



IMPLEMENTING PROCEDURES SUPPLEMENTING THE RULES ON ADMISSION TO AND OPERATION OF THE CPE ESTABLISHMENTS (GARDERIE AND STUDY AND RECREATION CENTRE)

CHAPTER I

ARRANGEMENTS FOR ASSIGNING CHILDREN TO THE SITES IN KIRCHBERG AND BERTRANGE/MAMER

1. SCHOOL PUPILS

Pupils are assigned to the Garderie or the Study and Recreation Centre attached to the European School (ES) that they attend.

The European School I in Luxembourg (Kirchberg) comprises the following sections and/or native languages: DE, EN, FR, BG, ES, ET, FI, LT, LV, NL, PL, PT, SV.¹

The European School II in Luxembourg (Bertrange/Mamer) comprises the following sections and/or native languages: DE, EN, FR, CS, DA, EL, HR, HU, IT, MT, RO, SK, SL.¹

At the CPE the children are normally assigned to the language group corresponding to their language section at the European School.

2. PRE-SCHOOL CHILDREN

For reasons relating to teaching and administration, pre-school children are placed in the Garderie located on the site of the European School that comprises their future section and/or schooling language.

The kindergarten at the Bertrange/Mamer site is currently not available. The CPE Kirchberg can only accommodate children whose future schooling is expected to take place at the Kirchberg site.

Pre-school children from the Bertrange/Mamer site are cared for by the crèche (with the exception of children whose parents work for the EIB who are covered by a special scheme for pre-school children).

Only children who are 3 years of age may be admitted to the kindergarten. All applications submitted during the enrolment campaign to enrol children who will turn 3 after the first day of the new school year (defined by the European School of the concerned site) will therefore be rejected as ineligible. These children may be admitted to the kindergarten after reaching the age of 3, provided that places are still available. The application for enrolment must be made 3 months before the requested kindergarten start date.

¹ BG-Bulgarian, CS-Czech, DA-Danish, DE-German, EL-Greek, EN-English, ES-Spanish, ET-Estonian, FI-Finnish, FR-French, HR-Croatian, HU-Hungarian, IT-Italian, LT-Lithuanian, LV-Latvian, MT-Maltese, NL-Dutch, PL-Polish, PT-Portuguese, RO-Romanian, SK-Slovak, SL-Slovene, SV-Swedish

CHAPTER II **LANGUAGES FOR COMMUNICATING WITH THE CPE'S ADMINISTRATIVE DEPARTMENT**

Documents are drawn up by the CPE's administrative department in French and English, and where necessary in German.

To facilitate the processing of requests, and particularly to speed up processing times, the CPE's administrative department would ask that messages and documents (or their translation) also be sent in one of these three working languages. For judgments and other official documents issued in the EU Member States, a translation certified as true to the original and stamped, dated and signed by a sworn translator is requested.

CHAPTER III **USE OF PHOTOS AND VIDEOS TAKEN AT THE CPE**

The CPE administrative and educational teams, and occasionally the OIL internal communication team, may be required to take and use photos and videos of children attending the CPE in the context of their pedagogical work and for communication purposes (in the CPE newsletter or announcements in the CPE buildings).

Parents give their consent to the taking and use of photos and videos at the CPE during enrolment or re-enrolment and have the right to withdraw/modify such consent at any time on written request (Kirchberg: OIL-CPE-Ki@ec.europa.eu / Bertrange/Mamer : [OIL-CPE- MA@ec.europa.eu](mailto:OIL-CPE-MA@ec.europa.eu)).

The taking of photos or videos by parents, children (with the exception of a photography activity organised by the CPE) or any other unauthorised person is strictly forbidden on the CPE premises and while the children are under the supervision of our educational team.

The CPE will delete photos and videos taken during the preceding school year in accordance with document DPR-EC-02369 relating to the processing of photos and videos of children enrolled at the Commission's CPE in Luxembourg.

CHAPTER IV **USE OF ELECTRONIC DEVICES AT THE CPE**

While at the CPE, children may not use any electronic devices (mobile phones, game tablets, smart watches, etc.).

A mobile phone or a smart watch may be used in the event of an emergency, after informing the group's educator. However, recreational use of any private electronic device (to play games or take photos or videos) is prohibited.

CHAPTER V **PARENTAL CONTRIBUTION**

1. In line with Article 5.1 of the Rules, the amount of the parental contribution is based on the scale set out by the Social Activities Committee (CAS). The scale is revised periodically and takes into account:

- the net income² of the household or of the parents regardless of their marital situation, received in Luxembourg or elsewhere, and where relevant increased or reduced by any maintenance received or paid;
 - the number of dependent children in the parents' legal custody;
 - the frequency of attendance;
 - the amount net of tax;
 - the secretarial allowance or any other flat-rate allowance;
 - the allowance for dependent children in the parents' legal custody;
 - the allowance paid/received from other sources;
 - the crisis levy;
 - the maintenance allowance; in the event that the maintenance allowance is not received, a statement to this effect is required from a lawyer;
 - the national salary and per diem allowances paid by the institution to seconded national experts.
2. Parents registered in Sysper (or an equivalent system) as stable non-marital partners are treated in the same way as married couples with regard to their financial contribution.
 3. Without prejudice to point 1, the calculation of the parental contribution will take into account the following situations:
 - if the parent who works at one of the institutions or bodies referred to in Article 2.1 of the Rules is divorced or separated and shares 50/50 custody of the child with their former partner, the net income of both parents received in Luxembourg or elsewhere is taken into account.
 - if the parent who works at one of the institutions or bodies referred to in Article 2.1 of the Rules is divorced or separated and has sole or primary custody of the child, the net income of the paying parent received in Luxembourg or elsewhere, where relevant increased or reduced by maintenance allowance, is taken into account.
 - if the parent who works at one of the institutions or bodies referred to in Article 2.1 of the Rules has remarried or is in a recognised partnership, the net income of the new household received in Luxembourg or elsewhere, where relevant increased or reduced by maintenance allowance, is taken into account.
 - in order to determine the parental participation of the parent who works at one of the institutions or bodies referred to in Article 2.1 of the Rules and is the sole carer of the child, a certificate of family composition issued by the institution or body referred to in Article 2.1 of the Rules, indicating the household members residing at the same address, must be submitted to the managing department.
 4. The tariffs for the parental contribution are set out in accordance with the CPE Rules.
 5. Medical certificates sent to the CPE's administrative department to justify an absence or in

² Net income:

Net income of a person having a contractual relationship with the European institutions, agencies or bodies:

net income as stated on the payslip plus allowances received from other sources, as well as any maintenance received from other sources, minus temporary allowances (e.g. installation allowance, severance pay, etc.) and maintenance payments.

Net income of a seconded national expert:

total professional income, allowances received in Luxembourg or elsewhere, plus any allowances and/or maintenance payments received in Luxembourg or elsewhere, minus maintenance payments made.

Net income of a person who does not have a contractual relationship with the European institutions, agencies or bodies:

net income as stated on the payslip plus any benefits in kind or other allowances, including maintenance received from other sources.

Income of a self-employed person:

income calculated solely on the basis of the tax declaration (or equivalent) from the previous year extrapolated to twelve months.

connection with a request for temporary enrolment in exceptional circumstances (*'dépannage'*) should not include medical data. Only the duration of the child's illness or the family's inability to care for the child must be certified by the doctor.

The CPE's administrative department undertakes to treat the supporting documents received as strictly confidential and to process them solely for the purposes of the request concerned.

6. As provided for in Article 5.1.2 of the Rules, the verification ex officio of the data determining the financial contribution and any adjustments necessary is carried out annually on the basis of the most recent salary slips, starting in October of the current year.

To that end, the paying parent subject to that verification receives a request for information to which they are required to reply before the stated deadline, by providing the required supporting documents.

One-off checks may also be carried out, with retroactive effect where appropriate, outside the abovementioned period.

7. With the exception of absences in accordance with Article 6 of the Rules, weekly attendance (days the child is present per week) and actual attendance outside of the absences declared in eKidWeb do not affect the amount of the monthly parental contribution, as defined in Article 5.1 of the Rules.

CHAPTER VI **RULES ON ENROLMENT/RE-ENROLMENT**

Capacity permitting, an enrolment and re-enrolment campaign is organised during school year n for school year n + 1.

Re-enrolment for the start of the school year in September is only possible during the re-enrolment campaign. After the end of that period, an enrolment application must be completed.

The start date for new enrolments is in principle the first day of the month in which the CPE is open, with the exception of September, as the first day of the school year is determined by the European schools' calendars. If the start date is later than the first day of the month, the parental contribution is nevertheless due for the whole month.

Re-enrolment applications are dealt with in the following order:

1. applications for the Garderie and the Primary section of the Study and Recreation Centre;
2. applications for the Secondary section of the Study and Recreation Centre, depending on the class attended and the age of the child.

depending on the availability of places on each site and the organisational constraints.

New enrolment applications are processed on the basis of:

- the priorities set out in the admission rules;
- the date of receipt of the complete application;
- the start date of attendance of the CPE;
- the availability of places at each site;
- the availability of places in the CPE language groups according to the language section attended by the child at the European School;
- organisational constraints and maximum room and building capacity;
- the student to educator ratio according to the age of the children.

In the event of a lack of capacity, the managing department reserves the right not to accept certain applications and/or to place them on a waiting list, in accordance with the criteria set out above.

The once-a-week format provided for in Article 5, points 5.2.2 and 5.2.3 of the Admission Rules is not possible for the time being, due to a lack of places. Parents have a choice between:

- full-time attendance: starting at 2 days a week: presence in the morning (for kindergarten groups only) and/or afternoon with meals, depending on the age of the child and whether or not they are already attending school (defined as '*année scolaire*' or 'school term' in eKidWeb) and
- attendance only during school holidays ('*droit vacances*' or 'school holidays' in eKidWeb)

Changing from 'school term' to 'school holidays' attendance, and vice versa, is possible only once in the current school year and, in the latter case, only if there are places still available.

By way of derogation from Article 14 of the Admission Rules, cancellation of enrolment must be done in eKidWeb using the 'end of attendance' option. Also by way of derogation from Article 14 of the Admission Rules (which stipulate a notice period of at least 30 days), cancellation must be notified in eKidWeb no later than the 15th day of the month for which the end of attendance is desired. The end date of attendance is always the last day of the month. The 'school holidays' option remains available for the remainder of the current school year.

CHAPTER VII **CATERING**

A standard menu, a vegetarian menu and a special menu for children with allergies³ are offered by the service providers. A packed-lunch system ('tartiniste') is not available at the Bertrange-Mamer CPE.

Since the 2024-2025 school year, the 'packed lunch' option has been put in place at CPE Kirchberg. Parents must register on the catering provider's platform⁴, in accordance with the caterer's rules, and indicate their child's option (hot meal or packed lunch).

CHAPTER VIII **SCHOOL AND SUMMER HOLIDAYS**

The Garderie and the Study and Recreation Centre are open during all the European School holidays (except European Commission public holidays).

Enrolment is by full week according to the following options (which may differ from one week to another during the summer holidays):

- full day with lunch;
- mornings only with lunch (no nap);
- afternoons only without lunch.

For each school holiday period, parents must confirm their child's attendance at the Garderie or the Study and Recreation Centre via eKidWeb. Parents are informed of the enrolment dates for each specific period.

Modifications and cancellations are possible until the end of the enrolment period. Both legal guardians

³ Children with a food or other allergy will only be admitted on presentation of an individual care package (ICP) with details of the type of allergy and any measures that must be taken to deal with it.

⁴ [Écoles Européennes et CPE - Sodexo Education](#)

receive an email and a reminder email informing them of the enrolment period, which is also indicated in the CPE calendar.

Enrolment applications received by the CPE administrative department by any means other than the eKidWeb platform and/or after the deadline will not be accepted, unless there are unforeseen, serious and substantiated circumstances. The managing department reserves the right to assess the unpredictability and seriousness of the above circumstances. Any child who arrives at the CPE without prior enrolment cannot be accepted.

The **departure authorisations** which are found in eKidWeb are not applicable during school holidays. If a parent would like their child to be able to leave the CPE unaccompanied during the school holidays, they must fill in a form releasing the CPE from liability and send it by email at least one working day before the day on which the child will be leaving the CPE unaccompanied.

Absences declared in eKidWeb will not give rise to reimbursement, as defined in Article 6.2.2 of the Rules. Cancellation of the enrolment of a child for a holiday period must take place within the deadline communicated by email to the legal guardians. The parental contribution (enrolment and meal) will be payable for the period in question irrespective of the actual number of days of attendance.

During school holidays, children attend the CPE on their usual site. However, following a decision by the CPE's administrative department, children may, during this period, be admitted to the other site.

SUMMER HOLIDAYS

The summer holiday period is divided in eKidWeb into separate sections for each calendar week.

The period for enrolment, modifications and cancellations closes in eKidWeb by 15 June of the year in question.

During the summer, 'long-day' activities (starting in the morning and lasting until the end of the afternoon) may be organised for children. Children enrolled in the morning with meals or in the afternoon will not take part in these activities, except in exceptional cases.

CHAPTER IX ACTIVITIES ORGANISED BY THE CPE

The CPE organises on-site and off-site activities for children.

Children must be present at least 30 minutes before the start of the activity.

Some off-site activities require leaving the territory of Luxembourg; acceptance of these implementing rules constitutes authorisation for the child to leave the country. If the parent does not want their child to leave the country for an activity, they must inform the CPE by email (Kirchberg: OIL-CPE-Ki@ec.europa.eu / Bertrange/Mamer: OIL-CPE-MA@ec.europa.eu), adding the child's educator in copy, at least one working day before the activity.

The children are not accompanied by a nurse during off-site activities. The decision to register a child for an off-site activity is entirely the responsibility of the parents, who must verify that the activity does not present a risk for the child. The CPE has taken out insurance that covers the children during any off-site trips with educators.

For off-site activities, children must leave from the CPE and be collected there at the end of the activity. For security reasons, children may not be collected directly from the bus but only from the educator responsible for the child inside the CPE complex.

All Garderie and the Study Centre excursions are organised by group. Educators inform parents in writing of upcoming activities.

For secondary school children, the CPE organises end-of-year activities, depending on the school calendar and the specific organisation of the secondary school (early school year end). Only children enrolled for the school year under way (excluding temporary enrolment in exceptional circumstances ('dépannage')) may participate in those activities.

CHAPTER X **ACTIVITIES ORGANISED BY APEEEL2 (Bertrange/Mamer site)**

Children at the Bertrange/Mamer CPE may participate in a maximum of 2 extracurricular activities per week (other activities that do not require the involvement of the CPE are possible).

Children attending the Study and Recreation Centre (primary and secondary) are allowed to participate in extracurricular activities during the slot from 15:30 to 17:45 (except for UGDA classes). They must return to their group before 18:00.

Educators can remind children to go to their activities, but they cannot oblige them to go if they repeatedly refuse to do so. Neither can educators be responsible in the event that they forget about the activity. In such cases, the educator of the group will inform the parent concerned.

Children enrolled in the extracurricular activities of APEEEL2 cannot participate in all the educational activities planned for their group. If the activity coincides with a walk or an off-site activity organised by the CPE, parents must inform the educator in advance if their child will participate in the extracurricular activity or come to the CPE on the day in question. It will not be possible to combine the two.

CHAPTER XI **SHUTTLES**

1. KIRCHBERG CPE

A bus is available for children of the Study Centre registered with ATSEEE. It runs on Tuesdays and Thursdays only between the CPE and the bus platform of the European School EE LUX1.

To register with the Bus Ki service, the paying parent must fill in a form and send it to OIL-CPE-BUS-Ki@ec.europa.eu. The registration is valid for the whole school year and may only be modified in duly justified cases.

A period of 2 working days will be required to finalise the registration.

Requests for one-off changes will not be accepted unless the parents collect their child themselves before the bus leaves. In the case of shared custody, the signature of the paying parent is considered to represent the will of both parents.

Exceptionally, a child may be removed from the bus service on a given day provided that the request is sent before 11:30 to the functional mailbox specific to that service:

OIL-CPE-BUS-Ki@ec.europa.eu.

However, no child will be added to the bus upon a one-off request.

The CPE is not liable for any damage occurring after children have boarded the bus in front of the CPE building.

2. BERTRANGE MAMER CPE

Transport by shuttle to and from the European School II site is organised by the European School Student Transport Association (ATSEEE).

All children attending the CPE in Bertrange/Mamer may use the shuttles departing from the CPE:

- towards the European School Kirchberg (at 16:45 or 18:15),
- towards the Publications Office and towards Gasperich (at 16:45),

provided that the parents have registered for this service with the ATSEEE and have entered a shuttle authorisation via eKidWeb, thus releasing the CPE of any liability related to the journey. The CPE's responsibility ends when the child is handed over to the ATSEEE accompanying person. A period of 2 working days is necessary to activate the authorisation.

The times of the shuttles taken by the children and indicated by parents in eKidWeb are valid for the whole school year, except during school holidays (when a specific service is organised by ATSEEE).

One-off time changes relating to the child's taking of the shuttle are in principle not permitted. Nevertheless, if an exceptional change to the shuttle time is necessary, it should be duly justified and notified by email to: OIL-CPE-NAVETTES@ec.europa.eu **before 11:30**. After that time, changes will no longer be accepted.

On days when they travel to off-site activities, the children registered for the 16:45 shuttle (to Kirchberg) will by default take the 18:15 shuttle. Parents who want siblings attending the Garderie and/or the Study and Recreation Centre to travel together must inform the CPE's administrative department (OIL-CPE-MA@ec.europa.eu) at the latest by 11:00 on the day of the activity.

Since there is no 18:15 shuttle to the Publications Office and to Gasperich, parents of the children concerned must collect them directly at the CPE.

If, for unforeseen reasons, the return from an off-site activity takes place after the 18:15 shuttle to the European School in Kirchberg has already left, children must be collected at the CPE by their parents or an authorised person. They will be informed where necessary.

CHAPTER XII

Departure of the children

1. EXTRACURRICULAR ACTIVITIES – GARDERIE

Children attending the Garderie of the CPE who are registered for the extracurricular activities organised by the European School Parents' Association (APEEEL 1 and 2) must be accompanied by their parents or another person authorised to take them to and from the activities.

2. DEPARTURE AUTHORISATION

2.1 Study and Recreation Centre – primary school groups

Primary school children attending the Study and Recreation Centre may leave the Centre unaccompanied if express authorisation has been given by the parents or persons having legal responsibility for the child. A departure and/or return authorisation, to be completed electronically at least 48 hours before the desired effective date, is available in eKidWeb. For secondary schools, no specific authorisation is required.

By giving their authorisation, the person having legal responsibility for the child releases the CPE's administrative department from any responsibility, complaint, legal action or proceedings, costs, expenses or damages that could arise or be incurred after the child leaves the CPE building.

However, if the child must use public roads, it is recommended that such authorisations be given only for children of nine years of age or over. For secondary school children no specific

authorisation is required.

The CPE cannot be held liable if a child fails to respect the departure authorisation(s) given by parents. Similarly, the CPE cannot be held liable if the child does not return at the appointed time after an extracurricular activity. For safety reasons, children are not allowed to return to the CPE after 18:00.

3. COLLECTING CHILDREN

The opening hours of the CPE, as laid down in Articles 7.2.2 and 7.2.3 of the Admission Rules, refer respectively to the opening and closing of the doors of the CPE premises.

Parents are requested to respect these opening and closing times. During pick-up, they should refrain from lingering on the CPE premises. Children are under the care of their educators (or their replacement in case of absence) until 18:30.

After 18:30, children are supervised in accordance with the provisions of Article 7.2 of the Admission Rules and in accordance with the practical arrangements specific to each site. For pedagogical reasons, recourse to this arrangement is in principle not recommended, and parents should resort to it only in exceptional circumstances.

CHAPTER XIII **ABSENCES**

Parents must inform the CPE via their eKidWeb account of each period of absence of their child. The notification must be entered at the latest before 11:30 on the date of absence in eKidWeb. Where the CPE has not been informed of the absence of a child, it shall be released from any liability in the event of any problem.

In addition, parents are asked to specify, in their eKidWeb account, the days on which their child will actually attend the CPE (if, for example, the child does not come to the CPE every day of the week).

CHAPTER XIV **LOST OR STOLEN PERSONAL PROPERTY**

It is strongly advised not to bring valuables (personal items or money) to the CPE. The CPE cannot be held liable in the event of an alleged loss or theft.

CHAPTER XV **PARENTAL AUTHORITY**

In the event of separation/divorce, the court judgment must be communicated to the CPE as it is enforceable notwithstanding any appeal, especially as regards authorisation to collect a child.

The CPE will comply with the custody/accommodation arrangements mentioned in the judgment in question, within the limits of the organisational resources available and taking into account, in particular, the complexity of the situation. It is, however, primarily up to the parents to comply with the judgments and, accordingly, to agree on the necessary practical arrangements, in the interests of the child.

The CPE cannot therefore be held responsible for any problems specifically resulting from a misunderstanding between the parents or a lack of cooperation.