

# DOCUMENTS TO BE SUBMITTED

## ATTENTION

Please note that spots are limited and that incomplete applications will not be accepted and returned to sender.

- Application forms**
  - for school periods(Cycle 1 Précoce or Cycle 1.1 - 4.2) **and**
  - for school holidays (even if your child is not benefiting 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 suffering from chronic illness or with specific health needs due to 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 and must indicate the following indispensable information:
    - the type of contact ( permanent contract, term contract)
    - the degree of occupation (fulltime, part time)
    - the exact working hours→ Contracts, payment statements or other documents will not be accepted!
  - or
  - **Independent:**
    - 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 form issued from the commune of residence
  
- All other necessary papers that justify an enrollment:**
  - severe illness of a parent or sibling → medical certificate is needed
  - the attendance is obliged by judgment
  - the attendance is recommended by a family service or a social worker
  - ...

All the application forms can be downloaded online at  
[www.bertrange.lu](http://www.bertrange.lu) → citoyens et résidents → Service d'éducation et d'accueil → inscriptions 2023/2024  
or  
picked up at the SEA Bertrange.

