

INTERNAL RULES

1. Criteria for admission :

All children between 1 and 12 years old living in the commune of Junglinster and who have a cheque service card can participate in the « Jonglënster Gutt Drop » project.

2. Registration

All families living in the commune of Junglinster can take advantage of this offer regardless of their family, professional or social situation. However, before registering for any of the services offered by the "Jonglënster Gutt Drop", a family must be in possession of a cheque service card for every child, which is to be registered. This membership, issued by the Communal Administration, is free of charge and is valid for a period of twelve months. It must be renewed annually.

To enroll their child/children in the "Jonglënster Gutt Drop", parents must go to the SEA Päiperlék website to register online and agree with the internal rules. At the first session, parents must fill out an information form.

A great deal of flexibility regarding the registration is offered to families. The child is usually registered, school holidays to school holidays. Changes or cancellation of a registration are always possible by giving notice to the "Jonglënster Gutt Drop" managers by e-mail or telephone.

Any family can register during the registration period. However, admissions can only be accepted if free places are available, as the number of children authorised per course is limited according to an agreement with the ministry.

The registration and waiting list is managed by a "Jonglënster Gutt Drop" organiser for each activity.

3. Timetable

The timetables and the venues of the activities will be published on the website www.paiperlek.lu. In case of changes, the parents/guardians will be informed in due time by e-mail or telephone.

4. Outings

In case of outings, additional participation fees may be applicable and will be published on the website www.paiperlek.lu or communicated by e-mail.

To be able to register for **excursions abroad**, parents must get a "parental authorisation" issued by the respective communal administration and provide their child/children with their identity card.

If on the day of departure, the "parental authorisation" is not brought along then the child will not be permitted to participate.

5. Responsibilites of parents/guardians

- Parents/guardians must bring and pick up their child/children at the Sports Hall. As soon as the parent (s)/guardian(s) are present at the Sports Hall or at another venue, the child is considered to be under their responsibility. Educators of the "Jonglënster Gutt Drop" will not let a child go to join his Parent/guardian outside of the building, unless the parental consent form has been signed.
- The "Jonglënster Gutt Drop" educational team asks the parents to respect the time of beginning and the end of classes.
- For organisational purposes, a regular attendance is favorable. In case of sickness or absence of a child, parents/guardians are asked to inform the educators of the "Jonglënster Gutt Drop".
- In case of disciplinary problems, repeated non-payment and non-compliance with the internal rules, the "Jonglënster Gutt Drop" organisers reserve the right to exclude a child from the activities.
- The "Jonglënster Gutt Drop" educational team would be very grateful if you did not attend the class or be present in the sports hall, the pool area or the stands to avoid the children's attention being distracted. Exceptions may be made in agreement with the "Jonglënster Gutt Drop" team (eg first participation).

6. Contact with the parents

To establish a relationship of trust between parents/guardians and the educational staff, both parties commit to maintaining close contact. The staff is available for meetings and counts on the collaboration of parents/guardians and offers meetings in case of problems.

7. Fees

The "Jonglënster Gutt Drop" adheres to the cheque service system. (www.chequeservice.lu)

7.1. Each registration to one of our courses is binding and will be charged.

7.2. Each registration of the holiday program is binding and will be charged.

7.3. Justified absences will not be charged.

To ensure proper functioning and preparation adapted to the number of children present in the course, we would be grateful to let us know of your children's absences in due time by e-mail or telephone.

8. General

- The "Jonglënster Gutt Drop" has taken out the necessary civil liability insurance to cover the risks of accident and damage. However, these do not cover children's glasses or accidents or injuries

resulting from glasses. The provider also declines all responsibility in case of theft or loss of personal items.

- During a medical emergency, the Jonglënster Gutt Drop educators reserve the right to contact a doctor or hospital staff (see information sheet). At the same time, the parents/guardians will be informed.
- In the event of a child's illness, parents/guardians are required to keep them at home.