

Further information

I. Registration procedure

1.Registration

All children in the primary cycle (6-11 years) of the Mersch Anne Beffort International School are eligible for the education and reception service, in accordance with the admission criteria.

Registrations for school holidays are made using the registration form corresponding to the holiday period concerned, for which a registration deadline is announced at the beginning of the school year for all school holidays of the current year.

After this deadline, no registration forms will be taken into consideration, nor will cancellations. Childcare hours and meals are charged according to the regulations of the Childcare Service Voucher Scheme (CSA). You can find all documents and forms on the following website:

Maison Relais – EIMAB (French version) https://inter-actions.lu/type_portfolio/maison-relais-eimab/

Maison Relais – EIMAB (English version) https://inter-actions.lu/type_portfolio/maison-relais-eimab-en/

The legal representative must submit the completed registration form by e-mail or in person at the Maison Relais before the closing date. No registrations or changes will be accepted after this date.

2.Timetable

School period for classes P1 to P2:

	07:00-08:15	08:15-12:05	12:05-13:15	13:15 - 14:45	14:45 - 15:30	15:30 - 17:00	17:00 - 18:00	18:00-19:00
Monday	SEA	School	SEA	School	SEA	SEA	SEA	SEA
Tuesday	SEA	School	SEA	School	SEA	SEA	SEA	SEA
Wednesday	SEA	School	SEA	School	SEA	SEA	SEA	SEA
Thursday	SEA	School	SEA	School	SEA	SEA	SEA	SEA

Friday	07:00-08:15	08:15-11:35	11:35-13:00	13:00-14:00	14:00-17:00	17:00-18:00	18:00-19:00
	SEA	School	SEA	SEA	SEA	SEA	SEA

School period for classes P3 to P5:

	07:00-08:15	08:15-12:15	12:15-13:15	13:15-15:30	15:30-17:00	17:00-18:00	18:00-19:00
Monday	SEA	École	SEA	École	SEA	SEA	SEA
Tuesday	SEA	École	SEA	École	SEA	SEA	SEA
Wednesday	SEA	École	SEA	École	SEA	SEA	SEA

Thursday	07:00-08:15	08:15-12:15	12:15-13:15	13:15-14:45	14:45-17:00	17:00-18:00	18:00-19:00
	SEA	École	SEA	École	SEA	SEA	SEA

Friday	07:00-08:15	08:15-11:30	11:30-13:00	13:00-14:00	14:00-17:00	17:00-18:00	18:00-19:00
	SEA	École	SEA	SEA	SEA	SEA	SEA

3. Change of timetable / Absence of child

Registration times can be changed according to certain procedures:

- Daily changes: all requests for cancellations due to illness, medical appointments or changes to daily attendance must be sent by e-mail to the following address: eimab@i-a.lu by 10am at the latest. However, please make sure that you always send a copy of the e-mail to the school administration when making changes or cancelling a day's enrolment.
- Permanent changes: any request for a permanent change to your booking must be sent by e-mail together with the "timetable change" form, completed and signed by the legal representative, at least one week before the change. You can find this form in the cupboard next to the restaurant or receive it by e-mail after your request.

We accept several changes during the school year.

4. Arrival and departure of the child

The front door of the building is equipped with a camera, and everyone is obliged to ring the bell and identify themselves before entering.

When the legal representative comes to collect the child, they must inform the team when the child leaves the facility. When a child leaves the facility, they are not allowed to return for the next few hours. An exception is made for medical appointments, provided the Maison Relais is notified 24 hours in advance.

When a child has permission to leave the Maison Relais alone or has a Flexibus route, the responsibility of the Maison Relais ends when the child leaves the facility.

Only persons on the list of persons authorised to collect the child are permitted to do so. In the event of an urgent change, please send an e-mail with the name and a copy of the identity card of the person authorised to pick up the child on an exceptional basis.

Off-site activities may be organised on Friday afternoons. A slot from 2pm to 5pm is reserved for this purpose. If you would like to collect your child during this time, please let us know on Friday morning before 10am to ensure that your child has not left the facility by the time you arrive.

II. General Action Concept

1. Concept and Education

Activities and projects in various fields are offered to the children throughout the school year. A schedule of activities is posted in the reception area and on the EIMAB website. As part of the Maison Relais' activities, children may leave the facility under the supervision of an educator: on foot, by bike or by public transport, for an activity, a game, a walk, an excursion, shopping, etc.

Despite our precautions, your child may get dirty during outdoor or special activities (e.g. painting).

The facility reserves the right to organise spontaneous outings.

2. Homework

Collaboration charter: See attached sheet

Homework support

In the Maison Relais, children can do their homework in a classroom. They will be able to choose when they want to do their homework between 3.30pm and 5pm.

We record the names of the children present on a list which serves to ensure greater transparency between the school, the Maison Relais and the legal representative. If the school or the legal representative wish to know when their child was present, we can check this precisely in our documentation.

3. Transitions and adaptation phase

An adaptation period is not compulsory when a child is admitted to the Education and Reception Service. However, the legal representative may register the child at the Maison Relais from 1 September, two weeks before the start of the school year. The purpose of this adaptation period is to prepare the child for the new structure, to familiarise the child with their new environment and to introduce them to the educators, but above all to give them a sense of familiarity before the start of the new school year.

When the child comes from another Inter-Actions facility in Mersch, the transition phase will be carried out gradually, in collaboration between the two facilities and the educators.

4. Catering

Every morning from 7am, children can have breakfast until 7.45am. Breakfast varies from day to day, and may include cereals, brioche, etc.

During the school holidays, a breakfast consisting of fruit, yoghurt, etc, is generally served around 8:30 am. It is important to note that during excursions outside the facility with an early departure, breakfast will not be served at the Maison Relais or at the activity.

We work with Restopolis as a subcontractor for lunchtime meals. Restopolis, overseen by the Ministry of National Education, Children and Youth manages school catering in the Grand Duchy of Luxembourg, while introducing diners to the pleasures of eating well and offering them a high quality of taste, a warm and personalised welcome, a friendly atmosphere and a climate of trust.

Restopolis provides an after-school snack for children registered at the Maison Relais.

Menus are available at the facility but can also be found on the Restopolis website:

[Menu & Réservation](#)

5. Staff at the Maison Relais

The management team consists of Fabio Zizi and Désirée Thill.

The educational team evolves each year based on enrolment at EIMAB. It is made up of graduate educators, qualified educators and educational agents. Part of the educational team also manages the administrative side of things and is available in the office in the mornings to answer any questions you may have.

III. Financial participation

1. Registration / Cancellation school holidays

The legal representative must submit the completed registration form by e-mail or in person before the closing date. No registrations or changes will be accepted after this date. Days of attendance and meals will be invoiced according to the completed registration form.

In the event of illness, please submit a medical certificate to the facility to avoid having to pay for attendance and meals.

Without a medical certificate, the hours of attendance will be billed, but meals will be cancelled if the Maison Relais is notified by 8:00 am on the day prior to the absence.

Date

Signature of the legal representative