



WELCOME

BOOKLET

2025 / 2026





WELCOME MESSAGE

Dear parents,

Welcome to the Interinstitutional Children's Centre (CPE) in Bertrange/Mamer. This brochure provides you with practical information for the 2025/2026 school year.

It complements the Rules for Admission to and Operation of CPE Establishments, as well as their implementing procedures and our pedagogical strategy.

We hope you find this information helpful and look forward to welcoming your child to the CPE, where we are dedicated to offering a safe, enriching, and supportive environment.

Kind regards,

The CPE Team



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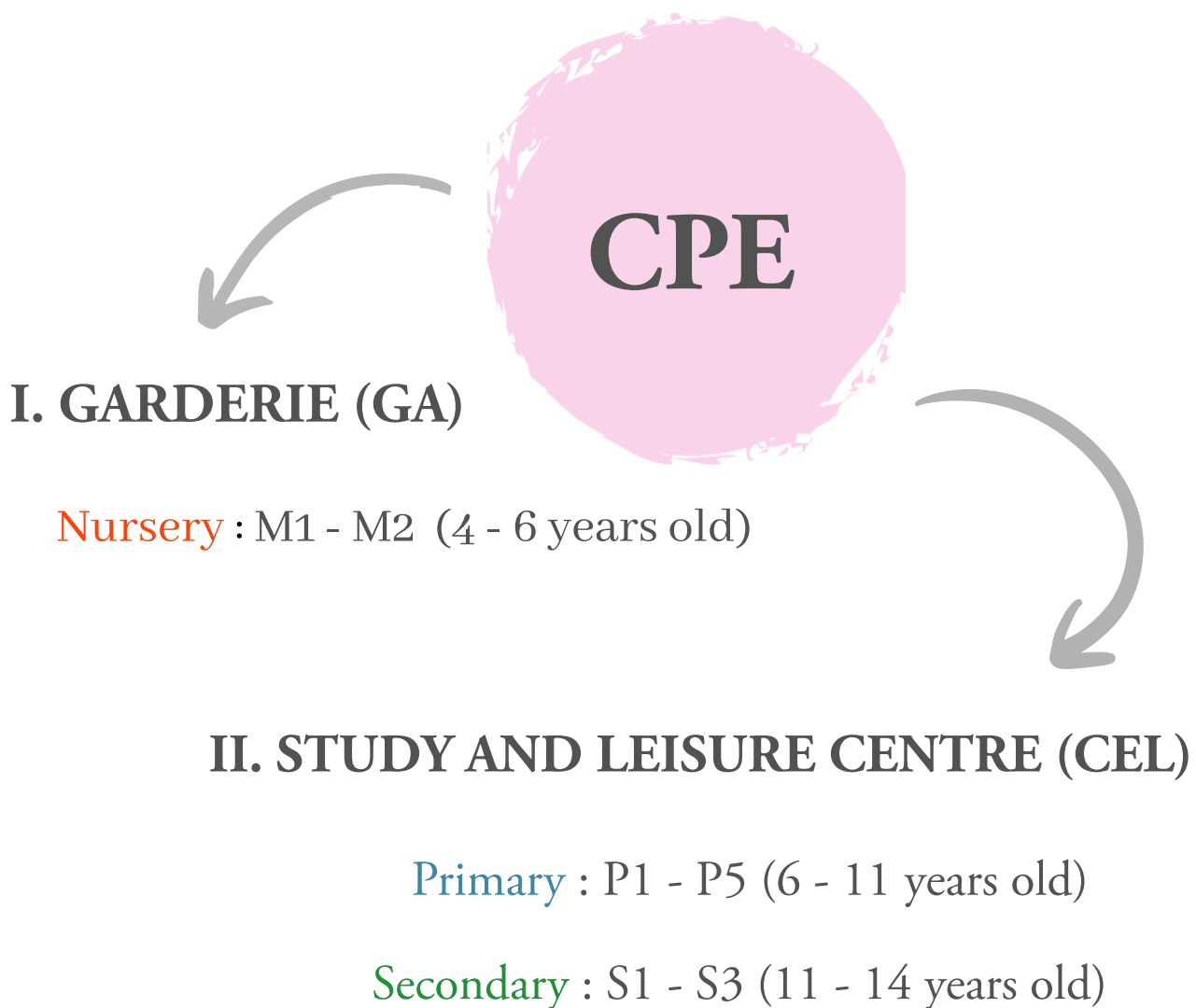
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WHAT IS THE CPE?

The Interinstitutional Children's Centre (CPE) is an educational and recreational after-school centre offering activities designed to enrich children's learning and overall development. Managed by the European Commission's Office for Infrastructure and Logistics (OIL.07), the CPE provides care and support for children aged 4 to 14 whose parents work for the European Institutions and bodies in Luxembourg. It complements the European School by welcoming its children after school and during the school holidays.

The CPE is structured as follows:



From school to the CPE

The CPE is located on the campus of the European School II. Our address is **6 Rue Gaston Thorn, L - 8268, Bertrange**. The route the children take from the school to the CPE is direct and secure, passing through the courtyard.



Nursery school children are collected by the GA educators directly from their teacher's classroom, and then accompanied to the CPE.



Primary school children are collected by their CEL educators at the end of classes at a designated meeting point in the school courtyard.

*** During the first two weeks, P1 children are collected directly from their teacher.



Secondary school children join their CEL educators by themselves:

- On short days: at the European School canteen
- On long days (Mondays & Wednesdays) - in their CPE's reference room

Groups and languages

At the CPE, children are placed in groups based on their language section at the European School II: Czech, Danish, German, Greek, English, French, Hungarian, Italian, and SWALS (Students Without A Language Section). Some groups are monolingual (Italian, French, Greek, etc.), while others are multilingual, combining languages such as French and Czech, English, and Greek, or Danish and English, etc.).

Unfortunately, we do not have the capacity to accommodate individual parental preferences regarding group placement. Group composition is a complex process that considers various pedagogical factors, as well as the availability of staff who speak the respective languages. However, we strive to create a welcoming and inclusive environment where all children can benefit from a multilingual setting. Through collaborative projects, shared spaces, and indoor and outdoor group activities, we provide enriching opportunities for children to interact, build relationships and develop a sense of community, regardless of language.

OUR TEAM

Our pedagogical team, comprising around 65 educators, is dedicated to fostering a positive and inclusive environment where children feel valued and supported in pursuing their interests. We are proud of our diverse team, which brings together a variety of cultural and educational backgrounds. This diversity enriches children's daily experience and nurtures their curiosity, creativity, open-mindedness, and respect for differences.

We want every child to feel cared for and valued, and one way we achieve this is by ensuring our educators feel the same. To support them, we offer opportunities for professional development and career guidance, helping our team to grow, thrive and reach its full potential. A well-supported team is essential to delivering high-quality educational experiences to every child. Our educators' diverse backgrounds also create a rich foundation for fostering a culture of innovation, inspiring them to initiate new project ideas. In this way, a shared vision of learning and creativity flourishes within the CPE.

Good to know: at the start of the school year, your child's educator will send you an e-mail with his/her contact details and useful information.

For urgent matters, please email both your educator and OIL-CPE-MA@ec.europa.eu to ensure the message is received, even if your child's educator is absent.

SPECIFIC TEAMS

In addition to the work with their group of children, each educator is part of a specific team, each focusing on a different area:

- I. **Parties & Events** - This team is in charge of organising the best festivities and special events like thematic weeks, Carnival, Halloween or a huge end-of-year party. They do it all! That's our Connection Team.
- II. **Projects & Activities** – This team is in charge of organising pedagogical activities and projects. Approximately once a month, there is a common activity proposed to children from different groups (sport tournaments, arts and crafts, innovative pedagogical projects, etc.). That's our Sports and Culture Team.

- III. **Holidays & Animations** - As the CPE remains open during school holidays, this team is responsible for organising group composition for each holiday period, as well as designing a varied programme of activities tailored to the needs and interests of the children. That's our Planning and Animations Team.
- IV. **Bricomat** - This team ensures that everything runs smoothly by efficiently organising and supplying the essential tools and materials needed for our activities. It also promotes recycling, upcycling, and sustainable behaviour among children. That's our Resource Team.

TEAM OF SUPPORT EDUCATORS

At the CPE we aim to be inclusive. Our team of support educators plays an essential role in ensuring that all children, including those with specific developmental, learning or behavioural needs, feel welcomed, understood and supported in their daily experience. The team consists of two experienced support educators, a pedagogical assistant and a psychopédagogue. They work closely with the group educators to provide personalised social, emotional and behavioural support tailored to each child's individual needs. Their aim is to foster a safe and inclusive environment where every child can thrive.

Families are important partners in this process. We encourage parents to share any relevant information or documents via [eKidWeb](#), especially if their child is experiencing developmental, cognitive, behavioural or emotional challenges. Please note that we do not automatically receive information from the European School, as we operate independently. For any questions or if you would like to discuss your child's individual needs, you are welcome to contact Mr Nicolas Kempeneers, who coordinates the team of support educators, at:

Nicolas.KEMPENEERS@ec.europa.eu

INFIRMARY

There are two nurses at the CPE. Their role is to provide first aid to sick or injured children, act in case of emergency and follow up on PAIs (Individualised Healthcare Plans) and medical prescriptions. When necessary, the nurse calls the ambulance and contacts the parents.

CONTACT:  4301 38666 or + 352 / 621 27 99 71 (emergency only)

OIL-CPE-INFIRMERIE-MA@ec.europa.eu

The logo for CPE Mamer, featuring the text "CPE Mamer" in a serif font, enclosed within a series of overlapping, hand-drawn black circles.

CPE Mamer

The background features a white top section with six large circles in two rows. The top row has three circles (yellow, orange, yellow) and the bottom row has three circles (orange, yellow, orange). Below the circles is a jagged, torn-edge border in a magenta color. The bottom section is a solid magenta background with a white horizontal bar at the very bottom.

OUR PEDAGOGICAL APPROACH

At the CPE, our **mission** is to support children in their holistic development within a safe, inclusive and nurturing environment. One of the key foundations of our approach is **non-formal education**, a flexible, child-centred way of learning that takes place outside traditional school structures, through play, creativity, exploration and social interaction. This approach allows each child to grow at their own pace, follow their interests and express themselves freely. It encourages the development of essential soft skills such as confidence, cooperation, problem-solving and emotional regulation – skills that are key to both personal and social growth.

Our educational practice is also rooted in the values of the European Union, including democracy, participatory citizenship, freedom, inclusion and respect for diversity. These values guide our daily work and help us foster a sense of community and belonging among children from many different backgrounds.

The CPE's multidisciplinary team works together to create an environment that encourages autonomy and responsibility, while adapting to the developmental stages of each age group.

Through meaningful relationships and shared learning experiences, children are invited to take an active role in their own learning journey. By combining non-formal education with a strong commitment to European values, we help children grow into proactive, thoughtful and caring individuals—ready to take part in the world with confidence and curiosity.

What Does This Mean for Your Child?

At the CPE, non-formal education shapes everything we do. Whether your child is engaged in a creative workshop, working on a group project, or enjoying free play, they are learning in meaningful, joyful, and developmentally supportive ways.

Here are some **key principles** that guide our daily practice:

Empowering Each Child as an Active Learner

Children are not passive recipients of knowledge. Instead, they are encouraged to make choices, follow their curiosity and take initiative in their learning. Our educators support and guide each child while respecting their unique ideas and ways of engaging.

Learning Through Play and Creativity

Play is at the heart of how children grow and discover the world. Activities like pretend play, building, art, and music help develop language, imagination, problem-solving skills, and emotional expression - all in a natural and joyful manner.

Respecting Individual Rhythms and Needs

We know that every child is unique. Our educators adapt their approach to ensure that each child feels comfortable, included and supported throughout the day.

Fostering Cooperation and Community Spirit

Group activities are designed to encourage collaboration rather than competition. Children learn how to share, help each other and build positive relationships, which are essential skills for life in a community.

Celebrating Diversity

Our children come from many different cultural and linguistic backgrounds. We value diversity as a strength and we adapt our communication and activities to reflect different languages, traditions, and perspectives, helping all children feel respected and included.

Encouraging Reflection and Responsibility


We create opportunities for children to reflect on their experiences, express their opinions, and take part in simple decisions. This nurtures their sense of responsibility and confidence and shows them that their voice matters.

How we make this happen?

To support your child's unique growth, we use various pedagogical strategies tailored to each child's needs, abilities and rhythm. Our goal is to be an inclusive community where every child feels welcomed and valued, regardless of their background, abilities or identity.


At the CPE, we embrace and celebrate the rich **diversity** of our community. Children grow up surrounded by a wide range of cultures, languages and experiences, and we see this as a strength. Through daily interactions and carefully designed activities, we encourage curiosity, empathy and openness.

Our goal is to help children build meaningful connections with one another while learning to value and respect individual differences – whether related to cultural background, language, ability, gender, or other aspects of identity.




By fostering this inclusive mindset early on, we support the development of confident, compassionate individuals who are prepared to thrive in a diverse world.

Learning happens through play, exploration and hands-on activities. We see mistakes not as setbacks but as valuable learning opportunities. When conflicts or challenges arise, our educators use restorative practices to guide children in understanding and repairing relationships.

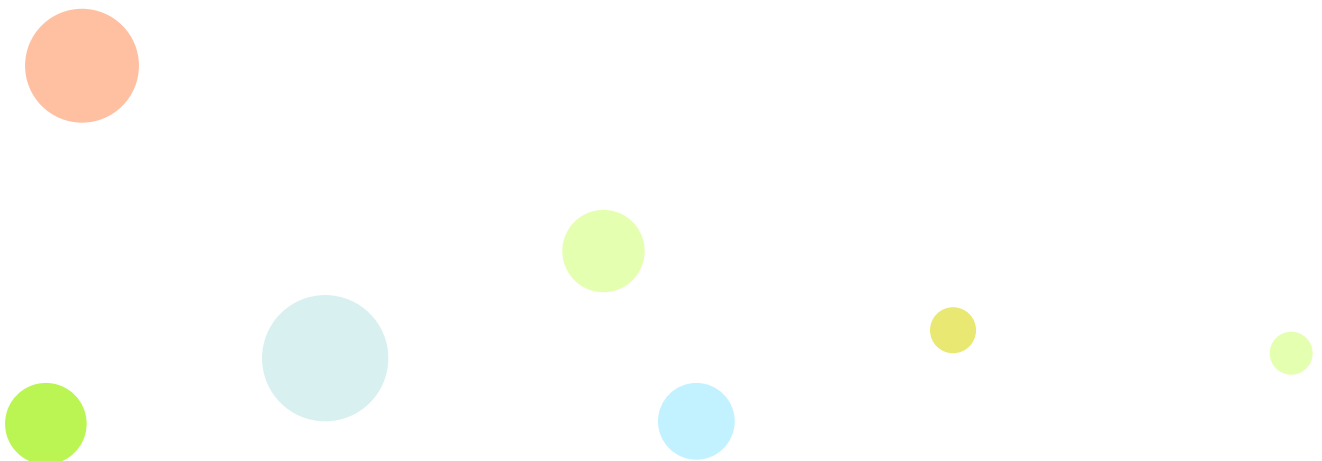


Children learn and grow together in mixed-age groups, where cooperation, empathy and participation are naturally encouraged. In this environment, older and younger children benefit from learning alongside one another, fostering social skills and a sense of community. Our educators act as facilitators, guiding and supporting each child to take an active role in their own learning and development, while encouraging autonomy, confidence and mutual respect.

We carefully design our time and spaces to align with children's natural rhythms and needs, balancing structured activities with opportunities for creativity and free play. At the heart of our approach is the quality of relationships between educators and children—our educators engage thoughtfully and intentionally to support each child's well-being and learning.



We also believe that a strong partnership with families is essential to each child's well-being. Our educators prioritise open, respectful communication with parents, regularly sharing observations and working together to develop strategies that support your child's learning and development. By building trust and maintaining ongoing dialogue, we ensure that each child benefits from consistent guidance both at home and in the CPE environment.



A TYPICAL DAY

What a typical day looks like

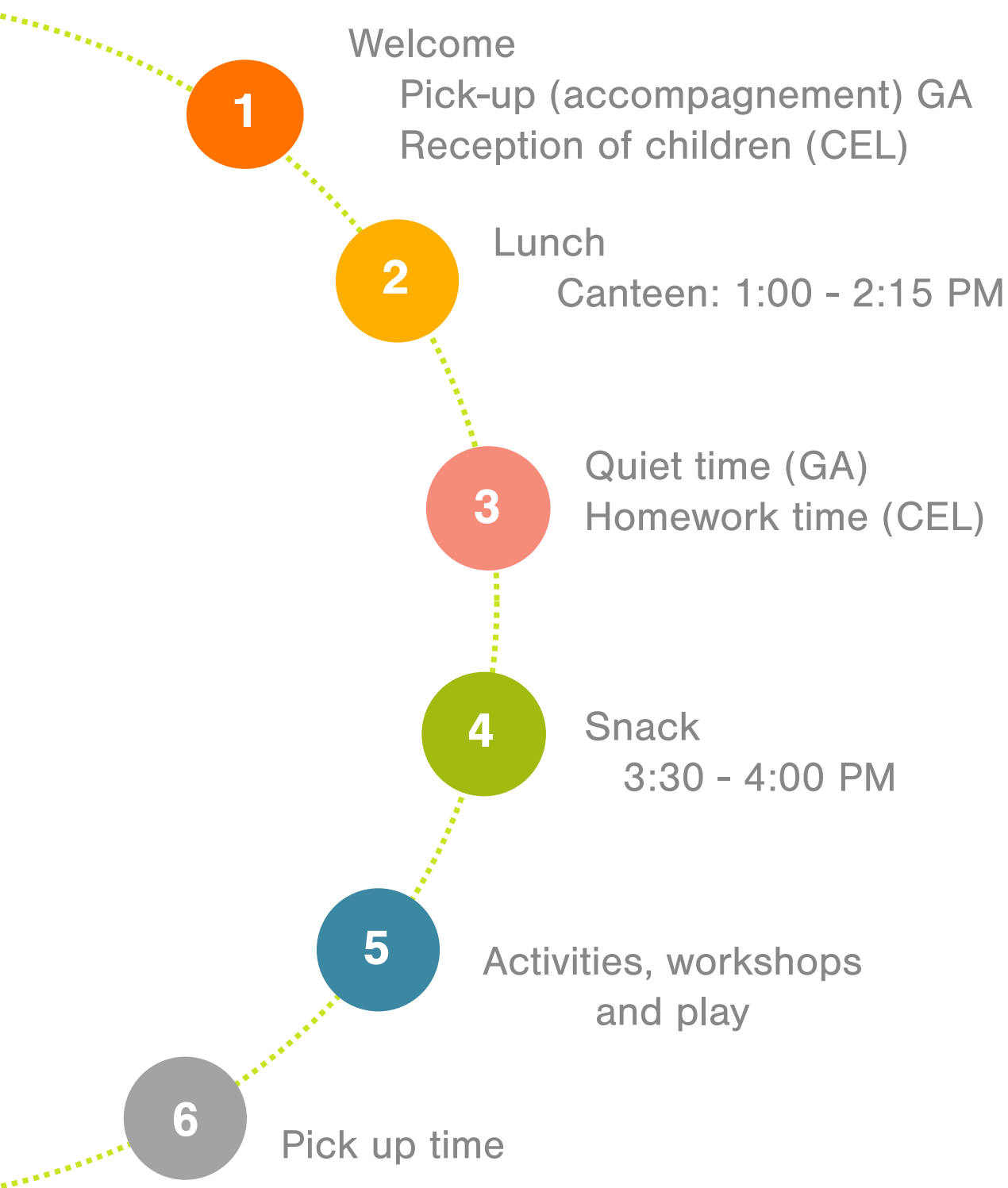
Opening hours

Lunch & Snack

Homework time

Activities & Projects

What a typical day looks like ...



OPENING HOURS

Our team provides care for your children every day until 6:30 PM. However, extended supervision is provided until 7:00 PM. from Monday to Thursday at the entrance of the CPE building. We kindly ask parents to use this service in exceptional cases and only if necessary, as children often find it difficult to watch their friends leave and be among the last to be collected.

LUNCH & SNACK

Lunch & Snacks are provided by [Sodexo](#) catering services. You can view the weekly menu (including regular and vegetarian options) [here](#). Please find below the timetable:

Lunch

GARDERIE	1:00 - 1:45 PM	CPE Canteen
CEL PRIMARY*	1:00 - 2:15 PM	ESII Canteen
<i>(*in four sittings at 1:05, 1:15, 1:25 and 1:35 PM, depending on the group)</i>		
CEL SECONDARY	1:00 - 2:00 PM	ESII Canteen

Snack

GARDERIE	3:30 - 4:00 PM	CPE Canteen
CEL	3:30 - 4:00 PM	Classroom

HOMEWORK TIME

At the CEL, homework is considered an integral part of group life. Each educator is responsible for scheduling a dedicated time for homework within their group's routine. Typically, homework is completed between the return from lunch and 3:30 PM. on Tuesdays and Thursdays. On Mondays and Wednesdays, it takes place upon arrival at the CPE. Fridays are designated as homework-free days.

The educator's role is to create a calm, supportive and reassuring environment that allows children to concentrate. Children who have no homework or finish early are invited to engage in quiet activities so as not to disturb others. To maintain a peaceful atmosphere, children are expected to remain in their rooms until 3:30 PM.

For children in the secondary section, homework is usually done in one of the two dedicated homework rooms. While completing homework is encouraged, it is not compulsory. Please note that access to assignments depends on the availability of the SMS system, which is not always guaranteed at the CPE.

PROJECTS & ACTIVITIES

At the CPE, we offer a wide range of indoor and outdoor activities, as well as pedagogical projects, to provide a comprehensive and engaging educational experience for children.

Below are some examples:

01

Giant multicolor tree painting

Objective:
Promote the motto: "We all have the same roots"
Skills:
Cultural awareness
Creativity
Teamwork



02

Twinning baking workshop

Objective:
Peer-to-peer teaching
Skills:
Collaboration
Empowerment
Communication



03

Exhibitions & Art Week

Objective:
Promote upcycling, and artistic expression
Skills:
Innovation
Sustainability
Art composition



04

Children visit the Retirement Home

Objective:
Intergenerational learning
Skills:
Empathy
Social inclusion
Knowledge sharing



05

Children create films

Objective: Explore storytelling through film-making
Skills:
Experiencing various roles
Artistic expression
Digital skills



06

Sports & Tournaments

Objective:
Promote health habits
Skills:
Teamwork
Coordination
Motor skills



07

Wednesday's extra workshops at Garderie

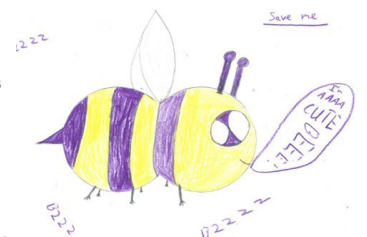
Objective:
Child's development across multiple domains
Skills:
Creativity,
Motor skills
Language skills



08

Creating eco-friendly art inspired by bees

Objective:
Learn about ecosystems in a creative way
Skills:
Imagination
Storytelling
Environmental awareness



09

Gardening & forest trips

- Objective: Promote hands-on learning and well-being
- Skills: Observation, Planning, Curiosity



10

Free & structured play

- Objective: Peer-to-peer teaching
- Skills: Problem-solving, Social skills, Turn-taking, Strategic thinking



11

Recreational and/or educational outings

- Objective: Provide a holistic development experience
- Skills: Relaxation, Social interaction, Knowledge acquisition



12

Summer Programme

- Objective: Various activities led by external facilitators and our educators.
- Skills: Fun, Friendship, Discovery



At the CPE Mamer, our facilities support a wide range of activities that allow children to explore, play, and learn in various ways. Our infrastructure includes areas for sports such as mini-golf, football, tennis, ping-pong, hockey, pool, giant chess, foosball, as well as access to the European School II swimming pool and sports hall. Additionally, we have a pedagogical garden with a greenhouse, two pedagogical kitchens, and multiple playgrounds. Large windows, rooms with direct access to the playground, and spacious corridors create a welcoming and stimulating environment for the children.

Visit the CPE Mamer's [SharePoint](#) to have a look on the latest indoor & outdoor activities and projects the children participated in.

GOOD TO KNOW

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are organised independently of the CPE by the Parents' Association of the European School II (APEEEL2) and take place on the school campus.

Primary school children can register for a **maximum of 2 extracurricular activities** per week. They may participate in extracurricular activities after 3:30 PM and be back in their group by 6:00 PM. The educators may remind children to attend their activities but cannot force them to go or be held responsible if they miss them. In such cases, the group educator will inform the child's parent.

Participation in more than two 2 extracurricular activities per week is only possible if the additional activity does not require follow-up by the CPE (for example, if the child arrives at the CPE only after his activity or leaves earlier without coming back, the third activity is accepted).

Children registered for extracurricular activities organised by APEEEL2 might not be able to participate in all the educational activities planned for their group. If an extracurricular activity coincides with a walk or outing organised by the CPE, parents must inform the educator in advance whether their child will attend the extracurricular activity or come to the CPE on that day. It is not possible to take part in both.

Garderie children must be accompanied to their activity by an authorised person listed in eKidWeb. Primary children may go by themselves, provided that an 'Exit Permission' has been submitted via eKidWeb. For Secondary children, no specific authorisation is required.

HOLIDAYS & PEDAGOGICAL DAY

The CPE is also **OPEN** during school holiday periods, including the Pedagogical Day of the European School. Children can attend in the morning and/or afternoon, where they will be welcomed into specific groups, supervised by one educator in the morning and another in the afternoon.

You need to **enroll** your child(ren) via [eKidWeb](#) for **each holiday** period if you wish to use our services. You will receive an email notification at least one month before the start of the enrolment period. Please note that children who are not enrolled, or whose enrolment is requested after the deadline, cannot be accepted at the CPE during the holidays.

CALENDAR HOLIDAYS 2025/2026

CPE MAMER - OPEN

Period	Dates
All Saints	Monday 3 → Friday 7 November 2025
ES II Pedagogical Day	Monday 10 November 2025
Christmas	Monday 22 → Tuesday 23 December 2025
Carnival	Monday 16 → Friday 20 February 2026
Easter	Monday 30 March → Wednesday 1 April 2026 + Tuesday 7 → Friday 10 April 2026
Ascension	Tuesday 26 → Friday 29 May 2026
Summer holidays	From Monday 6 July 2026
Back to school 2026/2027	Information to follow

CPE MAMER - CLOSED

Period	Dates
Back-to-school Eve	Monday 1 September 2025
Christmas & New Year	Wednesday 24 December 2025 → Friday 2 January 2026 inclusive
CPE Pedagogical Day	Monday 23 March 2026
Easter	Thursday 2 → Monday 6 April 2026 inclusive
Labour Day	Friday 1 May 2026
Ascension	Thursday 14 May 2026
Whit Monday	Friday 15 May 2026
Luxembourg National Day	Tuesday 23 June 2026

SHUTTLE SERVICE

The School Transport Association (ATSEEE) provides a shuttle service from CPE Mamer to the following destinations:

European School Kirchberg (bus **40N**) at:

4:45 PM - except for Monday, and Wednesday (for CEL)

6:15 PM - every day

OPOCE and Gasperich (bus **43N + 44N**) at:

4:45 PM - except for Monday, and Wednesday (for CEL)

More details on the bus stops here: <https://atseee.eu/shuttle-buses>

A similar service is also available during **school holidays**, a shuttle leaves from the European School Kirchberg at 8:15 AM and comes back from the CPE Mamer at around 5.30 PM.

Interested? Then, follow the steps below:

Step 1 - register at School Transport Association [ATSEEE - Contacts](#)

Step 2 - enter your child's shuttle schedule in the [eKidWeb](#)

Step 3 - for any exceptional changes, please inform: OIL-CPE-NAVETTES@ec.europa.eu

INVOICING AND PARENTAL CONTRIBUTION

Parents of children attending the CPE receive a monthly note for their parental contribution. For further information, please read the information about [Rules and cost \(europa.eu\)](#)

Meals are paid directly to our service provider – [SODEXO](#)

Changes in employment or family status must be notified via [eKidWeb](#) within 10 working days:



For any questions regarding invoicing, please contact:

OIL-CPE-PARTICIPATION-PARENTALE@ec.europa.eu

LET'S KEEP IN TOUCH

We kindly ask you to read the communications we send via email (oil-cpe-ma@ec.europa.eu) throughout the year, as they contain important information. All messages are sent to both parents, using the email addresses registered in your eKidWeb account. Please ensure your contact details are kept up to date.

Most communication is carried out via the  for example:

ABSENCE

Please notify your child's absence via [eKidWeb](#) before 11:30 AM.

CHANGING ATTENDANCE

For safety and organisational reasons, particularly regarding the collection of the children from the European School, it is important to inform us of your child's actual weekly attendance if they attend the CPE only on certain days.

The attendance information can be updated at any time via [eKidWeb](#).

AUTHORISED PERSONS TO PICK UP YOUR CHILD

If someone other than a parent is picking up your child from the CPE, their details must be added in eKidWeb. The authorised person must be at least 14 years old for children in the Study and Leisure Centre (CEL), and at least 16 years old for those in Garderie. Please note that authorisations sent by email cannot be accepted.

RECURRING EXIT PERMISSION

You can authorise your child(ren) in the Primary cycle to leave the CPE on their own, such as to take a public bus or walk home. This authorisation is managed via eKidWeb. You may set it for a specific period or on a permanent basis, and it can be updated at any time throughout the school year.

Good to know: Exit permissions for the 2024/2025 school year will expire on **31 August, 2025**. They must therefore be renewed for the 2025/2026 school year, effective from 1 September 2025. Please submit your renewal request at least 48 hours in advance. Note that authorisation requests sent by email will not be accepted.

Find step-by-step guidance here: [eKidWeb help](#).



[Europa.eu website](#) - provides information on CPE's rules and regulations, administrative matters, customer support (e.g. [eKidWeb help](#), etc.).



[eKidWeb](#) - enables you to enroll your child to the CPE and inform us about: absences, administrative changes (contact, address, revenue, etc.), to request enrolment for the holiday periods, authorise persons to pick up your child, etc.



[SharePoint](#) - glimpse on your child's CPE daily life:

- Latest indoor & outdoor activities
- Exciting and innovative projects
- Direct communication: Just for Parents! ;)

ADMINISTRATION of the CPE
BERTRANGE/ MAMER

OIL-CPE-MA@ec.europa.eu

INFIRMERIE

OIL-CPE-INFIRMERIE-MA@ec.europa.eu

SHUTTLES

OIL-CPE-NAVETTES@ec.europa.eu

PARENTAL CONTRIBUTIONS

OIL-CPE-PARTICIPATION-PARENTALE@ec.europa.eu

PARENTS ASSOCIATION EE II
(APEEEL2)

<https://www.apeeel2.lu/>

SHUTTLE SERVICE (ATSEEE)

<https://atseeeu.eu/>

CATERING (SODEXO)

<http://www.sodexoeducation.lu>

EUROPEAN SCHOOL LUX II

[Ecole européenne Luxembourg II \(eel2.eu\)](http://www.ecoleeuropeenne-luxembourg-ii.eu)

CONCLUSION

We hope this booklet has provided you with insights and key information you need to get started. For any further questions please contact your child's educator or use the contact information provided above

We are excited to begin the 2025/2026 school year and are committed to offering every child a warm, enriching and inclusive environment at the CPE.

Looking forward to another year of amazing activities, meaningful connections, and unforgettable memories.



Le CPE

C'est

Pour

Eux !

It's for them!

