

Ecole Théorique :
«École_théorique_selon_résidence»

«Responsable_1»
«Responsable_2»
«Adresse»
L-«Code_postal» Luxembourg

Luxembourg, 10 February 2023

Subject: Registration/Pre-registration of your child(ren) in the *foyers scolaires* of the City of Luxembourg for the 2023-2024 school year

Dear parents,

Read on for important information about registration for the 2023-2024 school year, which will take place:

For pupils of Cycle 1.0 (early education): from Monday, 17 April to Friday, 28 April 2023
For pupils of Cycle 1.1 (Spillschoul) to Cycle 4.2: from Monday, 27 February to Friday, 31 March 2023

- The admission and enrolment procedures for the City of Luxembourg's *foyers scolaires* for the 2023-2024 school year are detailed in the document "Policies and procedures of the City of Luxembourg's *foyers scolaires* 2023–2024". This document will be available at www.foyers-scolaires.lu as of 13 February 2023.
- In order to schedule an appointment and determine which enrolment type is most suited to your situation, please contact the head (*chargé(e) de direction*) of the *foyer scolaire* in your neighbourhood (see enclosed the list with the contact details) **as early as possible, but no later than Friday, 31 March 2023.**
- The following documents are needed to enrol:
 - A copy of the child's registration with the childcare service voucher scheme (*Contrat d'adhésion au chèque-service*). This document is required to open or update your child's personal file.
 - A social security certificate for the parent(s)/guardian(s)/legal guardian(s) (this document can be obtained free of charge at www.ccss.lu) Employees of the European Union institutions and parents/guardians working abroad may submit a certificate of employment instead of a social security certificate.
- The date of your appointment has no bearing on the priority level given to your application.
- According to the terms of admission and priority criteria outlined in the document "Policies and procedures of the City of Luxembourg's *foyers scolaires*" for 2023-2024, and depending on the places available at each foyer, your child will be either granted admission or placed on a waiting list. Parents will be informed of their child's admission status at the beginning of July 2023 in most cases.
- For reference during the school year, please take note of the 2023-2024 registration calendar and the list of contact details for the City of Luxembourg's *foyers scolaires*, both enclosed with this letter.
- Please note that the *foyers scolaires* are open during the school holidays, **except for the week between 24 December 2023 and 1 January 2024 inclusive.** Please always be sure to check the opening times of your child(ren)'s *foyer scolaire* during the school holidays, as these may vary depending on the child's cycle and/or the Aktioun Bambësch project.
- Exceptional closure: the weekday before the first day of the school year, namely **Thursday, 14 September 2023.**
- Exceptional single "Foyer vacances" day: Saint Nicholas' Day, on **Wednesday, 6 December 2023.**

For your information: With regard to school registrations (cycle 1.1), the SCHOOL – Service (ENSEIGNEMENT) will send you a letter during the week of February 27, 2023.

Yours sincerely,

Björn Poels
Head of Department