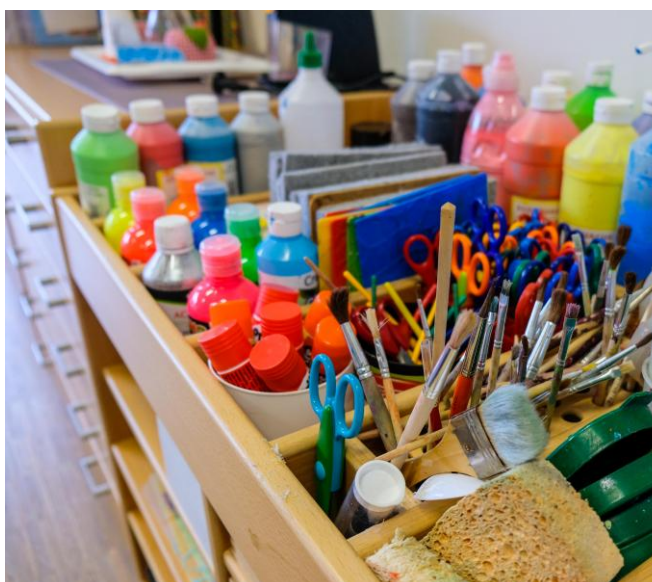




Interinstitutional Children's Centre



CPE-KI

Info brochure

School year 2025/2026



Who we are

CPE-Ki¹ counts around 100 educators and close to 1,000 children, attending 2 different buildings.



CPE1

located 1 rue A. Borschette in Luxembourg welcomes the kindergarten children, children attending nursery cycle and some classes of 1st year primary pupils.

CPE3
located 5 rue A. Borschette in Luxembourg welcomes the children of primary and secondary cycles.



The average number of children per group is about 12 for nursery children and 16 for primary pupils, depending on the size of the classrooms.

Each group of children is taken care of by a qualified educator. Their role is to respect the individual pace of each child's development while pursuing the objectives defined in the [pedagogical project](#).

Most of the groups are monolingual. Some mixed groups are also in place so we can welcome as many children as possible.



The **allocation to a language group** depends on the language section attended at the European School², the availability of places at the CPE, as well as different organisational and pedagogical factors, which ensure that groups are well balanced.

¹ Interinstitutional Children's Centre in Kirchberg

² Groups of children **attending nursery school** are aligned, as far as possible, with the class attended at the European School (hereafter ES)

Schedules and closure

Schedules

Our teams provide pedagogical care **from Monday to Friday until 18:30**, with the exception of the closing days listed below.

A post-pedagogical care is in place from Monday until Thursday from 18:30 to 19:00. Children who are still present will wait for their parents:

- in the gym on the ground floor of CPE1, or
- in the secondary open space on the 1st floor for children whose group is in CPE3.

In accordance with the terms of our regulations, the use of the post-pedagogical care is generally not recommended for pedagogical reasons and should therefore remain an exceptional measure for parents.

On Fridays, all our facilities close at 18:30.

Our Kindergarten **opens at 08:00**. We invite you to bring your child by 09:00 at the latest.

Closure of the CPE

Day before beginning of school

!! CPE Pedagogical Day

Monday 1st September 2025

Monday 10 November 2025

X-Mas and New Year

from Wed. 24 December 2025 until
Friday 2nd January 2026 incl.

Easter

from Thursday 2nd until Monday
6 April 2026 incl.

Labour Day

Thursday 1st May 2026

Ascension

Thursday 14 May 2026

Day after Ascension

Friday 15 May 2026

Whit Monday

25 May 2026

Luxembourgish national day

Tuesday 23 June 2026



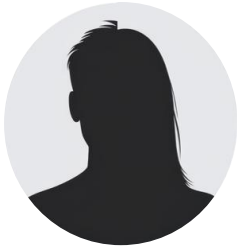



My child's group

Following an internal reorganisation of our service, some groups have changed educator and/or room.



Their educator





The name of your child's educator is available in your [eKidWeb](#) account by clicking on  'Children' then their name.



* KICEL = Kirchberg *Centre d'Etudes et de Loisirs* (primary and secondary groups)
KIGA = Kirchberg *Garderie* (Kindergarten and nursery groups)

Their room

The floor plans for each building are available via the links below and will also be posted at the entrance to each building during the first week of the school year.

Building CPE1	Building CPE3
 <p>Ground floor 1st floor 2nd floor</p>	 <p>Ground floor 1st floor 2nd floor</p>

Educator(s)	Floor	Room
ANAYA Maria	1 st	112
ANTINARELLA Danushka / DE MICHELE Angela	1 st	111
BARCIA Ana	GF	2
BENKHALFOUNE Fouzia	GF	5
CAVALETTO Céline	2 nd ♣	205
CORR Roisin	1 st	106
DE VLIAGER Annick	1 st	105
DEMIRTSHYAN Lilit	1 st	108
DILENA Graziella	1 st	104
DIMOU Alexandra	2 nd ♣	203
Jardin d'enfants Groupe A	GF	11
Jardin d'enfants Groupe B	GF	8
JIMENEZ BEDMAR Ana	1 st	113
JIMENEZ Cristina	2 nd ♣	208
LEBON Sylvie	GF	7
LENTZ Monika	2 nd ♣	201
MADUREIRA Sonia	GF	6
MANGILI Jocelyne	2 nd ♣	206
MARTINS Carla	1 st	107
OLIVARES Sofia	2 nd ♣	207
RISTAGNO Marie	1 ^{er}	109
ROSSI Iuliana	2 nd ♣	204
SILLIS Ann	GF	3
TORELLI Anne Marie	GF	4
URBANO Ana	1 st	103
VELLANDI Richard	1 st	110
VENANCE Samantha / LAERA Grazia	1 st	1 st



♣ The seven groups occupying the entire second floor of the CPE1 building are composed solely of children in their first year of primary school.

Educator(s)	Floor	Room
AMRANI Mounir	1 st ♦	12
BALECZNY Anna	1 st ♦	10
BIANCO Monica	1 st ♦	13
CORREIA Eliezer	GF♦	2
CREMER Raphaël	2 nd	B13
DAHMANI Marie	GF♦	4
DELIENNE Théo	1 st ♦	14
DRAY Sylvain	GF♦	6
ELCHEROTH Sally	2 nd	23
FRANCOIS Gilles	2 nd	19
FROMONT Audrey	2 nd	B15
GARCIA Gemma	2 nd	B12
GHARBI Asma	1 st ♦	B7
GONCALVES Sofia	GF♦	3
GRAF Nicole	1 st ♦	11
GUERARD Julie / CABOZ Thierry	GF♦	B3
HARTKAMP Gert	2 nd	21
LA PORTA Léa	2 nd	B11
LAPARRE Dragana	1 st ♦	15
LEBLANC Ingrid	1 st ♦	B5
LEAL OLLOQUI Paula	1 st ♦	B9
MANZANO GARCIA Maria	2 nd	17
MULD Tiina	GF♦	5
PASARE Tobias	2 nd	B14
PEZZELLA Nicolas	1 st ♦	16
PFEIFFER Mathieu	2 nd	B10
PINTO Tânia	GF♦	B1
RACZIEWICZ Katarzyna	1 st ♦	9
REMUZGO Angela	1 st ♦	B4
RIBEIRO Filipe	GF♦	B2
RODRIGUEZ Yaiza	2 nd	18
SERRA Vanessa	2 nd	25
SPY Christelle	1 st ♦	B8
SVENSSON Anna	2 nd	22
TAWADROUS Shenouda	GF♦	1
TSOKOU Angeliki	2 nd	20
VANBOCKRIJCK Inge	1 st ♦	B6
VIRKKUNNEN Minna	GF♦	7



SEC educators	Floor	Room
ALMEIDA Nuno	1 st	SEC Open SPace
BEN ALLAL Romain		
DIAZ CID Herminia		
MICHELARAKIS Dimitrios		

♦ The groups on the ground floor and first floor have lunch in the European School canteen on Tuesdays, Thursdays and Fridays. Children can be picked up at 14:15 at the school or around 15:15 at the CPE.

Presence of my child

To ensure your child's safety, it is essential that we are informed of their attendance at the CPE. Please ensure that you **enter this information in your eKidWeb account** within the specified time frame. The platform is the only way to ensure that the information can be accessed at any time by our educational team, particularly in the event that your child's referring educator is absent.

All the information in this section and more can be found on our website:

 [eKidWeb Help](#)



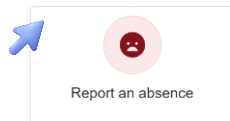
Report an absence

 WHY ?

Informing our team that your child is not coming to the CPE on a specific day prevents that:

- We search for your child at school,
- We call you to confirm the absence,
- The whole group waits for your confirmation.

TAKE RELATED
ACTION IN
eKIDWEB



Absences must be reported for each child, regardless of their school level, **no later than 11:30** on the day of absence.

SPECIFIC CASES

- You reported an absence by mistake (your child will be present) ;
- You were unable to report the absence by 11:30.

⇒ Send an email to OIL-CPE-Ki@ec.europa.eu **and their educator.**



The CPE, the European School and the 'APEEEL' (*Association des Parents d'Elèves de l'Ecole Européenne de Luxembourg 1*) are 3 separate entities. Therefore, we invite you to send information concerning your child's exceptional absence/attendance to each of these parties.

Authorised persons

🧐 WHY ?

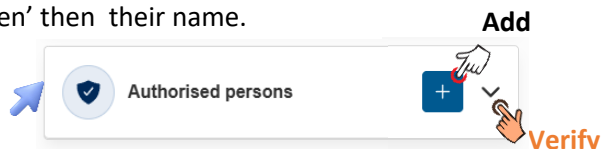
To ensure that your child does not leave our premises with people you have not authorised to do so. **AND**

To ensure that people without a badge from the European institutions or bodies can enter the buildings.

TAKE RELATED ACTION IN EKIDWEB

The authorisation will enter into force **immediately**.

Click on 👤 'Children' then their name.



GOOD TO KNOW

- You can grant the authorisation for a specific day, a period of time or permanently.
- You can add, remove or modify the authorisations as many time as needed.

Modify/Verify the attendance

🧐 WHY ?

The current weekly attendance of your child is the one you indicated during their (re)enrolment. Please ensure it matches their **regular** weekly attendance to ensure our teams have the correct information.

Example: my child never attends on Mondays.

TAKE RELATED ACTION IN EKIDWEB

The modification will enter into force within **one working day**.

Click on 👤 'Children' then their name.



SPECIFIC CASES

If your child must come on a day when they usually do not attend the CPE

⇒ Send an email to OIL-CPE-Ki@ec.europa.eu **and their educator**.

Weekly authorisation (late arrival/departure/return)

🤔 WHY?


In order for your child to leave or join the CPE during the afternoon.

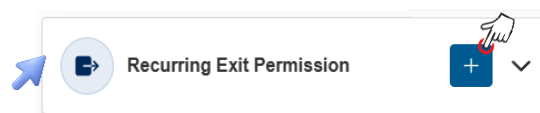
🤔 FOR WHO?

- **Nursery**
Only 'late arrival', for example if your child participates in an activity that takes place right after class and they are brought to their CPE group later in the afternoon.
- **Primary**
Exit permission is compulsory if your child must leave and/or return to their group in the afternoon.
- **Secondary**
N/A, your child can leave and return to the CPE on their own.

TAKE RELATED ACTION IN EKIDWEB

The exit permission will enter into force within **2 working days** and will be applicable for the requested period.

Click on  'Children' then their name.



WHICH AUTHORISATION TO CHOOSE

- **Quitte seul le CPE – Leaves the CPE on their own**
Your child will leave their group **on their own** at the indicated time and will not return to the CPE afterwards.
- **Quitte seul et revient seul – Leaves the CPE on their own and comes back to the CPE on their own**
Your child will leave and return to their group **on their own** at the indicated time.
- **Arrivée tardive – Late arrival**
Your child must not be collected at school by their educator, they will join their group at the indicated time, accompanied or on their own.

SPECIFIC CASES

Your child must exceptionally leave or return to the CPE

⇒ Send an email to OIL-CPE-Ki@ec.europa.eu **and their educator.**

Good to know

- Recurring exit permission are **not applicable during school holidays.**
- **!!! All 2024/2025 exit permissions have been removed from eKidWeb and must be re-entered as of 1st September onwards.**

Meals and canteens

Meals



Meals are prepared **and invoiced** by Sodexo (same service provider as at the ES).

ACTION TO BE TAKEN

All parents MUST register on the Sodexo website and indicate their child's meal type (hot meal/tartiniste).

The choice can be made for the whole school year or by quarter.

The badge used by 5th year primary pupils to pay for meals at school will not be applicable for meals taken on Tuesday, Thursday and Friday (short days at school).

2 OPTIONS

- **'Tartiniste'** packed-lunch brought by the child
- **Hot meal** weekly menus are available on Sodexo's website: <http://www.sodexoeducation.lu/>

The meal type will also apply when the child attends the CPE during school holidays and the summer period.

CHILDREN WITH FOOD ALLERGIES OR INTOLERANCES

- 3 options: 'tartiniste', an allergen-avoidance meal or a complete hypoallergenic meal tray
- **!!! A PAI is compulsory** for allergen-avoidance meal or a complete hypoallergenic meal tray. A medical certificate will not be accepted as proof of allergy.

The 'tartiniste' meal should be taken by the child (not dropped off at the CPE) and **will not be reheated**.

Any change in your child's weekly attendance will **not affect the amount of parental contribution** (fees and meals, if applicable).

Sodexo will contact by email parents who enrolled their child attending **secondary school and/or attending the CPE only during school holidays and summer break** in order for them to choose a meal type. Without response, children will receive a hot meal which the parents will have to pay for on the platform.

Contact: ecoleeuropeenne1.LU@sodexo.com

DEADLINES

If you do not register your child within the deadlines indicated below, he/she will be considered as registered for the quarter with a hot meal. Parents will have to pay for the meals on the platform.

	Period	Deadline for enrolment on Sodexo's website
1st quarter (All saints and Xmas incl.)	from 2/09 until 2/01 incl.	14/09/2025*
2 nd quarter (Carnival and Easter incl.)	from 5/01 until 10/04 incl.	14/12/2025*
3rd quarter (Whit sum and summer incl.)	from 13/04 until 31/08 incl.	22/03/2026*

*not applicable if enrolment is made for the whole school year

Canteens

Due to the significant increase of the number of registrations and the limited capacity of the CPE canteens, the children will take their lunch and snacks in the buildings indicated below:


	Lunch	Snack
Kindergarten	CPE1	CPE1
Nursery groups	CPE1	CPE1
1st primary children staying in the CPE1	CPE3 (back to CPE1 around 14:30) *	CPE1
Primary children staying in CPE3 on the ground floor and 1 st floor	ES (back to CPE3 around 15:15) *	CPE3
Primary children staying in CPE3 on the 2 nd floor	CPE3 (lunch ends around 14:30) *	CPE3
Secondary groups	ES	CPE3

* These **arrangements must be taken into account when registering your children for extracurricular activities**. All the necessary information on this subject will be sent to you at a later date.

Shuttle

The 'N CPE Ki' runs every Tuesday and Thursday between Rue Albert Borschette (next to CPE-Ki premisses) and the European School bus platforms in order to allow children to take the bus driving them home.

!! This bus is not in place to take children to their extracurricular activities nor to allow them to join their parents at school.

The 'Shuttle' autorisation must be introduced in your eKidWeb account and will be effective after **2 working days**. Click on  'Children' than their name.



This service is aimed at **primary and secondary pupils enroled with the CPE and the ATSEEE.**

As of **Tuesday 9 September**, the shuttle will run on Tuesday and Thursday leaving the bus stop located 20 metres away from the CPE3 at 15:55. The service will not be offered on Fridays because of the activities organized by the CPE but also, and above all, in order to maintain exchanges between parents and educators.

The shuttle does not run during school holidays.

In **September**, children will be accompanied from the CPE building to the Rue Borschette bus stop and directed to their bus once they arrive at the European School platforms. From 1st October, once they are on board the "N CPE Ki" bus, children will be asked to **make their own way to their bus from the ES platform**. We therefore decline all responsibility when your son/daughter is on the 'N CPE KI'bus.



Nurses and educational psychologists

At least one nurse is always on site at CPE-Ki. Every day, they provide appropriate care to children in the event of illness or accident while they are at the CPE. If they deem it necessary, they will contact the parents so that they can come and collect the child as soon as possible. In an emergency, they may take the child to the nearest hospital and inform the parents at the same time.

We kindly ask you to notify as soon as possible the CPE nurses (OIL-CPE-INFIRMERIE-KI@ec.europa.eu and OIL-CPE-PEDIATRE@ec.europa.eu) of **any change regarding the health of your child** (food or seasonal allergies, food intolerance or other health problems), as mentioned in the "Rules on admission to and operation of the CPE establishments" (article 12 "Medical provisions").

A team of educational psychologists supports the educators in their educational work and can provide advice, suggest an individualised approach according to the child's needs, examine specific situations, etc.

Contact with members of the medical and pedagogical team may help to determine particular difficulties in order to direct a child and the family towards possible solutions, where necessary.

School holidays

Before each school holiday periods, you will receive a communication (and a reminder) indicating the opening and closing dates of the enrolment period. The calendar indicating the enrolment periods is available [👉 here](#).

Enrolments are made **directly in your eKidWeb account for the entire period concerned**. The procedure will be explained in the communication.

!! Once the enrolment period is closed, you will no longer be able to:

- enrol your child,
- cancel their enrolment (meal will be due unless they are 'tartiniste'),
- modify the attendance of your child.

ORGANISATION OF SCHOOL HOLIDAY PERIODS

- During the summer and European School holiday periods, CPE welcomes children **from 8:00** and closes according the schedules provided previously.

- Children enrolled for the **morning with lunch** must be picked up by 13:30 at the latest ; if they are enrolled **only for the afternoon**, they can be dropped from 13:30.

- Upon arrival at CPE, each child must be **accompanied to their educator** (except secondary pupil who can join their group on their own).

- To ensure that activities run smoothly and in accordance with our rules, children must **arrive by 9:30 at the latest**.

- Children will be welcomed by a different educator in the morning and in the afternoon. Their name and class indication will be displayed on the boards at the entrance to the building.

- **Lunch** is served at 11:30 for Kindertagern and nursery children (they are back in the CPE1 around 12:15) ; at 12:30 for the older ones (lunch ends around 13:15) Children cannot be collected during lunch time.

- You do **not have to report your child's absence** during school holidays given that an authorised person drop them at the CPE directly.

- **Exit permissions are not applicable** during holiday periods.



Other information

Homework

Our educators strive to create a quiet and focused environment to facilitate schoolwork. However, it is important to note that **doing homework at the CPE is an option offered to children, not an obligation of our service.** Educators provide occasional support when possible, but they do not replace the teacher's role and cannot provide individualised follow-up for each student. In line with the school's request, they do not correct homework, so that teachers and parents can identify any potential difficulties encountered by the child.

Please note that **the amount of homework and the time required to complete it may vary** depending on the language section chosen at the European School and the child's age. In addition, many children take part in extracurricular activities. Therefore, it is **not always possible to guarantee that all homework will be completed** by the time children leave the CPE.

Finally, **certain types of homework, such as those requiring the use of a computer, cannot be completed at the CPE.** Similarly, the conditions on site do not always allow children to revise all of their lessons in full.

Use of electronic devices

As mentioned in the implementing rules to our rules on admission, during their stay at the CPE, the use of any private electronic devices (mobile phones, tablets, watches and connected devices, etc.) is forbidden.

The use of a mobile phone or a connected watch remains possible **in case of necessity or emergency and after informing the educator of the group,** but recreational use of any private electronic device (games, photos, videos) is prohibited.

Use of parking area

The management of parking spaces is entirely taken care of by the competent Commission services in charge of Security and not by the CPE-Ki administration.

“Kiss&Go” **orange parking spaces** in front of the CPE1/2 buildings are available for parents when they drop off/pick up their child(ren).

Access to the car park is possible upon presentation of a sticker which will be distributed by the educators between mid and end September. Parking « stickers» 2024/2025 remain valid until 1st October 2025. Parents who do not have this sticker yet will be able to access the car park lot by informing the guard at the entrance.

The car park alongside the CPE3 building is private and intended for the use of CPE employees.

For any further information, please contact the department responsible at the following address EC-SECURITY-PROTECTION-LUXEMBOURG@ec.europa.eu