

**Service d'Education et d'Accueil Bertrange**

**SUBJECT : Registration for the school year 2025/2026**

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Dear parents,

The Service d'Education et d'Accueil Bertrange (SEA) offers a variety of services during the school year, such as childcare before school, the school restaurant, homework supervision and educational activities after school hours. The SEA remains open during school holidays, with the exception of the second week of the Christmas holidays and the first two weeks in August after the summer programme.

If you want to benefit from one or more offers of the SEA during the school year 2025/2026, you have to register your child(ren). The applications will have the following priority:

1. single families and families where both parents are employed
2. children from unprivileged parents
3. families without priority

The applications can only be accepted if **spots are available** and if the following conditions are met:

- the applications have to be handed in between **the 12 and 23 May 2025**.
- the applications have to be **complete**
- the applications have to be **handed in** at the head office at SEA Bertrange "Beiestack"  
**or**
- **send** in by regular mail (the date of the seal is decisive).

| Head office  | Postal address   |
|--|--|
| SEA Bertrange<br>Building « Beiestack »<br><u>Opening hours:</u><br>8.00-12.00 | Administration communale de Bertrange<br>SEA Bertrange<br>B.P.28<br>L-8005 Bertrange |

Please find the registration requirements on the back. The needed forms can be downloaded online or picked up at the SEA Bertrange.

For further questions, please contact Mrs. Joëlle RIPPINGER or Mrs. Sonja KIEFFER using the following numbers 26 312 717/ 26 312 744 or by e-mail : [inscriptions@sea.bertrange.lu](mailto:inscriptions@sea.bertrange.lu) .

Thank you for your cooperation.

Bertrange, the 1<sup>st</sup> of April 2025



Monique SMIT-THIJS  
mayor



Sophie HUMBERT  
assistant secretary

**→ Documents to be submitted**

# 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)
- ☐ **Medical information sheet filled out by the parents**
- ☐ **Medical certificate**
  - in case of a food 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 contract (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 2024/2025  
or  
picked up at the SEA Bertrange.