

Maison Relais Center
Service d'éducation et d'accueil
40, rue de Syren
L-5316 Contern
T +352 26 78 69 560
direction.rcon@elisabeth.lu
www.elisabeth.lu



Parent's information Children at Précoce/Cycle 1

Dear parents,
To help you to make the start for you and your child easier at Maison Relais, we created this guide to answer all first important questions. We're looking forward to a good cooperation with you and to make sure that your child will have a great time here at Maison Relais.

Your team from Maison Relais
Contern

A

Accident Insurance

Every child which is signed in at our Maison Relais is accident insured. The insurance is valid for the direct way to the Maison Relais, inside the Maison relais or on trips which are planned by the Maison Relais.

Adaptation

Before the start of the new school year, an adaptation period for the new children takes place over four weeks at Maison Relais. This can be arranged with you in the morning or at lunchtime and lasts for minimum three days per child. The adaptation phase is designed individually according to the well-being of your child.

Allergies

Please let us know if your child has any allergies. It's an important information for the educators and our kitchen staff.

If there are any allergies: please see the point medicaments.

B

Birthday of your child

Of course we celebrate the birthday of your child here at Maison Relais. Please note that you should not bring any food, we get everything from our own kitchen. Thank you for your understanding.

C

Cancellation of inscriptions

See also: illness

To guarantee a flawless organisation at Maison Relais and school, it's important that you let us know when your child is not coming (e.g. because of sickness or you don't need the care at this day). You can send the information to inscription.rcon@elisabeth.lu and the responsible of the group. You have to inform the teachers separately.

Child care times

During school times

Monday to Friday:
7.00 – 8.00h (Accueil)

On Mondays, Wednesdays, Fridays from
11.45 - 14.00h
and from
16.00h -18.

On Tuesdays and Thursdays:
11.45 – 18.00h

Monday to Friday from
18.00 – 19.00h (Fermeture)

During vacations

Monday to Friday from:
07.00 – 19.00h

Please pay attention to our closing days during the year.

Clothing

Please give your child a bag with a change of clothes (T-shirt, pants, stockings, briefs). We ask that you label your child's belongings with their name so that any clothing found can be more easily identified. Please understand that we cannot be held responsible for loss, damage and/or confusion of wardrobe, toys, bicycles etc.

For bad weather, please provide your child with rubber boots or water-repellent shoes and mud pants.

In sunny weather, please remember to bring a head covering to protect your child from dangerous sunlight.

Clubs

We cooperate with many different clubs, for example AB Contern, Aurore Oetrage, UGDA, football club Moutfort, which offer various activities for the children. We can accompany and pick up your children.

Clubbus


If your child is enrolled in an activity and the training time is overlapping with Maison Relais enrollment, we offer you the possibility that your child can be driven there as well as picked up by a staff member. Important: You need to demand this possibility by an official document which you can find on our website. We will inform you if there's available space at the clubbus for your child.

Contibus (by Sales-Lentz)

From Cycle 3 on, you have the possibility of using the „Contibus“ to take your child from or to Maison Relais.

The Contibus can be booked by calling: 8002 20 20.

Maison Relais Center
Service d'éducation et d'accueil
40, rue de Syren
L-2019 COUVENIN
T +352 28 78 69 560
direction.com@elisabeth.lu
www.elisabeth.lu



ANNEXE 7
AUTORISATION PARENTALE
Déplacements autonomes en dehors du service
PARENTAL CONSENT : Independent transport outside the institution

Par la présente, je soussigné(e) _____ /
Hereby, I, the undersigned, _____

autorise mon enfant _____ du cycle _____ à se déplacer :
authorise the transportation of my child _____ from cycle _____

seul entre notre domicile et l'institution et/ou activités parascolaires (à pied). Walks home and/or to out-of-school activities alone.

par Cont Bus (Service garanti par Sales-Lentz), by Cont Bus (service guaranteed by Sales-Lentz).

par PEDIBUS à l'association _____ Aller Retour
by PEDIBUS to the association _____ Go Return

par CLUBBUS à l'association _____ Aller Retour
by CLUBBUS to the association _____ Go Return

pendant toute l'année scolaire during the whole school year _____ / _____
ou pendant la période du ____/____/____ du ____/____/____
or during the period from to

Tous les lundis mardis mercredis jeudis vendredis
Every Monday Tuesday Wednesday Thursday Friday

Début / start _____ h _____ h _____ h _____ h _____ h
Fin* / end* _____ h _____ h _____ h _____ h _____ h
*Seulement si retour à la maison relais / *only if your child returns to the maison relais

J'ai pris connaissance des conditions et explications au verso de cette page et m'engage à les respecter.
Hereby I certify having read and approve the conditions and explanations on the back of this page and engage myself to respect them.

_____ le ____/____/____ (signature)
location date

elisabeth
an asblen déngest zu lëtzebuerg
Sägel 60287, Avenue 2022
Association pour l'Enfance
22 rue Joseph II
L-1240 Luxembourg
BP 546
L-2019 Luxembourg

Maison Relais Center
Service d'éducation et d'accueil
798 LU 1036463
BOEE LU43 0019 2255 9310 9000
Agrément n°: DEAD20150037

BOE LU Luxembourg F 546
798 LU 1036463
BOEE LU43 0019 2255 9310 9000

1/2

Cooperation

Parents or legal guardians are the main reference persons for the children. That's why a successful cooperation between the family and Maison Relais is indispensable for our work with the children. Through a regular and trustful exchange between the educators, the parents or legal guardians and of course the children we want to create a place where everyone feels welcome.

D

Data privacy

... is a matter of course for us.

All information about you and your child will be treated in strict confidence in accordance with the current General Data Protection Regulation.

E

Emergencies

Please leave an emergency number at the Maison Relais where we can always reach you. In urgent emergencies we are authorized to call the ambulance even without your consent.

Enrolment

All changes or differences to the annual enrolment must always be made by the 18th of the month for the following month. Please notice that you have to apply separately for the vacations on the corresponding forms which you can find on our website or, as a printed version, in the front of the office at Cycle 1. The children are not automatically registered for all vacations through the annual enrolment!

F

Fermeture

Fermeture at Maison Relais takes place between 18h00 and 19h00 in the “Owl” group at Cycle 1 (and outside in the courtyard of the Precoce/Cycle 1 building if the weather is nice). We kindly ask you to pick up your child on time. If your child is not registered for fermeture, but you are unable to pick him/her up on time by 18h00, please call us and give us this information. This way, if necessary, the staff can be scheduled differently beforehand.

Out of consideration for our staff, we ask you to adhere to the closing time no later than 19h00.

Forms

All current forms can be found on our website or at the entrance of the cycle 1 building.

You can put all signed form in the mailbox in front of the office at the cycle 1 building or the mailbox in front of the cycle 2-4 building. Of course you can also send an e-mail to inscription.rcon@elisabeth.lu.

Free play

Play time is education time!

According to the principle that every child educates himself, the children experiences fun and joy in playing together. They learn to deal with failures and conflicts, make experiences of success, build up new relationships. They act and explore according to their own interests, at their own pace and their stage of development. The free play time has a high priority in our facility. Appropriate learning materials are provided daily for the children

G

Group structure

The groups are fixed in the Maison Relais and unfortunately cannot be changed for pedagogical as well as organizational reasons.

However, the children have the opportunity to play with each other in the outdoor area every day and, on request, to visit other groups and their friends.

H

I

Illness

See also point: medicine

In case your child is ill, please let us know and, when possible, send an e-mail to inscription.rcon@elisabeth.lu until 8am at the latest.

In case of notifiable and contagious diseases

(e.g. lice, measles, rubella, scarlet fever, gastrointestinal infections, etc.) please inform us immediately.

If a Maison Relais staff member/director assesses your child's health to be such that your child is no longer in condition to attend our facility, we will call you or another contact person immediately. In this case, please ensure that your child is picked up as soon as possible.

Information

Dates and information concerning the organization and running of the Maison Relais can be found on the Internet at: <https://enfance.elisabeth.lu/maison-relais-contern/fr/accueil/>

Inclusion

One of our priorities at Maison Relais Contern is inclusion. We accept all children as they are and every child gets the opportunity to develop freely according to his or her level of development.

Insurance

Please note that the property of the children is not insured. The Maison Relais is not responsible for clothes, glasses, bags, etc. that get lost.

Interculturality

Here at Maison Relais we create equal preconditions for every child, regardless of social milieu, gender, religion, origin or nationality. We want the children to develop in an environment free of prejudice and to take it for granted that there are different cultures, languages and countries of origin: Because diversity is good for you!

J

K

Kitchen

Our Maison Relais has its own kitchen here. The kitchen staff prepares daily a fresh meal for the children, adapted to any allergies they have. The meals are prepared with local and fairtrade food.

L

M

Medicine

s. Sickness

If your child needs to take medication, we need an "ordonnance" from the doctor and an authorization from you that we can administer it. It is important that the authorization is current.

In the event that the medication is past its expiration date, you as the parent are responsible for bringing us new ones.

This is especially important if your child requires medication due to high level allergies or

similar!

In the case of high-grade allergies, it is also necessary to bring us a detailed report (PAI) explaining how certain medications (e.g. adrenaline, cortisone pumps, etc.) need to be administered. In urgent emergencies we are authorized to call the ambulance even without your consent.

Multilingualism

Multilingualism has become an integral part of Luxembourg society. At Maison Relais, we also care for children with different nationalities, countries of origin and mother tongues. Even if the language of communication between educators and children is Luxembourgish, we do not close ourselves off to the linguistic diversity of your children in everyday life.

N

O

Obligatory of supervision

The obligatory of supervision of the pedagogical staff begins when you drop off your child in the group and ends when you pick up your child from Maison Relais.

The parents are responsible for supervision during events and celebrations at Maison Relais.

This also applies to the drop-off and pick-up situations.

Opening days

The Maison Relais is open all year round except for the period between Christmas and New Year.

The only exceptions are the official holidays in Luxembourg. An info with the official closing days of the Maison Relais will be communicated to the parents every year.

P

Parents talk

Little conversations take place daily. Development meetings are always possible.

Parking

Please park your car on the designated spaces next to the gym.

Pick up of your child

Normally you can pick up your child in the afternoon at any time. Please keep in mind that on Tuesdays and Thursdays between 2:00 pm and 2:45 pm there is a relaxation period (Relaxation) with the children in all groups at Cycle 1. During this time, you should only come to pick up your child in case of emergency or after consultation with the educators.

If a relative or known person is taking the child home, please make sure beforehand that this person is also authorized to pick up the child. In case of doubt, always send an e-mail to inscription.rcon@elisabeth.lu with the important data and the identity card of the person who is coming to pick up the child.

Pedagogical concept

Our concept is available in written form. If you are interested, please contact us.

The essential aspects of our concept/educational framework can also be found on our website.

Praise & Criticism

We are always open to praise, suggestions and criticism. Please let us also know if we forgot any important question in this document.

Projects

We regularly create projects in Maison Relais where all the children can participate and decide with the educators. It's important for us to respect the children's wishes. Often ideas get created during children's conferences.

Q

R

Relaxation

Your child has a busy and perhaps long day at school as well as at Maison Relais. We offer the possibility to rest. We have small corners where the children can retire and relax. On every Thursdays and Wednesdays from 2pm to 3pm we spend an hour in our group to calm down and make a relaxation. There the children lie down on soft mattresses so that they also have the possibility to sleep if they need or want to. If you prefer that we don't let your child sleep long please let us know so we will wake your child up after 15-20 minutes at the latest. We ask you to respect our relaxation and to pick up your child before or after the rest time.

S

Slippers

All child has its own slippers here in Maison Relais to make sure that the groups stay clean. Please bring slippers for your child and check from time to time if they still fit.

Snack

For children who stay the whole day in Maison Relais we offer a snack at 4 pm. If your child is only enrolled until 4pm, we ask you to pick him up on time so that your child does not have to be pulled out of the food situation.

Sun protection

To protect your child from the sun we use "Eucerin" sun protection cream. If your child has an allergy against this cream please let us know and bring your own cream with the name of your child with you.

Social Media

You can also find us on Instagram and Facebook. Follow us to stay informed about our activities.



T

Team

Our team is composed of many different qualified employees which are regularly provided with further education through courses and team meetings.

Telephone number

It's important that we always have the correct phone numbers of you or a reference person to inform you in case anything has happened to your children. Please also save the group phone number of your child in your mobile phone.

Toys

All groups at the Maison Relais are equipped with many different educational toys. Therefore it's not needed that your child bring its own stuff to Maison Relais. Please pay attention that your child doesn't bring cars, Lego, Pokémon Cards or something else to Maison Relais.

Cuddly toys are of course accepted. Exceptions are also made during the adaptation period.

Trips

We also make some trips with your children. It's our aim to create fields of experience outside the facility. Registration forms for excursions must be completed and signed (in the case of an excursion abroad, we also require authorization from the municipality), otherwise your child cannot participate in the excursion.

U

V

Vacation

For every vacation with its own motto an activity plan gets created by the educators. The children can participate and express their wishes. From the last week in August on, we don't plan exactly the last weeks of vacation because our new children are settled in. Of course little activities are still offered.

W

X

Y

Z