

## **CHILDREN'S CENTRE (CPE)**

### **RULES ON ADMISSION TO AND OPERATION OF THE CPE ESTABLISHMENTS**

#### **(CRÈCHE, GARDERIE AND STUDY AND RECREATION CENTRE)**

*- Approved by the CCPE on 8 November 2019*

*- Adopted by the SAC on 29 November 2019*

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The Children's Centre (CPE) comprises a Crèche, a day nursery ('Garderie') and a Study and Recreation Centre. It aims to provide parents who are far away from their countries of origin with easier access to care facilities for their children from the time that they arrive in Luxembourg.

It offers parents peace of mind whilst they carry out the duties for which the Institutions and bodies recruited them, and takes account of their individual working hours and personal circumstances and the diversity of their languages and customs.

The Garderie and the Study and Recreation Centre are run by the Administration of the Commission, whilst the Crèche Service is run by the Administration of the European Parliament, in both cases in accordance with the instructions issued by the Luxembourg Social Activities Committee (SAC) and with the assistance of the Children's Centre Committee (CCPE), the composition of which is laid down in its rules of procedure.

ARTICLE 1  
Role of the Crèche, the Garderie and the Study and Recreation Centre

1.1. Crèche

The Crèche aims to provide for children's basic needs (for food, hygiene and rest) and ensure their emotional well-being, in the light of the importance of continuity in adult/child relations. An educational plan has been drawn up and is available for consultation by parents.

1.2. Garderie and Study and Recreation Centre

The Garderie and Study and Recreation Centre offer children a multicultural and multilingual environment in which they feel welcome, develop new interests, play, become more independent and flourish. Children learn how to interact with others in a warm and friendly atmosphere.

Except on Fridays, a day set aside for recreational activities, Study and Recreation Centre staff supervise the completion of the homework set by the European School and recorded in each child's homework book; they do not correct that homework.

1.3. In the interests of the children and the smooth running of the Crèche, Garderie and the Study and Recreation Centre (hereinafter 'the establishment(s)' when referred to generically), regular contact is maintained between parents and staff.

ARTICLE 2  
Admission

2.1. Eligibility

Admission to the three establishments is restricted to the children of officials and other servants of the European Institutions and bodies in Luxembourg which are members of the SAC and contribute to the operating costs of the establishment concerned. Children of the teaching staff of the CPE employed by the Institutions and the European Schools, and children of seconded national experts, are included in this category. For the purposes of contributions to costs, the staff of the European Schools, the Garderie and the Study and Recreation Centre are deemed to be Commission staff, and seconded national experts are deemed to be staff of the Institution employing them.

If there are places still available after all the applications by those referred to in the previous paragraph have been accepted, other applications for admission from staff with a direct link with the Institutions, such as staff with an individual contract governed by private law, seconded national experts, trainees and special advisers, can be considered.

For the Garderie and the Study and Recreation Centre, children must be enrolled for a full school year, except where exceptional temporary arrangements are granted (see Articles 3.4. and 4.3.).

Staff with a contract covered by the Conditions of Employment of Other Servants or a private-law contract who wish to enrol their children in the Garderie or the Study and Recreation Centre must provide proof that they have, on the probable date of the child's admission, a contract for at least one year or for an indefinite period.

## 2.2. Ages

In principle, children are admitted to the Crèche from the age of three months up to and including the age of 42 months.

Children may be admitted to the Garderie from the age of three, provided they are toilet-trained and able to express themselves clearly.

Children graduate from the Crèche to the Garderie in September, January and after Easter. No children transferring from the Crèche can be admitted to the Garderie during the summer holidays.

The Study and Recreation Centre takes school-age children who were under 14 years of age on the date on which the school year began.

## 2.3. Allocation of places

If the number of applications exceeds the number of places available, places will be allocated on the basis of the following criteria:

- the place of residence of the parents, in accordance with the catchment areas laid down by the European Schools;
- the importance of keeping siblings together.

If sufficient places are available, parents may express a preference concerning the crèche in which they wish their child to be enrolled.

Places in the Garderie and the Study and Recreation Centre (whether in Bertrange/Mamer or Kirchberg) will be awarded in accordance with the admissions policy laid down by the European Schools. Children of school age will automatically be enrolled in the Garderie or Study and Recreation Centre on the site of the school they attend. Children who are not yet of school age will be enrolled in the Garderie on the site of the school they will subsequently attend, so that all their schooling takes place on the same site.

## 2.4. Services responsible

Decisions on admission are taken by the relevant managing service, in accordance with the criteria set out in these rules.

The relevant managing service may, however, seek the advice of the CCPE, particularly if parents contest a decision concerning their child.

## ARTICLE 3 Priorities for admission

3.1. For the children of officials and other servants and the teaching staff of the CPE employed by the Institutions and the European Schools<sup>1</sup>, the priorities for admission are as follows:

Priority 1:

A single parent<sup>2</sup> having sole responsibility for the child's upbringing and education.

Priority 2:

- Parents who both work full time.
- One parent working full time and the other at least half time.

Priority 3:

One parent working full time and one parent who works less than half time or is unemployed.

3.2. If family circumstances are equal, account will be taken of the date on which the managing service received the duly completed application.

3.3. The waiting lists drawn up by the managing services will be consistent with the above priorities.

3.4. As an exceptional and temporary measure (see Article 4.3), and provided places are available and the relevant managing service has given its prior agreement, children who are not registered and who have one parent who meets the conditions laid down in Article 2.1 may be admitted for a limited period. This temporary arrangement may not last less than five consecutive working days or more than one month.

It will be for the parent in question to apply in writing to the relevant managing service, specifying the reasons for and duration of the exceptional temporary arrangement requested. The relevant managing service concerned must give its prior agreement to any extension of this period. No requests for exceptional temporary arrangements can be accepted without the necessary supporting documents.

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<sup>1</sup> Who has a contract for at least one year or for an indefinite period on the probable date of admission.

<sup>2</sup> The father, mother or any other person having legal custody of the child.

The exceptional temporary arrangement will be invoiced in accordance with the calculation used for registration for the summer holidays.  
It is not available for the Crèche.

- 3.5. As an exception, subject to the submission of appropriate supporting documents, and provided places are available, account may be taken of other circumstances requiring the parent who is not an official to be available full time or part time.

#### ARTICLE 4 Registration procedure

- 4.1. Applications for registration, duly completed and signed, together with any enclosures, must be submitted to the managing service of the establishment concerned at least three months before the probable date of entry. Submission of an application implies that parents accept the rules governing admission to and the operation of the establishments, the implementing procedures for these rules and any emergency measures which may be taken by the managing services concerned and notified to parents. Applications submitted after that deadline will be considered by the managing service on a case-by-case basis.

Applications for registration must be accompanied by the following documents:

- the medical form (except for the Crèche, for which a document must be provided subsequently);
- a copy of the child's birth certificate;
- a certificate from the Institution employing the parent who is submitting the application and, if appropriate, the other parent, specifying their status (official or other servant<sup>3</sup>). That certificate must also indicate the number of dependent children and whether the parents work full time, three-quarter time or half time;
- a certificate (or any other documentary evidence) attesting to the composition of the household and the place of residence of the parent(s) (for priority 1);
- the parents' payslips.

The application for registration must give the names of at least two dependable people aged over 16 who can be contacted in the event of an accident to the child, and/or in the absence of the parents, and who are authorised to collect the child if necessary. Parents should note that it is helpful if they list all the people who may collect their children.

No incomplete applications will be considered. Save in special circumstances, the managing services of the establishments will reject late applications.

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<sup>3</sup> The length of the contract must also be stated.

At the Garderie and the Study and Recreation Centre, registration is annual and for one school year.

At the Crèche, the managing service will first offer parents a place with a view to the admission of their child. Two refusals of a place will lead to the definitive rejection of the application for registration.

4.2. Applications for registration (or renewed registration at the Garderie and the Study and Recreation Centre) must be submitted by the parent who is an official, other servant or member of the teaching staff of the CPE employed by the Institutions or European Schools. If both parents are officials or other servants of the Institutions or bodies referred to in Article 2.1., the application must be submitted by the parent to whom family allowances are paid.

4.3. Concept of exceptional temporary arrangements

(a) Exceptional temporary arrangements during European School holidays

The registration forms sent to parents during the year give a deadline for registration. No further applications will be accepted after that deadline.

(b) Exceptional temporary arrangements outside European School holidays will be:

- subject to prior approval by the managing service concerned;
- limited to one month (consecutive calendar days) and may not last less than five consecutive working days.

(c) 'Pedagogical Days' are reserved for children who regularly attend the Garderie and the Study and Recreation Centre (those who are registered under an exceptional temporary arrangement are not taken).

4.4. Registration of children with a disability

Applications for children with a disability or a serious illness will be passed on to the Medical Service for an opinion, in order to devise an appropriate approach together with the Institutions' social welfare officers and any other services involved.

## ARTICLE 5

### Parental contribution and frequency of attendance

5.1. Parental contribution

The parental contribution will be payable from the date on which the child is admitted, even if the child does not attend until after that date.

The parental contribution will be calculated on a flat-rate basis: attendance and meals.

Where appropriate, the meal contribution will be paid directly to the service provider.

The amount of the parental contribution will be calculated on the basis of the scale laid down by the SAC, as referred to in the implementing procedures for these rules, and will be reviewed periodically. It will take into account:

- the net income<sup>4</sup> of the parents, irrespective of their marital situation, received in Luxembourg or elsewhere;
- the number of children dependent on the parents and of whom the latter have legal custody;
- the frequency of attendance (see Article 5.2.).

Parents registered in Sysper (or equivalent) as stable, unmarried partners will be treated in the same way as married couples with regard to their financial contribution.

#### 5.1.1. Change

Parents must inform the relevant managing service in writing of any change in their family, financial or professional circumstances as soon as possible, and within 10 working days at the latest. This declaration will not necessarily affect their child's right to attend the establishment in question for the duration of the school year which is already under way, unless the official or contractual link with the European Institutions or bodies is terminated.

Account will be taken of any change from the month when the declaration is received<sup>5</sup>.

The amount of the contribution will be updated only if the change in the family, financial or professional circumstances of the parents lasts for an uninterrupted period of three months or more.

#### 5.1.2. Verification of information

The managing services may at any time check the information used to determine the financial contribution and make any adjustments required, backdating them if appropriate. As regards the Crèche, once a year (in February/March) the managing service will update the contributions, backdating the new amount.

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<sup>4</sup> NET INCOME

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

Net income according to the payslip plus any allowances received from other sources, as well as any maintenance received from other sources, less allowances of a temporary nature (e.g. installation allowance, allowances connected with termination of service, etc.) and maintenance paid.

Net income of seconded national experts:

The total amount of their professional income, allowances received in Luxembourg or elsewhere, plus allowances and/or maintenance payments received in Luxembourg or elsewhere, minus maintenance payments paid by them.

Net income of a person not having a contractual link with the European institutions, agencies or bodies:

Net income according to the payslip plus any benefits in kind or other benefits, including maintenance received from other sources.

Income of a self-employed person:

Income calculated solely on the basis of the tax certificate (or equivalent) for the previous year extrapolated to 12 months.

<sup>5</sup> Subject to submission of all of the supporting documents.

If supporting documents are not produced when the information is checked, the managing service may apply a contribution calculated on the basis of the maximum contribution according to the scale in force. The maximum contribution will be applied until the date on which the supporting documents and/or any missing documents are received.

Failure to meet these obligations may lead to the retroactive recovery of all amounts due, in accordance with Regulation (EU, Euratom) 2018/1046 of the European Parliament and the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

#### 5.1.3. Summer holidays at the Garderie and Study and Recreational Centre

In the case of children attending the Garderie and the Study and Recreation Centre during the European School summer holiday period, the parental contribution will be based on the period for which the child has been registered, taking the rate applicable ('summer holiday' rate). Registration will be on a weekly basis, either for the morning with meal provided, for the afternoon with no meal provided or for the whole day.

#### 5.1.4. Payment arrangements

Contributions will be monthly, with the exception of the contribution for June at the Garderie and the Study and Recreation Centre, which may cover the period of June-early July (end of the school year at the European Schools), depending on the calendar for the year in question. The monthly deduction will be on a flat-rate basis of 20 working days. All monthly deductions will be identical, irrespective of the number of working days in the month in question.

Parents employed by an institution or a body that is a member of the SAC of the European Union in Luxembourg will have their contributions deducted from their monthly salary by the Administration of the institution or body where they work. Parents who have retired or are disabled parents and seconded national experts will be billed.

Once an individual bill has been drawn up for payment of the parental contribution, the parent(s) in question will be asked to arrange a direct debit.

#### 5.2. Frequency of attendance

The rates of the parental contribution will be set on the basis of the frequency of attendance referred to in points 5.2.1., 5.2.2. and 5.2.3.

Any change in frequency of attendance from that specified in the application for registration must be notified in writing at least 10 working days in advance to the secretariat of the establishment concerned and will take effect only from the first day of the following month.

### 5.2.1. Crèche

Children are generally enrolled full time. However, on an exceptional basis parents may request a special part-time timetable. The managing service will give its agreement only if the following conditions are met:

- (a) the official/other servant and/or his or her spouse/partner must be on parental leave, family leave or leave on personal grounds (CCP) for a period of at least six months or work part time;
- (b) the special timetable must be consistent with educational requirements and the rules governing the organisation of the Crèche;
- (c) the special timetable must correspond to the working hours of the official/other servant;
- (d) places must be available.

Any request for a special timetable must be submitted to the managing service at least two months prior to the change in frequency of attendance. The request must set out clearly the type of attendance chosen. Only one change will be authorised per year, at least six months after the original arrangement was agreed.

If a change is made to a parent's working-time arrangements at his or her request after his or her child has been admitted to the Crèche, and if that parent was aware prior to his or her child's admission that the change would be made, but failed to inform the managing service, the latter reserves the right to withdraw the place granted to the child in question.

The child whose place has been withdrawn may remain on the waiting list, however, and may be offered a place, in accordance with the priorities laid down in these rules, subject to availability.

The managing service reserves the right to request any document required to verify the information given in the admission application.

### 5.2.2. Garderie

There are three possible types of attendance:

- full-time attendance: at least two days a week – the child is present in the morning and afternoon and is provided with meals;
- half-time attendance: at least two days a week – the child is present in the morning or the afternoon and is provided with meals;
- attendance once a week with meals provided, subject to the availability of places.

### 5.2.3. Study and Recreation Centre

There are two possible types of attendance:

- full-time attendance: at least two days a week – the child is present in the afternoon and is provided with meals;
- attendance once a week with meals provided, subject to the availability of places.

Any change in the frequency of attendance from that specified in the application for registration must be notified to the managing service concerned in writing at least 15 days in advance and will take effect only on the first day of the following month. In principle, only one change will be possible each school year.

### 5.3. Provisions concerning the Crèche

For part-time attendance, the parental contribution will be as follows:

<b>Type of attendance/Percentage applied to the parental contribution</b>	
3 full days	60%
4 full days	80%
5 mornings	60%
5 afternoons	40%

The parental contribution will be updated only if the change in the family, financial and/or professional circumstances of the parents lasts three months or more.

In the case of parental leave lasting more than one month, during which time the child will not attend the Crèche, payment may be suspended. The child will lose his/her place, but may return as soon as a place in the appropriate age group becomes available, provided that the parents make such a request at least two months in advance.

The managing service will attempt, wherever possible, to place the child in the same Crèche.

- 5.4. If the parent who has a contractual link with the Institutions has a fixed-term contract, the managing service may ask for a financial guarantee not exceeding three months of the parental contribution.

## ARTICLE 6 Absence of the child

The absence of a child from the Garderie or the Study and Recreation Centre for whatever reason must be reported immediately to the managing service at the following e-mail address: [cpe@ec.europa.eu](mailto:cpe@ec.europa.eu); the e-mail must be sent by 11.00 at the latest on the day of the absence (state the name of the child and the relevant staff member).

The absence of a child from the Crèche for whatever reason must be reported to the crèche concerned by 9.30 at the latest.

## 6.1. Illness

For absences due to illness, covered by a medical certificate and longer than five consecutive working days, a refund will be paid from the sixth working day (one working day = 1/20th of the monthly contribution). The request for a refund must include a medical certificate giving the reason for the absence and be sent to the secretariat of the establishment concerned within 30 calendar days of the child's return. For the Crèche, during the summer months, absences due to illness will not be reimbursed beyond 10 working days.

## 6.2. Absence for other reasons

### 6.2.1. Crèche

Refunds for annual leave will amount to an automatic 10%<sup>6</sup> reduction in the monthly contribution.

In the case of part-time attendance, the percentage reduction applied will be determined in proportion to the type of attendance chosen (for example, 5% for half-time attendance).

For absences of at least five consecutive working days because parents are on mission, a refund is payable, provided that a refund request is submitted to the Crèche secretariat within 30 calendar days of the child's return.

### 6.2.2. Garderie and Study and Recreation Centre:

No refunds are paid for absences during European School holidays. Attendance during the summer holidays is invoiced on the basis of enrolment for that period during the enrolment campaign ending no later than 15 June of the year concerned. In duly substantiated exceptional circumstances the managing service will decide whether a refund is payable.

Refunds for absences on school trips for winter sports or to the seaside or countryside will only be made provided three weeks' notice is given.

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<sup>6</sup> This corresponds to the maximum number of days reimbursable in relation to the number of working days in a year.

## ARTICLE 7 Working hours

### 7.1. Opening hours in general

The three establishments follow the calendars and timetables of the European Institutions and bodies in Luxembourg and of the European Schools.

The establishments are open throughout the year from Monday to Friday inclusive, except on the public holidays laid down by the European Institutions and bodies.

If European Institutions and bodies observe different public holidays, a calendar of the closing days of the CPE establishments will be sent to parents at the beginning of the school year

Exceptional temporary arrangements will be made in the light of needs, after the CCPE has been consulted.

### 7.2. Specific provisions

#### 7.2.1. Crèche

The Crèche is open from 8.00 to 19.00, and 18.30 on Fridays.

Except in special cases, children must arrive by 9.00. Under no circumstances may they be brought or collected during mealtimes or during the rest period (from 11.00 to 15.00 approximately).

There are three kinds of part-time attendance:

- (a) 3 full days per week;
- (b) 4 full days per week;
- (c) 5 half days consisting of either 5 mornings or 5 afternoons (no combinations permitted).

The rules on part-time attendance are drawn up by the crèches and distributed by the managing service.

In the event of non-compliance with these rules, the managing service may, after having warned the official/other servant, require payment in full of the parental contribution, or even refuse to take the child.

Depending on their attendance arrangements, children are provided with lunch and light snacks in the morning and afternoon. Breakfast and an evening meal are not provided.

### 7.2.2. Garderie and Study and Recreation Centre

The Garderie is open from 8.00 to 19.00 (18.30 on Fridays).

The Study and Recreation Centre is open from the time teaching ends at the European School (standard timetable) and closes at 19.00 (18.30 on Fridays).

During the school holidays the Garderie and the Study and Recreation Centre are open to all children on the basis of their registration arrangements from 8.00 to 19.00 (18.30 on Fridays).

To assist with planning and organisation during the school holidays, parents are requested before each holiday period to complete a form stating the periods when their child or children will attend the establishment concerned. No additional children will be accepted after the deadline.

Children who attend the Garderie or the Study and Recreation Centre in the mornings during school holidays must be present by 9.30 at the latest.

Depending on their attendance arrangements, children are provided with lunch and light snacks in the morning and afternoon. Breakfast and an evening meal are not provided.

Children may not be dropped off or collected during mealtimes and the rest period.

### 7.2.3. Parents must observe the opening and closing times strictly in order to ensure that the establishments concerned can run smoothly.

In the event of repeated failure to observe the timetable, the managing service concerned reserves the right, after notifying the parents, to refuse to admit the child the next time he or she arrives late.

Subject to Article 13 below, children who are regularly collected late, or are collected excessively late, will be excluded from the establishment concerned, following written notification by the managing service.

If a child has not been collected after the establishment's closing time, the managing service will take appropriate action, i.e. it will contact the authorised persons, and any additional costs for child care will be charged to the parents concerned on the basis of the contracts in force.

### 7.2.4. Pedagogical day

The managing services of the establishments reserve the right, after informing parents, to organise once each year a pedagogical day for their teaching and administrative teams. The establishment in question will be closed that day.

## ARTICLE 8

### Special arrangements for children in the secondary school who attend the Study and Recreation Centre

During the last week of June and the first week of July, the CPE organises activities and/or excursions for children in the secondary school who are properly registered. The Study and Recreation Centre will only accept children participating in these activities during this period.

## ARTICLE 9

### Reception and departure of children

#### 9.1. Reception of children

Children attending the Crèche and pre-school-age children attending the Garderie will be met by the teachers in the classrooms.

Children attending the nursery section of the European School who come to the Garderie in the afternoons after school will be picked up by the teachers in the classrooms and taken to the CPE.

The Study and Recreation Centre receives children after school. The teachers collect them in the playground of the European School and take them to the CPE.

In all other cases children should be handed over personally to a member of staff by the person or persons legally responsible for them or by a person authorised to do so, provided that he or she is aged at least 14 in the case of children attending the Study and Recreation Centre and at least 16 in the case of children attending the Garderie.

#### 9.2. Departure of children

Children must be collected before the closing time of the establishment by the person or persons legally responsible for them or by a person authorised to do so.

Children in the primary school may be authorised by the persons legally responsible for them to leave the Study and Recreation Centre unaccompanied. In order to give that authorisation, the persons legally responsible for them must complete and sign the relevant form and have it countersigned by the managing service of the Study and Recreation Centre.

Children in the secondary school may travel to and from the CPE alone, unless the persons who are legally responsible for them expressly inform the managing service of the Study and Recreation Centre in writing that their child must be left or collected.

Individuals authorised to pick up children must be at least 14 years old in the case of children attending the Study and Recreation Centre and at least 16 years old in the case of children attending the Garderie.

The person who comes to collect a child must make sure that the relevant staff member is aware that the child is leaving.

Children may not be collected on the pathway between the European School and the CPE, but only on the CPE site from the staff member responsible.

If an individual who is not listed on the registration form is to come to collect the child, the person(s) legally responsible for the child should inform the managing service of the establishment concerned in writing and an authorisation duly dated and signed by the person(s) legally responsible for the child should be handed in to the managing service of the establishment concerned.

If there is any doubt, the managing service reserves the right to make any inquiries it deems necessary before handing over the child.

- 9.3. The managing service reserves the right to ban from the premises people whose behaviour could be prejudicial to the children, supervisory staff or facilities.

#### 9.4. Activities

Throughout the school year (except in September) the Garderie and the Study and Recreation Centre organise extramural activities for the children.

When excursions are organised, children must leave from the CPE and be collected at the end of the excursion from the CPE.

Children must arrive at least half an hour before the departure time for the activities. Any children registered for an activity who arrive late will not be allowed to take part.

At the end of the activity, children must be collected on the CPE site from the staff member responsible. They may not be collected when they alight from the bus or outside the CPE.

At the Garderie, any child not taking part in the activity organised by the staff member responsible for him or her must be collected by his or her parents or an authorised person at the latest at the time that activity starts (save in duly substantiated exceptional cases).

## ARTICLE 10 Children's apparel

Parents are responsible for ensuring that, on arrival, children and their clothes are clean enough for them to mix with the other children.

Children must have rainwear and young children must have a sun hat when appropriate for the season and the weather. Changes of clothing (trousers, boots, underclothes, socks, etc.), clearly marked with the child's name, should be brought for children attending the Crèche or the Garderie.

It is strictly forbidden for children to bring to the CPE valuable or dangerous objects or toys.

It is forbidden to bring sweets to any of the three establishments.

### Provisions for the Crèche

The wearing of jewellery is strictly forbidden.

## ARTICLE 11 Liability

The managing services arrange insurance cover for the children in respect of journeys between the European School and the CPE and the time they spend at the CPE, including during extramural activities. The detailed terms and conditions are laid down in the implementing procedures for these rules.

The three establishments' liability begins only at the time when the children are handed over to a staff member and ends at the time when they are collected by the person specified in Article 9.2.

Where authorisation is given for children to leave unaccompanied, pursuant to the second paragraph of Article 9.2, as soon as the child has left its premises the establishment will be released from all civil and/or criminal liability in the event of damage and/or accidents caused or suffered by the child, whether deliberately or involuntarily and directly or indirectly.

## ARTICLE 12 Medical provisions

Any infectious disease (as defined by the Ministry for Health in Luxembourg/CSMI<sup>7</sup>) or parasitic infestation must be reported immediately to the medical service of the establishment concerned. In addition, and in the interests of the child and others, parents must inform the medical service of the establishment concerned of any other cases of infectious disease in the family.

Children with a condition requiring an individualised support plan (projet d'accueil individualisé – PAI)<sup>8</sup> will only be admitted on presentation of a PAI<sup>9</sup>.

Medicines can be administered only on presentation of the doctor's prescription and written authorisation on the relevant form, available from the staff of the establishment concerned.

Parents authorise the medical service (the establishment's nurses) and/or the managing service of the establishment to take all medical or surgical measures that might be necessitated by the condition of the child as a result of illness or an accident while they are attending the establishment, and in particular:

1. in emergencies, to have the child taken immediately to the nearest hospital with a 24-hour casualty department;
2. in other cases, and where necessary, to ensure that the child receives the necessary treatment.

If the medical service regards it as necessary, the parents or the people authorised to collect the child will be informed and will be required to collect the child as quickly as possible.

If it is impossible to contact any of these people, or if none of them is available, the managing service of the establishment concerned reserves the right, acting in agreement with the medical service, to take any necessary measures.

The managing service of the Crèche provides for regular visits by a paediatrician. The managing service of the Garderie and Study Centre also has a paediatrician on its premises.

No special meals are prepared, except for the special meals for children with a PAI.

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<sup>7</sup> <http://www.sante.public.lu/fr/espace-professionnel/recommandations/conseil-maladies-infectieuses/index.html>

<sup>8</sup> As defined by the Ministry of Health, Department for School Medicine and Health of Children and Young People, in its circular of 18 October 2018: The PAI is a written protocol detailing the arrangements and responsibilities for managing a child's or adolescent's illness in care and educational facilities. It sets out the support conditions, the action to be taken in the event of a life-threatening emergency, the medicines to be administered and the persons to contact in the event of an emergency or in the event of questions relating to the PAI or the child's health.

<sup>9</sup> A PAI relates in particular to: allergies; food allergies; asthma; heart disease; diabetes; epilepsy; haemophilia.

ARTICLE 13  
Suspension or expulsion

Any child whose behaviour could be prejudicial to the other children, supervisory staff or facilities may be suspended by the relevant managing service without prior authorisation from the CCPE. The relevant managing service will inform the Chair of the CCPE of its decision immediately. The CCPE will then decide whether there is a need to discuss the matter at a meeting.

The relevant managing service reserves the right, after consulting the CCPE, to expel any child whose behaviour could be prejudicial to the other children, supervisory staff or facilities. If children are absent frequently and/or for extended periods without good reason, or if these rules are repeatedly flouted, children may be expelled irrespective of their priority status and without entitlement to reimbursement of the parental contribution.

ARTICLE 14  
Cancellation of registration

The managing service of the establishment concerned must receive written notice at least 30 days in advance if a child is to be withdrawn. The parental contribution is payable until the end of the period of notice.

Save in duly substantiated exceptional cases, the withdrawal of a child will be irrevocable.

ARTICLE 15  
Acceptance of the rules

An application for registration or renewed registration implies that the parents accept these rules and their implementing procedures.

ARTICLE 16  
Entry into force

These rules cancel and replace those hitherto in force. They will be supplemented by implementing procedures laid down by the managing services and notified to parents.

The notifications required to protect the personal data of parents and children will be carried out in accordance with Regulation 45/2001, in particular as regards the allocation, collection and mobility of children.

They have been adopted by the SAC after consulting the CCPE.

This Regulation shall enter into force on 1 January 2020.