
SEA de l'EIDE – Differdange & Esch/Alzette

Internal regulation 2023/2024

Dear parents, dear children,

It is with pleasure that we introduce you to the Internal regulation of the “Service d'éducation et d'accueil” (SEA) of the École internationale. The SEA provides extracurricular supervision within school from 6.30 am to 7.00 pm, in order to help families manage between their family life and professional life.

This service is open to all children attending the École internationale in Differdange and Esch / Alzette and for whom an admission request has been made, as long as there are places available.

The SEA is managed by the non-profit organization « Service d'éducation et d'accueil de l'École internationale de Differdange » and is in charge of

- the child care, supervision, social and educational welfare as well as the services described in the first article of our “Childcare contract” and:
- the financial management (billing, etc.)
- the staff management.

The educational team is composed of several educators and socio-educational assistants. The administration consists of a director, several deputy directors as well as an administrative office.

SEA is situated within the Ecole internationale buildings. The children, who attend the school in Differdange are welcomed by the SEA of the Ecole internationale in Differdange whilst the children attending the school in Esch/Alzette are welcomed by the SEA in the Ecole internationale in Esch/Alzette.

1. RUNNING

1a. Admission and registration at SEA

Every admission at SEA is done via a registration file and by signing a “childcare contract”. The **registration file** fixes the time slots for the child and provides all necessary personal information about the child to the non-profit organization. The contract supports the relationship between the parents and SEA. The following internal regulation is an integral part of the above-mentioned childcare contract.

The registration file is only valid with a proper documentation:

Required pieces :

- Registration form
- Annex 1: Regular attendance form / Annex 2: Irregular attendance form
- Annex 3: For each employed adult, living in the child’s household, a work certificate duly completed and signed by the employer attesting the work schedule
- Copy of the ID-card from the persons, entitled to education
- Copy of the “Chèque-Service Accueil” card
- Copy of the vaccination card

Pieces to be provided if applicable:

- Copy of the ID-card from the persons also authorized to pick up the child
- Annex 4: Parental authorization form for the SEA to support the child’s needs (in case they need medicine, this form needs to be submitted to the SEA) carte de vaccination
- Medical prescription (to be attached in Annex 4)
- Annex 5: Information sheet on allergies and / or food intolerances requiring a specific diet, outlining the medication required or allergies to a certain medication
- Medical prescription (to join mandatory to Annex 5)
- A medical certificate attesting medical history (heart problems, epilepsy, asthma, diabetes etc.)
- Annex 6: Parental authorization for "child’s personal journey", recommended only for children in P3 / P4 / P5
- For each adult, living in the child’s household, actively seeking employment, a certificate to be requested from his/her advisor from the “Administration de l’Emploi” attesting that he/she is registered as a job seeker at the ADEM.
- The summary judgment of the right of education
- A certificate from the employer attesting that the adults, living in the child’s household, have an irregular work schedule (only needed in case of an irregular enrolment)

SEA is released from any responsibility for any information not provided by the parents.

1b. Opening and closing days of SEA

SEA will operate all year round, except during

- legal holidays in the Grand Duchy of Luxembourg
- one week in December between Christmas and New Year

The SEA’s exact dates of closure are communicated on the website www.eide.lu.

1c. Schedules and holidays

The different services are offered every day of the school week according to the following registration and billing periods:

In school period for primary pupils :

Morning reception

- Optional registration from **Monday to Friday** 6h30 to 8h15

Midday break

- Mandatory registration from **Monday to Thursday** : from 11h45 to 13h00 for the classes P1/P2; from 13h00 to 14h15 for the classes P3/P4/P5,
- Optional registration for **Friday** : from 11h45 to 14h00 for the classes P1/P2; from 13h00 to 14h00 for the classes P3/P4/P5

Afternoon registration

- Optional registration from **Monday to Thursday** 15h45 to 19h00 for every class
- Optional registration on **Friday** 14h00 to 19h00 for every class

In school period for nursery pupils (concerns SEA Differdange only) :

Morning reception

- Optional registration from **Monday to Friday** 6h30 to 8h15

Midday break and afternoon registration

- Optional registration from **Monday to Friday** : from 13h15 to 19h00

In holiday period:

The various services are offered every day during the school holidays according to the following registration and billing ranges:

- Optional registration from **Monday to Friday** 6h30 to 19h00

During the school holidays, field trips can last for a whole day (for example from 9:00 to 17:00). In this case, children can only be registered for the duration of the field trip. It will not be possible to pick up the child before the end of the excursion or to bring the child after the excursion has already started. If a field trip is planned, SEA will inform the parents on time.

During the school holidays, SEA reserves the right to welcome the children on one site and to close the usual SEA site of the children. In this case, parents will be informed in advance.

N.B.:

- All children attending the Primary of Ecole Internationale are automatically enrolled to SEA during the lunch break from Monday to Thursday during school period.

If your child has a place at SEA and enrolls for an activity, the enrollment at SEA is done automatically for the respective time slot(s) and the child must stay at SEA after the end of school. The child takes a snack provided by SEA, she/he's accompanied by SEA to the activity and after the activity the child is accompanied back to SEA where she/he can be picked up by his parents.

Particular remark for extracurricular activities offered by a private club or an external association (for example Capoeira Team Luxembourg asbl, Club Redboys Handball, Fencing club Escrime Sud asbl, Lasep Esch, Music Conservatory of the City of Esch/Alzette): to allow private clubs / associations and parents to maintain a regular mutual contact, parents are allowed to pick up their child directly in the activity room, at the end of the activity. The location of the activity as well as the time the children can be picked up are detailed in the registration form of our extracurricular activities that is sent to the parents in September. Children who are not picked up directly after the activity, can be picked up at SEA, unless indicated differently on the registration form of our extracurricular activities.

1d. Registration details

For the schoolyear 2023/2024, the complete registration file will be sent by e-mail to the parents. Those are invited to deliver it to the SEA administration:

- for **re-enrolments** (former pupils), the **complete registration file must be submitted personally at the SEA office** during opening hours of the office
- for **new registrations**, the **complete registration file must be submitted personally at the SEA office at a specific appointment date.**

A complete registration file consists of

- a registration form and its annexes duly completed and signed
- all secondary documents asked in the registration form

The childcare contract will be signed between the two parties during the appointment for all new registration.

Any request submitted after these dates won't give the children any priority benefits due to the children already enrolled.

All the documents must carry the **signature and the name** of one of the legal representatives.

In case of an **alternating custody**, a complete file must be completed and signed by **every parent**.

SEA proposes **two types of enrollment** for each child, so that the parents are able to manage their professional and social life during the school periods: regular attendance (every week the same schedule) or irregular attendance (every week is different / every month is different).

A. Regular attendance form (annual)

Once registered, the child will remain registered the whole school year at SEA, according to the time slots indicated on the forms (Annex 1).

During the year, parents are able to change / cancel the registration of their child/children by using the amending / cancellation form (see C and E).

In case that our modification or cancellation procedure is not respected (see point C), the registration periods and the planned meals will be charged integrally, even if the child is not present (even partially).

School holiday periods, Saint Nicholas Day, as well as other closure days of the school, have a specific registration form (see under D).

B. Irregular attendance form (occasional / weekly / monthly)

If the parent's enrollment needs change from week to the week, from month to the month, or if the parents wish to register the child only on an occasional basis, parents are asked to use the "Irregular attendance" form (Annex 2). Please complete the form and send it to the SEA administration **via e-mail one month** before the start of the first week of enrollment.

In order to ensure the planning of the service, the parents are asked – if possible – to register their child ahead of time as far as possible (for example for 4 consecutive weeks if you receive a monthly work schedule).

For the irregular attendance, at least one of the parents is requested to submit a certificate of the employer attesting the irregular work schedule of his employee as well as the principle date of submission of the work plan of the employee concerning the following month. An exemplary of this kind of certificate is available at the office on demand.

C. Amendment or cancellation form in school period

Parents are asked to communicate any change of time slots by using the amendment form, available at the SEA administration and also online available at the website www.eide.lu.

In order to ensure the planning, any change or cancellation of the child's enrollment during the school year must be told in advance **by e-mail** to the SEA administration (sea.secretariat@eide.lu) **1 month** before the first week, in which the change occurs. Otherwise, SEA cannot guarantee, that it will take this into account in the billing. Which means, that the hours of attendance as well as the meals, which would have been usually provided, will be charged, even in case of the child's full or partial absence.

A maximum of 2 requests for registration changes per month can be made.

D. Holiday attendance form

With exception of the legal holidays and our collective holidays, SEA receives children during the school holidays, the day of Saint Nicholas, the teachers' pedagogical days at EIDE, as well as other closing days of the school.

Due to the particularities in organizing these periods, a specific registration is necessary. The registration at SEA for school holidays as well as special opening days (Saint Nicholas and other school holidays) is made at least 1 month before each holiday period. For each holiday period, a registration form will be sent to the parents by e-mail, which is to be returned within the time indicated on the form.

E. Attendance or cancellation form in holiday period

Parents are asked to report changes of time slots by using the amendment form, which is available at the SEA administration as well as online at the website www.eide.lu.

In order to ensure the planning, any change or cancellation of the child's enrollment during the holiday period must be told in advance **by letter or by E-mail** to the SEA administration (sea.secretariat@eide.lu) **1 month** before the first week, in which the change occurs. Otherwise the hours of attendance as well as the meals, which would have been usually provided, will be charged.

A maximum of 1 request for registration changes per holiday can be made.

F. Alternate custody of children

In the case of alternate custody of the children, and in the case where parent(s) wish(es) to enroll their child at SEA during the weeks in which the child is under his or her parental supervision, any administrative approach at SEA must be introduced separately by each parent:

- each parent must complete and sign one complete file per child
- each parent must also complete and sign an attendance form for all weeks the child is under his or her parental supervision.

N.B. Only one parent can sign up for a "chèque-service-accueil" contract and only this parent becomes the holder of this contract. The monthly invoices are set up automatically on behalf of this one parent for the entire billing period (even if the SEA registration days have been booked by the other parent). For any payment of the invoice, SEA is therefore only contacting the holder of the CSA contract. It is therefore the parents' responsibility to find an arrangement to share the costs of childcare among themselves.

G. In case of emergency (well-founded)

If necessary, spontaneous registrations may be possible, provided that there is adequate staffing and the planning allows it.

Every request for an emergency admission must be sent by letter or by email to the SEA administration. The office is open from Monday to Friday, the office hours are visible at the entrance door of the office.

Email : sea.secretariat@eide.lu

Téléphone : 28 85 72 - 5005 (site Differdange) / 28 85 72 470 (site d'Esch/Alzette)

All the registration forms are available at the SEA administration and can be found online on the site www.eide.lu.

H. Priority List

Due to limited spaces available, a space at SEA cannot be guaranteed for each child for whom an application for registration has been submitted to the SEA administration.

The SEA administration selects registration files by basing on several selection criteria. In order to benefit from SEA services, the registration file submitted must be complete and must contain all necessary documents.

The selection criteria are as follows:

- ✓ a complete registration file
- ✓ single-parent families (priority 1)

- ✓ work schedule of the parents or of the persons intitled to the right of education (priority 2)
- ✓ social inclusion

SEA reserves the right to keep priority lists on the basis of which registrations are accepted or refused.

Depending on the real presence of the child at SEA, the SEA administration reserves the right to cancel the registration for one or more time slots.

2. PEDAGOGICAL CONCEPT OF SEA

In general, the pedagogical concept of SEA is based on an open concept, allowing children mainly to choose themselves, according to their needs, the activity that they want to do. They are supervised by the educational staff, able to observe the children and respond, if necessary, to their individual needs. Therefore, the spaces available for the children allow free play as well as punctual activities organized by the SEA staff.

Play in its various forms allows free discovery and is nowadays an appreciated learning method by the children. Throughout its offering, SEA provides the necessary time and space for conscious play as an important learning method. SEA offers children a fun way to explore subjects such as natural science, art, culture, movement or construction.

These experiences can be made during various experiments, movements, role play or creative crafts. **Free play** takes an important place in this type of concept. In their various function rooms, SEA provides a large offer of free play to children, while ensuring to respond to the children's needs.

Beside free play, **directed activities** take place. In this type of activity, children learn to follow the instructions proposed in different regular workshops as fencing, Capoeira, Choir, sport, dance, art, etc.

During lunch break, various workshops are offered to the children as well. These are organized activities in which children can participate spontaneously. A wide variety of workshops are offered each week ranging from art, reading crocheting and knitting, to sports etc. Workshops can also be held on request of children.

Thus, by permanently offering the possibility of free play and occasionally guided activities, SEA responds perfectly to the needs of all children.

The pedagogical concept of the open type is not only reflected in the children's play, but also at **meal** time. During the lunch break, the restaurant works with several services and allows the child to choose when to eat and with whom. Meals are offered to children via a hot and cold buffet. The delivery of the meals is done by the production kitchen which is located on the site. At the buffet, children have the possibility to serve themselves and compose their plate freely, while being guided by an educator. Giving the child the choice for their meal is an essential key in the pedagogical view of SEA. Thus, the child is empowered by taking his own choices. The educator has the role of a guide and counselor; in no case pressure is exercised on the child to try all the aliments. Healthy eating is a long process founded on comprehension and curiosity for new and in no case by exercising pressure on the child.

3. DAILY RUN

3a. Supervision and Reception

The SEA of the École internationale is a place of non-formal education. In a stimulating environment, SEA is able to create an educational process, which allows the self-determined child to participate actively in its daily life. The SEA mingles education, reception and training.

SEA encourages and supports the children's development by:

- enhancing emotional bonds
- observing of the child's evolution and development
- providing activities to encourage the integration of the child in its social and local environment
- providing activities to develop the social, cognitive, linguistic and physiological skills of the child
- providing a space for children to develop their own experiences.

3b. Morning reception

The parents are asked to enter the building with their children, in order to drop the children's school bag off and to hang the jacket in the cloakroom. Afterwards they present themselves - with the child - to the SEA reception area.

In the morning, before school starts, children are welcomed at SEA where they can start the day slowly, whether by playing in one of the SEA rooms, or by taking a rest in one of the rest areas.

3c. Lunch break

During their lunch break, the children have the possibility to:

- eat from the buffet
- freely choose an activity offered in the playrooms, this may include art, theatre and role-playing games, construction games, board games, motor skills, music, relaxation
- participate at leisure activities organized by the SEA staff ("workshops")

The **lunch service** runs daily during the children's lunch break.

The lunch service will be open during school holidays, except for SEA's closing days.

Meals are delivered by an external catering that ensures a healthy and balanced diet to the children. The proposed menus are established by a dietician and are chosen according to the recommendations of the Ministry of Health (frequency, quantity). The menu can be consulted on the website www.eide.lu.

Meals are served in "buffet"-style. The children will pick – as far as it is possible - their lunch on their own and - whenever possible – at the moment chosen by the child. This allows them to organize their lunch break independently. During their lunch break, children not only have the opportunity to eat, but they can also choose from a range of various activities. The SEA educational team ensures that each child has a balanced lunch and supervises the activities and the children.

Your children's health is important to us. That is why the parents are asked to inform SEA in case of existing allergies or food intolerances (allergy to strawberries, nuts, diabetes ...). SEA tries to find, if necessary in cooperation with the parents, a solution that will fulfill the needs of the child.

The allergies / food intolerances must be indicated on the "Annex 5" form, as well as a medical prescription, which are to be submitted with the registration form.

In accordance with the law and as far as possible, SEA respects religious or philosophical convictions.

During school time, a snack is served around 16h00 to the children attending SEA.

During the school holidays, a breakfast is served around 9h00 and a snack around 16h00.

3d. Reception after school

From Monday to Thursday, after the classes, the children, who are registered at SEA visit the restaurant, or a reception room, for a snack and then do their homework. Afterwards, they go to the playrooms of SEA.

From Monday to Friday, extracurricular activities are offered to children for whom prior registration is necessary. During September, special registration forms for these extracurricular activities are sent to the parents. The enrollment to the extracurricular activities is valid for whether one semester or 2 semesters only.

On Fridays, after the end of the classes, children are having their lunch, then they participate in extracurricular activities or workshops, or they can go to the play areas.

Pick up of children by their parents

It is mandatory for parents who pick up their child to report their presence to the SEA Team. The parents are then informed in which room their child is and can eventually go to the respective room by themselves and pick up their child or they can ask the SEA staff to call the child.

If children are playing in the schoolyard, parents are also asked to report their presence to the SEA Team before leaving with the child.

For organizational reasons, all *primary* children enrolled at SEA in the afternoons can only be picked-up **at the earliest 30 minutes after the end of school**, in particular

- Monday to Thursday from 16h15
- and Fridays from 12h15 for P1-P2, from 13h30 for P3-P5

For organizational reasons, all *nursery* children enrolled at SEA in the afternoons can only be picked-up **at the earliest 45 minutes after the end of school**, in particular Monday to Friday from 14h00

Exceptionally, and for a justified reason, parents can pick up their child directly after school. In this case, parents are required to inform the SEA administration by Friday noon, before the week of request for an exceptional release. The administration reserves the right to ask the parents for a supporting document. Without this prior cancellation of the registration, the child is welcomed at SEA and the parents can pick up their child at SEA at the earliest 30 minutes after the end of the course (for primary) or 45 minutes after the end of the course (for nursery).

3e. Supervised studies

SEA offers supervised studies from Monday to Thursday for 1 hour. After the afternoon snack, children who have homework to do, are asked to go to the respective room. Children who don't have homework, can immediately go to the SEA rooms.

Parents may apply to the SEA administration to request that SEA staff ensures that the child makes it to the supervised studies.

It is important to know that the educator doesn't force the child to do his homework at SEA if the child prefers to do it at home. However, in case of a recidivism, it is important that the educator and parents have a talk, to clarify, together with the child, if he/she realizes his/her homework at SEA or at home.

Supervised studies are offered to the children in a calm environment with minimal support, so that the children learn to complete their homework independently.

The educational team wishes to inform you, that the parents are responsible for the children's homework, they need to control it and revise with their children for tests. They also need to sign their children's class journal.

There will not be supervised studies on Fridays, before holidays, or during school holidays.

Children are allowed to leave the activity rooms for every moment of the day to revise, if they want to.

3f. Journey from home to SEA and vice versa

The responsibility of the children's journey from home to SEA as well as its return home remains the responsibility of the legal representative of the child.

The legal representative may also authorize another person (who is at least 15 years old) to pick up his child from SEA. This person must be declared on the information form.

SEA ensures that only the named persons on the information sheet are authorized to pick up the child from SEA. The legal representative provides a copy from the ID-Card of the persons authorized to pick up the child.

SEA reserves the right to ask the person who is picking up the child to present an identity card and, if in doubt, to keep the child at SEA.

Children with a parental authorization (Annex 6) are allowed return on their own back home. In this case, parents declare their child fit to travel alone and assume full responsibility for their child's journey. The authorization must indicate the time and the exact nature of the trips.

3g. Authorization for activities outside SEA

By signing this contract, the parents agree that their child participates in all activities offered by SEA and that the child is also allowed to leave the building premises under the supervision of SEA staff on foot, by private car, bus or public transport.

In case of an excursion out of the country, the parents need to submit a "parental authorization" from their own commune.

4. IMPORTANT INFORMATION

4a. Discipline

It is strictly forbidden for children, who are attending SEA to go beyond the school complex. Parents are contacted by telephone if a child is absent.

The repeated disobedience of a child, or disturbing behaviour within the building, will be followed by a meeting between the parents and the SEA staff in order to find a solution for the concerned parties. SEA reserves the right to exclude the child temporarily or permanently from SEA.

4b. Delays

Parents are asked to pick up their child at 19h00 at the latest.

Should parents be late, it is necessary to inform the child and the staff to reassure them. Parents are kindly reminded to respect the child's registration times and pick up the child on time.

4c. Illness

General terms

SEA does not provide special care for sick children.

In case of illness, **it is important to inform the school administration and SEA by telephone or email the day of the child's absence between 7h00 and 8h00**. Absence for medical reasons exceeding three days must be justified by a medical certificate.

The information of the child's absence is to be given to the SEA via phone :

28 85 72 470 (Esch)

28 85 72 5005 (Differdange)

respectively by mail to : sea.secretariat@eide.lu

In case of absence of the child in school period, a message of absence is to be sent also to the secretariat of the school.

It is up to the legal representatives to find a suitable child minder for their sick child (The SEA recommends the service "Krank Kanner Doheem", phone number: 48 07 79 <http://fed.lu/wp/services/skkd/>).

The SEA staff contacts the legal representatives should the child become ill during the day. If the contact is unobtainable, SEA will contact one of the other persons listed in the registration file.

SEA will perform all necessary procedures to ensure the well-being of the child. The staff also reserve the right to contact a doctor, the hospital, or call the emergency services, and if necessary to authorise hospitalization. The parent's will be contacted as quickly as possible.

In case of a nuclear incident, SEA follows the Ministry of National Education, Childhood and Youths instructions. On the behalf of the « Cellule de Crise » and according to the recommendations of the Ministry of Health, SEA can distribute iodine tablets (65mg) to every child.

If the child is a suspected victim of violence or abuse, SEA is obliged to report this without delay.

Medication intake

Medication is only administered with the written authorization of the parents (see Annex 4 "Parental delegation form for an act of assistance") and with the submission of a recent medical prescription.

Parents are requested to hand in a medical prescription indicating the exact dose, which is to be given to the child and the duration of the medication intake. They also need to write the child's name on the medication.

This measure applies to all drugs, including homeopathic medicine and those available over the counter.

For safety reasons, children are not authorized to have medication on themselves and they are not allowed to take it by themselves.

Daily care

As part of daily care and in case of an injury, the educational staff will apply the following products:

- a saline solution
- Chlorhexidine (antiseptique)
- dressing and bandaid /plaster
- cold compress
- running water

On sunny days, our SEA educators may decide to apply sunscreen to the children. Nevertheless, it is strongly recommended that parents already apply sunscreen to their child in the morning, before arriving at school/SEA. The sunscreen used by SEA is an "hypoallergenic" type. If parents don't want sunscreen to be applied to their child, they have to inform the SEA administration. In this case and as far as the parents wish, the child can bring her/his own sunscreen, which will be kept in the child's school bag and the child will then apply it autonomously.

Allergies / Intolerances / Medical history

The health of your child matters to us and therefore the parents are asked to inform SEA in case the child suffers from any allergies, intolerances and / or food incompatibilities or other (allergy to strawberries, nuts, diabetes ...) in order to find a solution for the child's benefit.

Allergies / intolerances must be noted by medical prescription as well as in annex 5 "Information sheet on allergies and / or food intolerances requiring a specific diet" which is to be submitted when registering your child. Parents who do not submit the "annex 5" as well as the medical prescription acknowledge agree that SEA will consider their child as non-allergic. Parents declare themselves fully responsible for the consequences of this omission both in relation to their own child and in relation to other children, staff and third parties.

On the registration form, SEA must be informed of any previous medical condition (heart problems, epilepsy, asthma, diabetes, etc.)

Any change of the child's health status must be communicated in writing to SEA.

4d. Protection of personal data

The institution informs the legal representative that all data requested through the registration form and other questionnaires is stored in a database or via an electronic file. The data stored is necessary to ensure the smooth running in SEA.

The legal representative is asked to communicate as fast as possible any change of address, phone number, the state of health of the child etc. to the SEA administration.

During his stay at SEA, children can be photographed and/or videotaped either inside or outside the SEA. This audio-visual material can be used for internal and/or external publications. If the legal representative does not agree that his child is photographed or videotaped, he must notify this explicitly on the registration form by ticking the appropriate box.

The data will be destroyed, in accordance with the legislation, as soon as there is no reason for it to be kept and after ten years, at the latest.

4e. Hygiene

Children can bring a small kit containing a toothbrush, toothpaste and a cup, with their name written on it. Children who want to brush their teeth must do this autonomously, there is no special instruction provided by the SEA staff.

In case the parents think it is necessary, they also can bring in a change of clothes for their child to SEA. Children are welcome to bring slippers if desired.

4f. Children's personal belongings

It is recommended that children do not bring any personal belongings (such as toys, mobile phones, smartwatches, ...) to SEA. If a child still brings a personal item to SEA, the item must remain in the child's schoolbag and cannot be used during SEA time.

5. PRICES

5a. Parental financial contribution to the operating costs of SEA

On September 1st, 2022, the modalities of the system "chèque-service-accueil" were changed by the introduction of a partial gratuity and a reduced financial participation of parents. School holidays and opening hours before 7 am and after 7 pm are excluded from this measure. For more information, visit <https://men.public.lu/de/kinder/02-cheque-service.html>

Important note regarding summer month billing: From 2022, EIDE summer school holidays are one week differed compared to Luxembourg school holidays. EIDE school holidays start 1 week earlier in July and end 1 week earlier in September. The terms and conditions of the Cheque-Service system apply to Luxembourg school holidays, and not specifically to EIDE school holidays, which may have a particular impact on the invoicing of SEA summer months

The billing of the requested services by the legal representative is based on:

- reserved modules (annex 1 or 2)
- midday lunch (annex 1 or 2)
- additional attendance

Exempt from billing are :

- Registrations, which were cancelled by written 1 month in advance
- days of absence due to illness, communicated at 8h00 (the latest) the day itself
- days of absence due to illness exceeding 3 days notified at the latest for 8h00 on the day of illness with delivery of a medical certificate as soon as possible

The parent's financial contribution is calculated according to the terms and conditions of the 'Chèque-Service Accueil'. In the absence of the check-service contract, the maximum fee will be charged. In the case the contract expires, SEA will not do a rebilling. If the expired contract is not renewed, the highest rate per hour will be charged, which is set by the Ministry of National Education, Childhood and Youth. For more detailed information, parents can visit the website: <https://www.accueilenfant.lu>

The amounts due are payable, after receiving the bill, to the account of the association :

- Name of the association : « Service d'éducation et d'accueil de l'École internationale de Differdange a.s.b.l. »
- Head office of the association: L-4573 Differdange 6, rue John Ernest Dolibois

The amount due is to be transferred to the bank account number on the invoice given by the State, including :

- Bank : BGL BNP PARIPAS
- Code BIC : BGLLULL
- Site Differdange : IBAN LU81 0030 3435 0663 0000
- Site Esch/Alzette : IBAN LU93 0030 3435 0668 1000

In case of non-payment, SEA sends a first reminder via registered letter, followed by a seizure order on the salary.

For some activities (f.ex. trips, summercamp, ...), a supplement may be requested from parents. If necessary, a detailed program will be sent to them in due course, as well as a separate registration form. These excursions may eventually last a whole day.

At the parent's request, a certificate for tax return can be distributed by the administration of SEA.

5b. Billing

Each slot of reserved attendance as well as every booked meal will be charged in accordance to the terms and conditions of the applicable "chèque-service-accueil" system.

Exceeding time (other as the timetable indicated in the registration form) of the child's attendance will be charged. Repeated delays after 19h00 will be charged 15 euros per quarter hour.

In case of absence due to illness, reserved hours of attendance and booked meals are not charged. Absence hours due to illness, which are not communicated in advance (read in point 5a.) will be charged.

By registering the child to an extracurricular activity, he will be automatically registered for the respective registration time slots from the start of the extracurricular activity on. The time slot(s) will therefore be charged according to our usual modalities.

5c. Rebiling

Should SEA have made a mistake in the invoice (for ex. number of hours of incorrect supervision), parents are requested to inform the administration of SEA as soon as possible. SEA will do a rebilling.

An invoice cannot be back-dated beyond 12 months. If parents forgot to renew their card within the deadline, invoices can only be back-dated 3 months.