

Child's personal record

2025/2026

Foyer scolaire: _____

Service Foyers scolaires
167. rue de Trèves L-2630 Luxembourg

Child

National identification no. (matricule): _____

Surname: _____

First name: _____

Gender: Male ☐ Female ☐ Unspecified or other ☐

Date of birth: _____

Place of birth: _____ Country of birth: _____

Address: House no.: _____ Street: _____

Postcode: _____ City/Town: _____

Country: _____

Nationality: _____

Languages spoken with the child: _____

Level of education: _____

City of Luxembourg school: Yes ☐ No ☐ School: _____ Cycle: _____

Food choice

Menu of the day ☐ Pork-free ☐ Vegetarian ☐

Observations

• Illness/Allergy/Reported on/Intolerance: _____

Certificate: _____

Medication³: _____

Restriction: _____

• Illness/Allergy/Reported on/Intolerance: _____

Certificate: _____

Medication³: _____

Restriction: _____

• Illness/Allergy/Reported on/Intolerance: _____

Certificate: _____

Medication³: _____

Restriction: _____

Social partners

• Institution: _____

Status: requested ☐ being processed ☐ closed ☐

Comments: _____

Contact person

Surname First name: _____

@: _____

📞🏠: _____

- Institution: _____
 Status: requested ☐ being processed ☐ closed ☐
 Comments: _____
 Contact person
 Surname First name: _____
 @: _____
 ☎🏠: _____
- Institution: _____
 Status: requested ☐ being processed ☐ closed ☐
 Comments: _____
 Contact person
 Surname First name: _____
 @: _____
 ☎🏠: _____

International asylum seeker status

Status: _____
 Country: _____
 Date of certificate: _____
 Comments: _____

Authorisation for photos/videos

Foyer scolaire staff may photograph and film your child during educational activities. These materials (circulated either in paper format, or electronically, i.e. online) may be published in connection with the educational work undertaken with children attending City of Luxembourg foyers scolaires. In accordance with the regulations in force, these publications may be shared with the Ministry of Education, Children and Youth (Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse).

We require your consent to photograph or film your child during foyer scolaire activities, and to publish such materials in connection with the educational work undertaken with children attending City of Luxembourg foyers scolaires. Granting your consent for the purposes mentioned above, or refusing to grant your consent for such purposes, is entirely up to you.

To grant your consent for the purposes listed below, please tick the relevant boxes:

1. Foyer scolaire's internal use (e.g. to illustrate the centre's daily activities)
2. Sharing with families (e.g. materials circulated to parents, and internal use)
3. External publications (e.g. publications through official City of Luxembourg and Ministry of Education, Children and Youth media channels)

Internal use: Yes ☐ No ☐ Circulations to parents: Yes ☐ No ☐

City of Luxembourg publications: Yes ☐ No ☐ Social media: Yes ☐ No ☐

Persons responsible for the child ¹

- Relationship with the child: _____ Parental authority: Yes ☐ No ☐
 National identification no. (matricule): _____
 Surname: _____
 First name: _____
 Occupation: Yes ☐ No ☐
 Comments: _____
 Address: House no.: _____ Street: _____

Postcode: _____ City/Town: _____

Country: _____

@: _____

☎: _____ 🏠: _____ 🗺: _____

- Relationship with the child: _____

Parental authority: Yes ☐ No ☐

National identification no. (matricule): _____

Surname: _____

First name: _____

Occupation: Yes ☐ No ☐

Comments: _____

Address: House no.: _____ Street: _____

Postcode: _____ City/Town: _____

Country: _____

@: _____

☎: _____ 🏠: _____ 🗺: _____

Coverage of enrolment fees / payer

National identification no. (matricule): _____

End of beneficiary agreement CSA⁴: _____

Comments: _____

Authorisation to pick up the child

- Relationship with the child: _____

Authorisation for pick up: No ☐ Partial ☐ Yes ☐

Surname: _____

First name: _____

Minor: Yes ☐ No ☐

Comments: _____

☎: _____ 🏠: _____ 🗺: _____

- Relationship with the child: _____

Authorisation for pick up: No ☐ Partial ☐ Yes ☐

Surname: _____

First name: _____

Minor: Yes ☐ No ☐

Comments: _____

☎: _____ 🏠: _____ 🗺: _____

- Relationship with the child: _____

Authorisation for pick up: No ☐ Partial ☐ Yes ☐

Surname: _____

First name: _____

Minor: Yes ☐ No ☐

Comments: _____

☎: _____ 🏠: _____ 🗺: _____

- Relationship with the child: _____
 Authorisation for pick up: No ☐ Partial ☐ Yes ☐
 Surname: _____
 First name: _____
 Minor: Yes ☐ No ☐
 Comments: _____
 ☎️: _____ 🏠: _____ 🧑🏻: _____
- Relationship with the child: _____
 Authorisation for pick up: No ☐ Partial ☐ Yes ☐
 Surname: _____
 First name: _____
 Minor: Yes ☐ No ☐
 Comments: _____
 ☎️: _____ 🏠: _____ 🧑🏻: _____
- Relationship with the child: _____
 Authorisation for pick up: No ☐ Partial ☐ Yes ☐
 Surname: _____
 First name: _____
 Minor: Yes ☐ No ☐
 Comments: _____
 ☎️: _____ 🏠: _____ 🧑🏻: _____
- Relationship with the child: _____
 Authorisation for pick up: No ☐ Partial ☐ Yes ☐
 Surname: _____
 First name: _____
 Minor: Yes ☐ No ☐
 Comments: _____
 ☎️: _____ 🏠: _____ 🧑🏻: _____
- Relationship with the child: _____
 Authorisation for pick up: No ☐ Partial ☐ Yes ☐
 Surname: _____
 First name: _____
 Minor: Yes ☐ No ☐
 Comments: _____
 ☎️: _____ 🏠: _____ 🧑🏻: _____

Departure policy ²

Note :

Children in classes up to Cycle 2.2 inclusive, or under the age of nine, may only leave the foyer scolaire if accompanied by the persons designated for this purpose. In exceptional circumstances, and provided they have valid reasons, parents may submit a request to the foyer scolaire's director for permission to have a minor pick up their child from a municipal foyer scolaire (see instruction 6.4).

Accompanied departure :

I do not want my child to leave the foyer scolaire alone. I undertake to pick up my child myself, or to designate another person to do so, and I assume full responsibility for this.

Unaccompanied departure (alone):

I hereby authorise the foyer scolaire to allow my child to leave unaccompanied, and I assume full responsibility for this (applies only to children in Cycles 3.1 and above, or to children aged 9 and over).

Accompanied

Comments: _____

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Alone, with parental consent

Comments: _____

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Alone

Comments: _____

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Aktioun Bambësch

If my child is enrolled to take part in Aktioun Bambësch activities organised during school holidays by the Centre d'animation pédagogique et de loisirs (Creative Learning Centre – CAPEL), I am hereby notified that CAPEL staff will be responsible for supervising my child on the days and at the times during which said holiday activities are scheduled. During said activities, my child will therefore be under the sole responsibility of the CAPEL staff.

I have reviewed the policies and procedures of the City of Luxembourg's foyer scolaires and, in the event of a medical emergency or accident, I hereby authorise the staff to (i) take any necessary emergency actions (e.g. call an ambulance), (ii) have the child attended to as quickly as possible, and (iii) notify the person(s) listed above under Observations.

The activities at the City's foyers scolaires are organised based on the Law of 6 February 2009 (as amended) organising elementary education (loi modifiée du 6 février 2009 portant organisation de l'enseignement fondamental).

By express agreement and in accordance with the current laws on the protection of personal data, I hereby authorise the City of Luxembourg to (i) process the data provided through this form, as well as any data that may be subsequently shared by the City in order to perform the duties assigned to it under the aforementioned Law of 6 February 2009, and (ii) provide appropriate supervision for and ensure the safety of my child while they are in the care of the foyer scolaire and during activities organised by the foyer scolaire. I am aware that if this form is not filled out completely, the City of Luxembourg may reject the enrolment of my child in the foyer scolaire.

I am also aware that I will be liable for providing false information or for failing to provide any required information.

Additional information:

The aforementioned personal data is stored in accordance with the applicable laws, particularly regarding the childcare service voucher scheme.

The data controller is the municipal administration of the City of Luxembourg, located at 42 place Guillaume II, L-1648 Luxembourg.

You have the right to access, rectify, and restrict the processing of your data. You may exercise this right by sending a letter to the City of Luxembourg at the address listed above, or by sending an email to DPO@vdl.lu.

You have the right to withdraw your consent to the processing of the aforementioned personal data, and to object to such processing at any time. If you do so, the City of Luxembourg reserves the right to refuse your child's admission to the foyer scolaire.

You also have the right to lodge a complaint with the National Commission for Data Protection (Commission nationale pour la protection des données) (see www.cnpd.lu).

Please write out _____ Date _____
"read and approved"

Surname and first name of the parent(s) with parental authority, or of the child's guardian:

Signature: _____

File closure

Exit date: _____

Comments: _____

Surname and first name of the parent(s) with parental authority, or of the child's guardian:

Date of signature: _____

Signature: _____

1) If one or both parents do not have parental authority, a copy of the document (court ruling or other) naming the child's representative must be submitted.

2) The policies and procedures of the City of Luxembourg's foyers scolaires must be observed.

3) Fill out and sign the "Medicine to be administered" document.

4) CSA = chèque service accueil (childcare service voucher scheme)