

DOCUMENTS TO BE SUBMITTED

- Application forms**
 - for school times (Cycle 1 Précoce or Cycle 1.1 - 4.2) **and**
 - for school holidays (even if your child is not benefiting of the services of the SEA during the school holidays)

 - for the adaptation phase: only for children who want to benefit from this period and who have not yet used the services of the SEA Bertrange

- Medical information sheet filled out by the parents**

- Medical certificate**
 - in case of a food allergy or intolerance, the provided form has to be filled out by the treating doctor

- PAI (individualized support plan)** for children suffer from **chronic illness** or with **specific health needs** such as allergies, food allergies, asthma, heart disease, diabetes, epilepsy and hemophilia.

- Current certificate of employment**
 - **Civil servants or employees:**
The certificate must be completed by the employer indicating:
 - the type of contact (CDI, CDD)
 - the degree of occupation (fulltime, part time)
 - exact working hours→ Contracts, payment statements or other documents will not be accepted!

 - or**
 - **Independent parents:**
 - work certificate (declaration on oath) from the concerning person(s)
 - exact working hours
 - certificate of affiliation of the CCSS

- Copies of the following documents of your child:**
 - vaccination card
 - social security card
 - “Chèque Service Accueil” contract

- Non-resident families:**
 - a household composition issued from the commune of residence

All the application forms can be downloaded online (www.bertrange.lu → citoyens et résidents → SEA) or picked up at the SEA Bertrange.