

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

**SCHOOLYEAR 2023-2024**

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## 1. ADMINISTRATION

The *Service Foyers scolaires* (Childcare Department, hereinafter referred to as the "Department"), manages the "early childhood education and care services" 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, and more 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 non-formal education to schoolchildren while ensuring a high standard of quality. The Department has adopted an "Educational Roadmap" (*concept pédagogique*): a framework document which sets out the professional approach to be taken by the Department and defines the image of the child, the role of the educator, the working methods used and what is meant by quality development.

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

In the *foyer scolaires*, children:

- are treated as competent individuals who are each on their own particular life journey;
- learn from and with each other through interaction;
- are equal members of society with their own individual rights.

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

- emotions, social relations;
- language, communication, media;
- aesthetics, creativity, art;
- values, participation, democracy;
- natural and physical sciences;
- movement, body awareness, health;
- transition, special needs, change of institution.

As part of its professional approach, the Department gives special focus to:

- open-mindedness;
- self-esteem and respect for others;

- network building;
- each child's needs and participation;
- exploration and learning in tandem;
- a process-oriented approach;
- a solution-based approach;
- relationships and dialogue;
- independence and self-efficacy.

### **3. PARENTS' 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 in which childcare is provided) be viewed as a genuine partnership with parents. As each child's individual 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 run.

#### **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 statement may lead to an in-depth review of the situation. If necessary, the result of this review will be forwarded to the relevant municipal department(s) and to the college of aldermen so that the latter can decide how the case should be followed up.

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

During the pre-enrolment stage or as soon as possible, 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**

Whenever their child(ren) is/are unable to attend the *foyer scolaire*, parents should inform the educational staff as early as possible in advance. If they cannot reach a staff member, parents are asked to leave a message on the answering machine or send an email.

If their child(ren) is/are absent and no reason was given before the start of a time slot, parents shall be entirely responsible for their child(ren).

Whenever a child is absent without their parent's consent, *foyer scolaire* staff must promptly inform the child's parents and/or the teaching staff. If the situation cannot be resolved, the *foyer scolaire* staff is required, as a last resort, to inform the Grand Ducal

Police.

Following a medical visit, children may rejoin their classmates at the *foyer scolaire* and finish the day in accordance with the enrolment in force for the day in question. A medical certificate will be required, proving that the child has visited the doctor.

### **3.5. Onset of symptoms of illness during the day**

Parents are required to work shoulder to shoulder with the managing staff to ensure their child's well-being. Should a child begin manifesting symptoms of illness while attending the *foyer scolaire*, their parents will be informed by a member of the educational staff and will be expected to come in and pick up their child as soon as possible.

If there is any doubt or difference of opinion about the child's state of health, either the parents or the *foyer scolaire* may propose a meeting to clarify the matter.

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

Collaboration with parents begins during the pre-enrolment interview, in a spirit of honest, open and transparent communication, especially regarding children's specific needs.

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 keep themselves regularly informed of their child's development, and to contact the *foyer scolaire*'s educational staff to that end. *Foyer scolaire* directors and the Department's administrative unit are available to answer questions parents may have.

If the *foyer scolaire* is experiencing major issues with a child, parents will be asked to participate in consultative meetings/interviews with *foyer scolaire* staff to find a solution.

If the *foyer scolaire* staff observes unusual behaviour in a child (serious disciplinary or behavioural problems that endanger the child's own safety or that of other children or the staff), the Department's socio-educational network will be consulted.

When parents are on-site and/or participating in an event at the *foyer scolaire* (celebration, party, meeting, etc.), their children shall be deemed to be under their parents' responsibility as soon as they arrive at the *foyer scolaire* and have made their presence known to the childcare staff.

The email address **fs-parents@vdl.lu** was created specifically to allow parents to contact the Department Head, who will respond to general questions concerning the operation of City of Luxembourg *foyers scolaires*.

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

The Department manages two main activities – day-to-day care of children after school (operational centre), and the development and implementation of educational projects and activities (CAPEL).

The Department is run by a head of department, supported by an operations manager and an administrator for each *foyer scolaire*. They are responsible, respectively, for the operations team made up of the directors (*chargés de direction*) of the various *foyers*

*scolaires*, and the administrative team.

The administrative team comprises several units:

- FS-Personnel:

The FS-Personnel unit performs the administrative duties that relate to the Department's staff.

- FS-Secretariat:

The FS-Secretariat staffs the Department's reception desk, handles mail and deals with internal and external requests.

- FS-Finances:

The FS-Finances unit manages invoicing for the *foyers scolaires* and payments issued by the Department.

- 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 counsellor** (*carrière supérieure*) designs and adapts the educational concept, and advises, monitors and oversees educational activities in the *foyers scolaires*. The counsellor also promotes internal communication and handles skills development for the *foyers scolaires* staff.

The Department uses in-house and external professionals with expertise in catering and food safety.

The Department's administration works in close collaboration with the directors of the *foyers scolaires*, who are responsible for the proper running of their individual centre.

Supervision of the children is provided by an educational team consisting of:

- the director of the *foyer scolaire*, who is a trained "graduate educator", educated to Bachelor's degree level, for example a Bachelor's degree in social and educational sciences;
- childcare workers, trained as "qualified educators";
- care assistants;
- coordinators, trained in "socio-educational support";
- trainees, as part of their orientation course.

The staff is bound by an obligation of professional secrecy and an obligation to keep personal data confidential.



## 5. TERMS OF ADMISSION AND ENROLMENT PROCEDURE

### 5.1. Objective

The enrolment process is designed to aid the City of Luxembourg in working towards its goal of being able to admit every child who wishes to be enrolled. Until such a time as the enrolment of all children is possible, the City of Luxembourg's municipal administration acts on the following three levels:

- the development of a plan for the construction of childcare and education facilities in order to increase capacity;
- the recruitment of qualified staff;
- the application of the terms and conditions of admission and priority criteria to fill the available places based on the capacity of its infrastructure.

### 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

The Department's services are generally open to all children, with priority being given to those attending public schools and who:

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

The child's personal file contains any and all relevant information, and any documents that have been requested at the time of enrolment.

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

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

#### 5.2.2. Overview of the enrolment process

The enrolment process provides for set periods of enrolment, which parents are notified of in advance. 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 principle holds true for children attending *foyers scolaires* and a public school in

Luxembourg City, and for children registered for the future and attending a public school in Luxembourg City.

For school holidays, children must be enrolled specifically for each period. Children can be enrolled either by appointment or by email, in accordance with the Department's enrolment schedule.

The enrolment process is divided into two stages:

- 1) pre-enrolment (receipt and filing of the required documents for the enrolment application);
- 2) approval of the application and final admission (examination of the enrolment application and consideration of the priority criteria, and written notification of admission to parents).

*Foyer scolaire* directors are asked to check, throughout the year, whether enrolments match actual attendance. To avoid waste (staff time and meals) and ensure that children can make the most of available time slots, the Department (*foyer scolaire* directors) may ask to meet parents when significant and repeated gaps are observed between enrolments and actual attendance.

### **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 the following steps:

- Make an appointment with the centre director (or else arrange to submit the information required for enrolment).
- Submit a copy of their membership contract for the CSA scheme to the director of the relevant *foyer scolaire*. Without this contract, no enrolment is possible.
- Submit the enrolment form (the 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*.

In order to receive CSA benefits, parents living in Luxembourg City whose children attend a *foyer scolaire* managed by the City must sign a special membership contract drawn up by 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 to the director of the *foyer scolaire*, a social security registration certificate (which is issued free of charge, on request, via [www.ccss.lu](http://www.ccss.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.

- Disclose their family situation, i.e. whether the child is in a "two-parent" or "single-parent" home.

With these documents, the Department will be able to assess whether alternative care arrangements for the child in question are possible. In the absence of documentary evidence proving that the child's parents'/guardians' have regular work, the enrolment application will be assigned a lower priority (as it will be assumed that alternative care arrangements have been made 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.

#### 5.2.4. Priority criteria

When the number of enrolment applications exceeds the number of the available places, a waiting list for each *foyer scolaire* will be 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:

Enrolment applications for "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
Enrolment applications for "children attending a non-public school in Luxembourg City"	2.1. without alternative care arrangements: children attending <i>foyers scolaires</i>
	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 relating to the children and/or their families is treated with the utmost discretion and in accordance with the legislation on the protection of individuals with regard to the processing of personal data.

Parents found to have made false statements risk having their child's enrolment

withdrawn.

If necessary, the Department reserves the right to implement additional priority criteria to ensure that the available places are allocated as fairly as possible.

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

When the number of enrolment applications exceeds the number of available places, a waiting list will be drawn up.

Children who are not enrolled will be placed on a waiting list, which will be 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 given by telephone in September for children admitted at the recommendation of the acceptance committee.

Children on the waiting list will be admitted progressively, based on the priority criteria, 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 the priority criteria (e.g. when only places in time slots on Tuesday and Thursday afternoons are available).

Each *foyer scolaire* maintains a waiting list that reflects the overall need for childcare places in the district. The list is used to manage when and the order in which children are admitted and is updated throughout the year.

#### **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 in-house experts (e.g. social worker) are needed. Committee meetings are convened by the *foyer scolaire* 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.

In principle, the acceptance committee meets in late June, and in September right before the school year starts. Parents are informed of decisions regarding their applications, in writing, after the June meeting of the acceptance committee, and by telephone after the September meeting.

#### **5.2.7. Final enrolment**

The final confirmation of annual enrolment is sent to parents no later than the beginning of July. The only exceptions to this timeline are cases where applications are incomplete, submitted late or require further examination by the acceptance committee at its meeting in early September.

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

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

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

If a child moves to another district in Luxembourg City, and the family's main address is in that new district, their enrolment remains valid for the current school year, provided that 1) the child attends a public school in Luxembourg City, 2) the new *foyer scolaire* is duly certified to receive the child and 3) the new *foyer scolaire* can accommodate the child.

A change in *foyer scolaire* must not give rise to a situation that is in breach of the Grand Ducal Regulation of 14 November 2013 on the certification to be granted to managers of education and childcare services, or of any other legal or regulatory provisions.

### **5.3.2. New enrolment applications outside the enrolment period**

New enrolment applications outside the enrolment/amendment periods may be accepted only in the following cases:

- urgency of an enrolment (e.g. further to the recommendation of professionals involved in the child's well-being);
- children attending the "transition class" by decision of the CIS;
- 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* based on the availability of places and the priority criteria listed in point 5.2.4.

### **5.3.3. Changing enrolment details**

Parents of children who are already attending a *foyer scolaire* may request a change in the time slots that their children were initially enrolled for.

In principle, requests to change a child's enrolment must be made in writing, and only during the time frames specified for that purpose in the enrolment calendar (nominally, once a month). In all cases, the requests to change enrolment are assessed and approved by the director of the *foyer scolaire* based on the number of 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, and a representative from the Department will be asked to attend.

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

- serious reasons or emergency situations;
- parents involved in divorce proceedings;
- changes to the guardian's working hours;

- upon presentation of a medical certificate:
  - the child's guardian has an urgent medical appointment or procedure;
  - shift work;
  - death of a relative;
  - pedagogical or educational measure;
  - the child's guardian is returning to work after a period of leave or has been put on prolonged sick leave;
- relocation to another Luxembourg City district or another municipality.

In all of the aforementioned cases, parents must provide the relevant certificates or supporting documents.

Applications to change enrolment for holiday-time *foyers scolaires* are not approved immediately. Parents will be notified of the decision by no later than the second Friday before the school holidays.

Late applications to change enrolment may be accommodated, if feasible for the *foyer scolaire* in question (in terms of places available, timeslots, and so forth). Priority is given to applicants who have submitted the fewest late applications.

## 6. SCHEDULE AND OPERATION

Supervision of children enrolled in early childhood education is offered at all *foyers scolaires* from 11:50 to 12:30. Certain centres with the necessary infrastructure also provide this service until 18:30. A list of all *foyers scolaires*, along with the ages of the children they can accommodate, 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, the *foyers scolaires* operate from Monday to Friday, from 11:50 to 18:30.

The time slots that children can be enrolled for, and which are billed, are as follows:

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

Time slot 4	15:50*/16:00** 18:00	to	* Children in C1 ** Children in C2–C4; Snack, activities and educational projects Homework supervision
Time slot 5	18:00 to 18:30		Children in C1–C4; supervision until close

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 the school term and school holidays);
- children in cycles 1-4, only during school holidays.

Enrolment for the 18:00–18:30 time slot only is not possible. This time slot must be combined with the 16:00–18:00 time slot.

### 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 opening hours for elementary schooling that are slightly different from those that normally apply. Accordingly, the opening hours of the relevant *foyer scolaires* have also been adjusted.

As such, the Department offers special opening hours for children in C1 at the Eich 7 Arpents *foyer scolaire*, which operates in close collaboration with the school (Bèschschoul). In this case, the 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. In this case, the opening hours are Monday, Wednesday and Friday from 11:50 to 13:20, and from 16:00 to 18:30. On Tuesdays and Thursdays, the *foyer scolaire* is open from 12:20 to 18:30.

Some children may be accompanied by external specialists, and 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 of the centre, in what is known as an Individual Plan (PI, from the French).

Insofar as possible, when children return to or arrive at the *foyer scolaire* outside opening hours, they have the option of returning to their normal school class.

### 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, except in the following cases:

- the child attends, with special permission from the school commission, a different school to that in whose catchment area they live: the parents may decide whether to send the child to the *foyer scolaire* attached to the school which they attend (in which case, transport will be provided) or the *foyer scolaire* in the catchment area

in which they live (in which case, transport is not provided);

- the child, with special permission for a special-needs child from the school commission, the school inclusion committee or another official body, attends a different school: in this situation, the child will go to the *foyer scolaire* in whose catchment area they live, and no transport will be provided by the *Service Foyers scolaires*;
- the child attends two different *foyers scolaires* for organisational reasons at the school and/or Department level: the director of the *foyer scolaire* in question, or the Department's administrative team, will inform the parents of the enrolment procedure in that specific case.

Children attending *foyers scolaires* and a **non-public school in Luxembourg City** and future children enrolled and attending a non-public school in Luxembourg City will be enrolled subject to places being available and whether it is feasible for the *foyer scolaire* (see the priority criteria):

- in the local *foyer scolaire* where they live, or
- in the *foyer scolaire* closest to the school they attend.

In the case of children attending *foyers scolaires* and a **non-public school in Luxembourg City**, the staff of the *foyer scolaire* will not provide transport from the school to the day care centre and back.

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**

- Accompanied children

During term time, accompanied children may only be dropped off at or picked up from the *foyer scolaire* at/between:

11:50 – arrival

12:15 and 12:30 – departure

13:45 and 14:00 – arrival and departure

from 15:45 – departure

- Unaccompanied children

For unaccompanied children, the only departure times allowed during term time are:

14:00

16:00

18:00

18:30

However, in exceptional circumstances, unaccompanied children may leave the *foyer scolaire* at a pre-determined time at the request of their guardian(s).

The arrival and departure times for the Eich 7 Arpents and the International Gaston Thorn



*foyer scolaires* vary.

### **6.1.5. Parental consent for planned absences**

When children take part in extracurricular activities (e.g. LASEP, MUSEP, *Art à l'école*) and/or guided study at school during the opening hours of the *foyer scolaire*, where such activities are not organised by the *Service Foyers scolaires*, parents must submit a signed authorisation annually to the director of the *foyer scolaire*.

Children taking part in extracurricular activities that are not organised by the *foyer scolaire* (LASEP, MUSEP, *Art à l'école*, Luxembourg City conservatoire) may return to the foyer once that activity has finished, if agreed with the director. Children taking part in extracurricular activities that have no connection with the *foyer scolaire* will not be allowed to return afterwards.

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

If a child is/is to be 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 during the school term is free.

During school holiday periods, only a medical certificate will prevent you from being billed at the applicable rates.

## **6.2. During school holidays**

### **6.2.1. Opening hours**

During school holidays, *foyer scolaires* operate from Monday to Friday, from 7:30 to 18:30, except during "Aktioun Bambësch", when they close at 14:00.

The different time slots that children can enrol for are as follows:

Time slot 1	7:30 to 12:30	Arrival, activities and educational projects Morning snack
Time slot 2	12:30 to 14:00	Mealtime
Time slot 3	14:00 to 16:00	Activities and educational projects
Time slot 4	16:00 to 18:00	Snack, activities and educational projects
Time slot 5	18:00 to 18:30	Supervision, fun and educational activities

For time slot 1, children must be present by no later than 9:00 or at the agreed time for the planned activities.

Enrolment for only the time slots from 12:30 to 14:00 and 18:00 to 18:30 during school holidays is not possible. These time slots must be combined with the previous or following time slot.

### **6.2.2. Aktioun Bambësch**

*Aktioun Bambësch* is organised 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).

Organisation of care at Aktioun Bambësch (AB) and at *foyers scolaires* depending on the child's current level of schooling:

- Children in Cycles 1.2 to 4.2: Aktioun Bambësch
- Children in Cycles 1.0 to 1.1: Access only to the *foyers scolaires*, which will remain open to these children during their normal opening hours – i.e. up until 18:00.

### **6.2.3. Mergers**

For organisational reasons, during school holidays, children will be supervised and activities organised, but not necessarily at the local *foyer scolaire*. Parents will be informed in due course about "mergers" (merger between two *foyers scolaires*) and will be responsible for dropping off and picking up their children.

### **6.2.4. Admission conditions**

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 enrolment periods, priority criteria may again be applied.

In exceptional cases, if there are places available and if feasible under the organisation of the *foyer scolaire*, children who are not usually enrolled during term time may attend the *foyers vacances* programme. This exception applies to:

- children attending a public school who have other childcare arrangements, and
- children attending a non-public school.

Such requests must be made in writing to the director of the *foyer scolaire* for each holiday period.

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

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

- Accompanied children

During school holidays, accompanied children may only be dropped off at the *foyer scolaire* between:

7:30 and 9:00

12:15 and 12:30

13:45 and 14:00

During school holidays, accompanied children may only be picked up from the *foyer*

*scolaire* between:

12:15 and 12:30

13:45 and 14:00

from 15:45

- Unaccompanied children

For unaccompanied children, the arrival times during school holidays are the same as under point 6.2.6 (accompanied children).

During school holidays, unaccompanied children are only allowed to leave their *foyer scolaire* at:

12:30

14:00

16:00

18:00

18:30

However, at the request of their guardian(s), unaccompanied children may leave the *foyer scolaire* from 13:45, provided this request was duly received and documented by the *foyer scolaire*.

### **6.3. Exceptional operation and closures**

Throughout the year, the Department handles exceptional openings and closures as follows:

- In the event that 6 December falls on a weekday (school holiday), the *foyers scolaires* are open from 7:30 to 18:30 under the *foyer vacances* (holiday childcare) programme. When this occurs, children who regularly attend a *foyer scolaire* may attend that *foyer scolaire*, provided they register in advance.
- *Foyer scolaires* are closed from 14:00 on 24 December until 1 January, inclusive.
- The *foyer scolaires* will be closed on the working day preceding the back-to-school date.
- During periods of Aktioun Bambësches (Christmas, Easter, the summer holidays, etc.), *foyers scolaires* will close at 14:00, except for children in Cycles 1.0 (preschool) and 1.1 (1<sup>st</sup> year of Spillschoul).
- The *foyers scolaires* are closed on Saturdays, Sundays and public holidays.

### **6.4. Arrivals and departures – accompanied and 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 persons designated for this purpose.

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 shall assume full responsibility.

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

At the time of enrolment, the parents undertake in writing to pick up the child from the *foyer scolaire* 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 examined and considered by the centre director. Final approval will be given by the management of the Department. The request must be accompanied by a parental waiver concerning the release of the child into the care of a person under the age of 18. 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 from as soon as they arrive at the *foyer scolaire* and make their presence known to the teaching staff. Children may only be picked up by their guardian(s) or by another person authorised to do so in writing by their guardian.

If staff members believe someone authorised to pick up a child may be physically or psychologically unfit for this task, 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 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.

The child can be picked up after 15:45 with the signature of a person who is authorised to pick them up.

If a child arrives or leaves early/late when not authorised to do so, this may result in:

- temporary suspension of the child from the *foyer scolaire*, by decision of the Department administration, or
- permanent expulsion of the child from the *foyer scolaire*, by decision of the college of aldermen at the proposal of the Head of the Department.

## 7. PRICES

### 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.

Invoices are issued monthly, in units of full weeks.

Certain sections of the "Consignes de fonctionnement des foyers scolaires de la Ville de Luxembourg" (Guidelines on Foyers Scolaires in Luxembourg City) speak of invoicing, even if the unit price of the invoice is for €0. In such cases, the service in question is 'free of charge' for the parents.

The invoice sent to parents is based on the child's enrolment in the various time slots, rather than on the time when 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 timeslot, 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 stay at the *foyer*, or during outings or travel,
  - the need to identify specific arrangements to be put in place (swimming, sport, outings, travel, etc.),
  - medical problems that have a direct impact on the care given to the child in the *foyer scolaire* (e.g. food allergy).

The certificate must be submitted by no later than the last Friday of the relevant billing period.

To benefit, your child must be signed up to the *Chèque-Service Accueil* (CSA) scheme.

## 7.2. Term time

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

Free non-formal education applies to children in compulsory education, i.e. starting from cycle 1.1. For children attending early education (cycle 1.0), however, these services are not free.

Free non-formal education applies only during the school term.

## 7.3. School holidays

During school holidays, *foyer scolaire* services will be billed in line with the *Chèque-Service Accueil* scale. The financial contribution to be paid by parents is no longer capped during school holidays.

# 8. SPECIAL NEEDS AND TAILORED SUPPORT SCHEME

When enrolling their child in a *foyer scolaire*, parents must inform the centre's director of 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 decision to admit the child to the *foyer scolaire*.

Supporting documents may be provided, and will be treated with the utmost confidentiality.

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

## 8.1. Special needs

Every child, regardless of 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, as well as 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 skills or behaviour.

Once a child's special needs have been identified, the Department 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 Department reserves the right to institute an adjustment and observation phase together with the parents. During this phase, the time spent by the child in the *foyer scolaire* is progressively increased over the course of two weeks,

without any guarantee, however, 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 Department staff and the parents in order to decide on the subsequent course of action.

The child's admission is 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 'customers' – i.e. the 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 *équipe d'accompagnement psychologique* (EAP – psychological support team) is a service offered by the City of Luxembourg. The team is made up of two psychologists/psychotherapists whose role is to engage with parents and children experiencing difficult times.

We offer you guidance to help you use the resources at your disposal in order to achieve the objective you have set in consultation with one of our psychologists.

Our team is available by appointment.

We guarantee a safe, neutral environment and utmost confidentiality for your 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. Tailored support scheme

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:

- the support conditions;
- the actions to be carried out;

- the medicine to be administered;
- the emergency plan to be followed;
- the first-aid techniques to be used;
- the list of contact persons in emergency situations.

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

- allergies;
- food allergies;
- asthma;
- heart diseases;
- 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, childcare 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, a child's general practitioner proposes the creation of a PAI, which they draw up based on the child's particular needs. This PAI is established for an indefinite period of time.
- The parents read the PAI carefully, taking due note of its contents, 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 in charge of 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 date of expiry of the medication provided, and to inform the *foyer scolaire* staff of any changes to the PAI, as decided by the attending physician. The parents undertake to replace any expired medication as soon as possible.

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 the administration of medication, the parents must send their application with supporting documents (medical certificate) to the Department.
- 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 take on full responsibility for their choice of action.

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

If you need additional information, feel free to 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 offered. This principle also applies to all children enrolled in *foyers scolaires*.

"The objective of the Individual Plan is to identify for the child the environment that will best enable them 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 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 is 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 individual 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.

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, 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, feel free to 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 system, 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., 12:30–14:00, on Mondays, Wednesdays and Fridays. Outside of lunchtime hours (Mondays, Wednesdays and Fridays), children registered in City of Luxembourg *foyers scolaires* are cared for by the educators in the *foyers scolaires* in their own districts.

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

The educators at the Foyer Scolaire Transition provide personalised support with the ultimate goal of developing the child's prosocial behaviour. This helps the staff and child bond. The staff is then able to assign a designated carer for the child in question.

When a child enrolls in a local *foyer scolaire*, the childcare worker from the Foyer Scolaire Transition automatically joins the staff of the local City of Luxembourg *foyer scolaire*. The staff from the Foyer Scolaire Transition ensure that all the stakeholders involved in caring for the children enrolled in the Foyer Scolaire Transition work together closely: teachers from the Transition Class, the children's parents, staff from local *foyers* to deal with any questions relating to the children's development/individual level, social workers, psychologists, SCAS, CIS, etc.

If you need additional information, feel free to 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 on the basis of 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 the school holidays, children are given a small snack at 16:00. During school holidays, a small snack is also provided at 9:00. Generally, these snacks are made of 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 neighbourhood. It is made available to parents, 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 agenda, *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 Department, 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**

The *foyers scolaires* occasionally offer an 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 groups 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 regularly. The staff is 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.

Supervised study is important for children in that it is an additional means of support and promotes social justice. Children who don't 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's more, supervised study at *foyer scolaires* is a way of bringing together parents, educators and teachers. 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 understand. Last, the staff will check whether the child has done their homework properly.

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.

## **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 guarantee the safe supervision of the children, regular meetings are held between *foyer scolaire* staff and the teaching staff 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 *Commission scolaire* (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 Department.

## **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 when faced with a doubtful situation.

### **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 be excluded from 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 fever may not attend *foyers scolaires*. A solution must be sought by the child's parents.

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

In case of common illnesses which pose no risk to other children and/or *foyer scolaire* staff, and confirmed by a general practitioner, parents are required to provide a medical prescription along with the "Authorisation to administer medication" form, which must be dated and signed, and the required medication in their original packaging, bearing the child's name and dosing instructions. Parents must also pay attention to the expiry dates and replace any medication that has expired.

The prescription must clearly indicate the daily frequency of administration, and the total length 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 they result from special authorisation from the Department 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. If necessary, a complaint may be lodged with the police.

The *foyer scolaire* declines any liability in case of loss, theft or damage of property brought to the *foyer scolaire* by the child. It is strongly recommended not to bring toys, telephones, electronic games, etc., to the *foyer scolaire*.

## **15. ACCIDENTS**

In case of an emergency, the Department 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 members 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 Department Head may decide to suspend the child for three days. The permanent expulsion of the child can only be decided by the college of aldermen following a proposal issued by the Department Head.
- The lack of cooperation by parents or the non-compliance with these policies can lead to a temporary suspension (as decided by the Department Head), or even the permanent expulsion (as decided 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/expulsion.

## 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 early childhood education and care services (*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 du 29 août 2017 portant modification de la 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 2023–2024 school year and for enrolment applications for that year.

Luxembourg, 10 February 2023

The college of the mayor and aldermen of the City of Luxembourg.