 16:00 (Tuesdays Thursdays only)	and	Children in C1–C4; educational activities and projects Homework supervision
Time slot 4	15:50*/16:00** 18:00	to	* Children in C1 ** Children in C2–C4; Snack, educational activities and projects Homework supervision
Time slot 5	18:00 to 18:30		Children in C1–C4; Supervision until closing

The 11:50/12:00–12:30 and 12:30–14:00 time slots include a meal.

Note, however, that the time slot and the meal will be billed in the following cases:

- Children in early education (during term time and school holidays);
- Children in Cycles 1-4, only during school holidays.

Children may not be enrolled separately for the 18:00 to 18:30 time slot. This time slot must be combined with the one for 16:00 to 18:00.

### 6.1.2. Special opening hours

For certain schools, the Ministry of Education, Children and Youth (*Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse*) has set time slots for elementary schooling that differ slightly from those that normally apply. Accordingly, for these schools, the opening hours of the relevant *foyers scolaires* have also been adjusted.

As such, the *Service Foyers scolaires* offers special opening hours for children in C1 at the Eich 7 Arpents *foyer scolaire*, which operates in close collaboration with the school (Bëschschoul). In this case, the normal opening hours are from 13:00 to 18:30.



The Department also offers special opening hours at the International Gaston Thorn *foyer scolaire*, which operates in close collaboration with the International School. Opening hours are as follows:

- For children in Cycles 1.1 and 1.2: Mondays, Wednesdays and Fridays from 12:15 to 13:45 and from 16:15 to 18:30. On Tuesdays and Thursdays, the *foyer scolaire* is open from 12:15 to 18:30.
- For children in Cycle 2.1: Mondays and Fridays from 13:00 to 13:45 and from 16:15 to 18:30, and on Wednesdays from 12:15 to 13:45 and from 16:15 to 18:30. On Tuesdays and Thursdays, the *foyer scolaire* is open from 12:15 to 18:30.
- For children in Cycle 2.2: Mondays and Wednesdays from 12:15 to 13:00 and from 16:15 to 18:30, and on Fridays from 12:15 to 13:45 and from 16:15 to 18:30. On Tuesdays and Thursdays, the *foyer scolaire* is open from 12:15 to 18:30.

Some children may be supported by external specialists, and therefore may arrive outside of the standard opening hours. For these children, the care arrangements and procedures must be agreed to on an individual basis between the child's parents, the external specialist, the school and the directors, in what is known as an Individual Plan (PI - *projet d'inclusion*).

Insofar as possible, when children return to or arrive at the *foyer scolaire* outside a time slot, they have the option of returning to their usual classmates.

### **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. Children with an Individual Plan returning from a ministerial centre of expertise to the *foyer scolaire* will be escorted from the bus stop to the *foyer scolaire* by the *foyer scolaire* staff.

Except in the following case: A child attends a *foyer scolaire*, with special dispensation granted to children with special needs by the School Commission, the School Inclusion Commission or another body: the child will attend the *foyer scolaire* in the catchment area in which they live and the *Service Foyers scolaires* will not provide transport.

Children attending *foyers scolaires* and a **non-public school in Luxembourg City** and children enrolled for the future and attending a non-public school in Luxembourg City will be enrolled subject to availability, and if feasible for the *foyer scolaire* (see the priority criteria):

- In the *foyer scolaire* within the school catchment area of the child's place of residence, or
- In the *foyer scolaire* closest to the school they attend.

If a child attends a *foyer scolaire* and a **non-public school in Luxembourg City**, the *foyer scolaire* staff will not provide transport between the school and the centre.

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**

*Service Foyers scolaires* staff are responsible for the children's welfare during the enrolment time slots.

Generally speaking, in the interests of safeguarding the children's well-being, for planning educational activities and to ensure children have a satisfying experience, the teaching staff strongly encourage children to make full use of the *foyer scolaire* time slots.

Early departures, or departures in the middle of a time slot, are considered to be exceptions and should not occur on a regular basis.

However, there are different situations depending on the child's level of independence:

- Accompanied children

During term time, accompanied children may only be dropped off at or picked up from the *foyer scolaire* between (... but no later than):

11:50 and 12:00 – arrival (after school)                      start of time slot 1

12:15 and 12:30 – departure (after time slot 1)

13:45 and 14:00 – arrival and departure (Tuesdays and Thursdays only)

15:45 and 16:00 – departure (Tuesdays and Thursdays only)

17:45 and 18:00 – departure

18:30 – departure

- Unaccompanied children

When requested in writing by their guardian(s), and abiding by the times listed below, unaccompanied children may leave the *foyer scolaire* alone between (... but no later than):

13:45 and 14:00

15:45 and 16:00

17:45 and 18:00

18:30

The arrival and departure times for the Eich 7 Arpents and International Gaston Thorn *foyers scolaires* vary slightly depending on each school's timetable.

### 6.1.5. Parental consent for regular and planned absences

If a child who is enrolled in a *foyer scolaire* also wants to participate in any extracurricular activities at the same time (LASEP, MUSEP, *Art à l'école*, Luxembourg City Conservatoire), they will need a parental waiver to allow them to participate in these activities (parents must send information about the extracurricular activity to the *foyer scolaire* director).

Extracurricular activities (LASEP, MUSEP, *Art à l'école*, Luxembourg City Conservatoire) are not organised by the *Service Foyers scolaires*.

Important: To participate in a LASEP activity, the child must be enrolled in the *foyer scolaire* for at least the time slot over which that activity takes place.

Children taking part in LASEP, MUSEP, *Art à l'école* or Luxembourg City Conservatoire extracurricular activities may return to the *foyer scolaire* once that activity has finished, if agreed with the director.

For any other extracurricular activities, children are not permitted to return to the *foyer scolaire* afterwards.

### 6.1.6. Reasons for unscheduled absences (illness, etc.)

If a child is absent for medical reasons, their parents must inform the *foyer scolaire* as soon as possible. As is the case for school, absences for medical reasons exceeding three days must be justified by a medical certificate, even though attendance of the *foyer scolaire* during term time is free for children after early education.

Without a valid medical certificate, services will be billed at the applicable rate.

## 6.2. School holidays

### 6.2.1. Opening hours

During school holidays, *foyers scolaires* run from Monday to Friday, from 7:30 to 18:30, except during "Aktioun Bambësch", when they close at 14:00 for children in Cycles 1.2 to 4.2 and at 18:00 for children in Cycles 1.0 and 1.1. Separate enrolment for "Aktioun Bambësch" is required through the CAPEL department website.

The different time slots for which children can be enrolled are as follows:

Time slot 1	7:30 to 12:30	Supervision, educational activities and projects Morning snack
Time slot 2	12:30 to 14:00	Food and drinks
Time slot 3	14:00 to 16:00	Educational activities and projects
Time slot 4	16:00 to 18:00	Snack, educational activities and projects

Time slot 5	18:00 to 18:30	Supervision, fun and educational activities
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For time slot 1, children must be present by no later than 9:00 or at the agreed time for the planned activities (i.e. 8:30).

A child may not be enrolled separately for the 12:30 to 14:00 (except during "Aktioun Bambëschr") and 18:00 to 18:30 time slots during the school holidays. These time slots must be combined with the previous or following time slot.

### **6.2.2. Aktioun Bambëschr**

*Aktioun Bambëschr* is run by the educational team of the *Centre d'Animation Pédagogique et de Loisirs* (Creative Learning Centre – CAPEL), which is part of the City of Luxembourg's *Service Foyers scolaires* (Childcare Department).

The organisation of care at Aktioun Bambëschr (AB) and at *foyers scolaires* depending on the child's current level of schooling, from 14:00:

- Children in Cycles 1.2 to 4.2: Aktioun Bambëschr
- Children in Cycles 1.0 to 1.1: 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, supervision and activities may not necessarily take place in the usual *foyer scolaire* and/or district. Parents will be informed in good time about "mergers" between two *foyers scolaires*. In the event of a merger, parents will be informed of pick-up and drop-off points.

### **6.2.4. Admission conditions**

During school holidays, 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 time slots, priority criteria may again be applied.

Any other request must be made in writing to the director of the *foyer scolaire* for each holiday period, and a decision will be made based on capacity.

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 summer holidays, during which their child/children will not attend the *foyer scolaire*.

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

*Service Foyers scolaires* staff are responsible for the children's welfare during the

enrolment time slots.

Generally speaking, in the interests of safeguarding the children's well-being and planning educational activities, the teaching staff strongly encourage children to make full use of the *foyer scolaire* time slots.

Early departures, or departures in the middle of a time slot, are considered to be exceptions and should not occur on a regular basis.

However, there are different situations depending on the child's level of independence, based on the following rules:

- Accompanied children

During school holidays, accompanied children may only be dropped off at the *foyer scolaire* between or at (... but no later than):

7:30 and 9:00

12:15 and 12:30

at 14:00

During school holidays, accompanied children may only be picked up from the *foyer scolaire* between (... but no later than):

12:15 and 12:30

13:45 and 14:00

15:45 and 16:00

- Unaccompanied children

For unaccompanied children, the arrival and departure times during school holidays are the same as under point 6.2.5 (accompanied children).

However, from 17:00, unaccompanied children may leave the *foyer scolaire* at a pre-determined time when requested in writing by their guardian(s).

### **6.3. Exceptional opening hours and closures**

Throughout the year, the *Service Foyers scolaires* operates the following exceptional operating hours and closures:

- When 6 December falls on a weekday (and therefore schools are closed), *foyers scolaires* are open between 7:30 and 18:30 under the "*foyer vacances*" (holiday) programme. When this occurs, children who regularly attend a *foyer scolaire* may attend that *foyer scolaire*, provided they enrol in advance.
- *Foyers scolaires* are closed from 14:00 on 24 December until 1 January, inclusive.
- *Foyers scolaires* are closed on the three working days before the back-to-school date.

- During "Aktioun Bambësch" periods (Christmas, Easter, summer), the *foyers scolaires* close at 18:00 for children in Cycles 1.0 (early education) and 1.1 (first year of Spillschoul). For all other age groups, the closing time during these periods is 14:00.
- *Foyers scolaires* are closed on Saturdays, Sundays and public holidays.

#### **6.4. Procedures for accompanied vs. 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 designated persons.

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 assume full responsibility.

If, for any number of reasons, the *foyer scolaire* staff considers a child to be unfit to return home alone, parents will be required to find a suitable solution.

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

In exceptional circumstances, and provided they have valid reasons, parents may request that a minor be allowed to pick up the child from a municipal *foyer scolaire*. The request will be reviewed and considered by the centre director. Final approval will be given by the *Service Foyers scolaires* management. The request must be accompanied by a parental waiver concerning the release of the child into the care of a minor. Minors 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 as soon as they arrive at the *foyer scolaire* and make their presence known to staff. Children may only be picked up by their caregiver or by another person authorised to do so in writing by their caregiver.

If staff members believe someone authorised to pick up a child may be physically or psychologically unfit to do so, 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 agreed 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.

If a child arrives or leaves early/late without authorisation more than once, they may be suspended.

## **7. FEES**

### **7.1. General information**

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 (*chèque-service accueil*) scheme.

Invoices are issued monthly, in units of full weeks.

The invoice sent to parents is based on the child's enrolment in the different time slots, rather than the times 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 time slot, 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 time at the *foyer*, or during outings or travel,
  - The need to identify specific arrangements to be put in place (swimming,

- sport, outings, travel, etc.),
- o Medical problems that have a direct impact on the child's care at the *foyer scolaire* (e.g. food allergy).

The certificate must be submitted no later than the last working day of the billing period of the relevant month.

CSA membership remains obligatory.

## **7.2. Term time**

At the start of the 2022–2023 school year, the Ministry of Education, Children and Youth introduced a scheme whereby non-formal education is provided free of charge under certain conditions:

This service is free for children in compulsory education – i.e. from Cycle 1.1., provided that they have a valid CSA contract.

It therefore does not apply for children in early education (Cycle 1.0).

This free service only applies during term time.

## **7.3. School holidays**

During school holidays, *foyer scolaire* services will be billed in line with the CSA rate. The financial contribution to be paid by parents is no longer capped during school breaks.

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

When enrolling their child in a *foyer scolaire*, parents must provide the centre's director with any additional information in connection with any specific needs their child may have.

This information will only be used to ensure the safety of your child and to 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 allocation of available places to the *foyer scolaire*.

Supporting documents regarding any special needs must be provided, and will be treated with confidentiality.

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

## **8.1. Special needs**

Every child, whatever 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, and also 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 development or behaviour.

Once a child's special needs have been identified, the *Service Foyers scolaires* 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 *Service Foyers scolaires* reserves the right to institute an adjustment and observation phase together with the parents. Usually during this phase, the time spent by the child in the *foyer scolaire* is progressively increased over the course of two weeks, though without any guarantee 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 *Service Foyers scolaires* staff and the parents in order to decide on the subsequent course of action.

Admission will be 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 "clients" – i.e. 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 psychological support team (*équipe d'accompagnement psychologique* – EAP) of the City of Luxembourg provides family support services. The team is made up of two psychologists/psychotherapists whose role is to engage with parents and children experiencing tough times.

The EAP team is available by appointment.

The EAP guarantees an impartial and confidential environment for 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. Individualised Support Plan (PAI)

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:

- support conditions;
- actions to be carried out;
- medicines to be administered;
- the emergency plan to be followed;
- the first-aid techniques to be used;
- the list of emergency contacts.

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

- allergies;
- food allergies;
- asthma;
- heart conditions;
- 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, care 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, the doctor proposes the creation of a PAI, which they draw up based on the child's particular needs.

- The parents read the PAI carefully 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 responsible for 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 expiry date of the medication provided, and to inform the *foyer scolaire* staff of any changes to the PAI, as decided by the attending physician. Parents undertake to notify the *Service Foyers scolaires* staff of any change in medication. Parents are solely responsible for keeping the medication list up to date. Under no circumstances may the *Service Foyers scolaires* staff be held liable for risky situations for the child resulting from missing or expired medication.

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 medication to be administered, the parents must send their request with supporting documents (medical certificate that must be renewed annually) to the *Service Foyers scolaires*.
- 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 assume responsibility for their choice.

### **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 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 (with parents, external partners, etc.);

If you need additional information, please 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 on offer. This principle also applies to all children enrolled in *foyers scolaires*.

"The purpose of the Individual Plan is to identify the environment that will best enable the child 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 (*Projet d'inclusion* – PI) 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 are 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 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. Information on decisions taken as part of the Individual Plan will also be shared and passed on to parents.

### 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 related to the well-being of the child in question, 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, please 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 network, 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. Attendance at the *foyer* is restricted to lunchtime hours – i.e., 12:00–14:00, on Mondays and Fridays. Outside of lunchtime hours, children enrolled in City of Luxembourg *foyers scolaires* are cared for by the designated educators at the *foyers scolaires* in their own districts.

As these children need reference points to 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 childcare workers is to observe the children and support their well-being. They stimulate the children, spark their interest and encourage them to explore other areas of interest.

The Foyer Scolaire Transition educational team is composed of a director, a deputy director and the carers of each child enrolled. The educators at the Foyer Scolaire Transition provide personalised support with the ultimate goal of developing the child's prosocial behaviour.

If you need additional information, please 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 according to 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 school holidays, children are given a small snack at 16:00. During school holidays, a small snack is also provided at 9:00. These snacks use mainly 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 district. It is made available, 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 programme, *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 *Service Foyers scolaires*, 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**

*Foyers scolaires* occasionally offer a particular 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 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 on a regular basis. The staff are committed to giving the children opportunities to experience their environment.

## **11. HOMEWORK – SUPERVISED STUDY**

Homework is a useful way of consolidating subjects learnt at school in a targeted manner. Children must be able to do their homework by themselves, without outside help, in a quiet environment conducive to study, provided either by their family or educational and care facilities. Actual teaching and reviewing work are done at the school under the supervision of the teacher. At the *foyer scolaire*, homework time is called "supervised study" (*étude surveillée*).

Supervised study is important for children in that it is an additional means of support and promotes social justice. Children who do not have a quiet place at home to do their homework, or whose parents cannot help them due to a language barrier, should not be at a disadvantage during their schooling.

What is more, supervised study at *foyers scolaires* is a way of bringing parents, educators and teachers together. It creates an educational partnership centred around the child, where all parties can share information on how the child is managing with their homework, the difficulties they encounter, and what can be done to help them.

The *foyer scolaire* staff assists the child and helps them organise their work. If the child is having trouble understanding a task, the *foyer scolaire* staff will help them to understand. Lastly, together with the child, the *foyer scolaire* staff check progress on their homework together.

On the other hand, it is not the *foyer scolaire* staff's role to correct homework or to explain subjects children have not understood. This is up to the teacher, who will review work with children at 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.

An activity is planned for children who have no homework, or who have finished their homework.

In principle, supervised study is provided during afternoon opening hours (except on Fridays). A single enrolment for supervised study is entirely possible, and to avoid misunderstandings, parents are asked to contact the centre's director to clarify what is required in light of their specific circumstances.

Since the start of the 2022/2023 school year, the Ministry of Education, Children and Youth has given schools and childcare facilities access to the "e-Bichelchen" app for supervising homework. The Department is able to provide supervised study using both the e-Bichelchen app and the old notebook system, depending on how the elementary school operates.



## **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 ensure this work is carried out in tandem, regular meetings are held between *foyer scolaire* staff and the teachers 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 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 *Service Foyers scolaires*.

## **13. ILLNESS AND MEDICATION**

In principle, only children who pose no risk to the health of *foyers scolaire* staff and other children can attend *foyers scolaires*.

*Foyer scolaire* staff reserve the right to question a child's attendance if there are any doubts as to their health.

### **13.1. Infectious diseases – attendance prohibited**

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 not attend 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.

Children with a fever may not attend *foyers scolaires*, even if they are taking medication. If need be, parents must arrange to have their children cared for at home.

### **13.2. Common illnesses – attendance possible**

In case of common illnesses, parents are required to provide a medical prescription along with the "Authorisation to administer medication" ("*Autorisation concernant l'administration de médicaments*") form, which must be dated and signed, and the required medication in its original packaging, bearing the child's name and dosing instructions. Parents must also check expiry dates and replace any medication that has expired.

The prescription must clearly indicate how often the medication must be administered,

and the total length of the course of treatment.

### **13.3. Other requests to administer medication**

Bearing in mind that administering medication is a medical act reserved for healthcare professionals, *foyer scolaire* staff are not authorised to administer medications and/or nutritional supplements provided by parents without a prescription.

## **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 are covered by special authorisation from the *Service Foyers scolaires* 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. In certain cases, a complaint may be lodged with the police.

The *foyer scolaire* accepts no liability for any loss, theft or damage of property brought to the *foyer scolaire* by the child. It is strongly recommended that children do not bring toys, telephones, tablets, electronic games, smartwatches, etc., to the *foyer scolaire*.

## **15. ACCIDENTS**

In case of an emergency, the *Service Foyers scolaires* 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 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 head of the *Service Foyers scolaires* may decide to suspend the child for up to three days. A child may be expelled only by decision of the College of Aldermen at the proposal of the head

of the *Service Foyers scolaires*.

- Lack of cooperation by parents or non-compliance with these policies can lead to a temporary suspension (as decided upon by the head of the *Service Foyers scolaires*), or even the permanent expulsion (as decided upon 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.

## 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 education and care services for children (*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 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 2025–2026 school year and for enrolment applications for that year.

Luxembourg, 31 January 2025,

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