



COMMISSION EUROPÉENNE
Office Infrastructures et Logistique - Luxembourg
Infrastructures sociales
Centre Polyvalent de l'Enfance
Garderie et Centre d'Etudes



Luxembourg, 2 March 2009
OIL.3 CPE - AP/cr D(2009) n°1280

APPLICATION FOR ADMISSION 2009/2010 GARDERIE AND STUDY CENTRE

Dear Parents,

We are pleased to inform you that applications for admission to the Garderie and the Study Centre may be submitted from

1st April to 30 April 2009

To ensure that nothing gets overlooked and that everyone's tasks are made easier, you will find below a few instructions to help you through the procedure of getting your child admitted.

1- Admission information and application forms are available on our website at the following address:

http://www.cc.cec/oil/oil_externe/oil3/garderie_centre_detudes/sinscrire_en.htm

For EIB, EIF and EE staff, the forms will be directly accessible on their own intranet.

2- All the compulsory fields in the form must be filled in.

3- The following procedure applies for submitting the application for admission:

a) Two signed copies of the application must be handed in at the:

Early Childhood Centre (1, rue Albert Borschette, L - 1246 Luxembourg).

Before handing in your application, please phone one of the following numbers to make an appointment: 4301 34967 or 38423.

b) These shall be accompanied by the following documents:

- the medical form, along with a copy of the vaccination record, **signed by the Medical Service of the CPE – Yellow Building;**
- the application for admission (Annex 1);
- personal details form (Annex 2);
- the child's birth certificate;
- a certificate from the Institution employing the parent making the application and, where applicable, the other parent, specifying their status (official, temporary agent, contractual agent etc. and the duration of contract), whether they work full-time or part-time, and the number of dependent children;
- a certificate showing the composition of the household and the place of residence of the parent(s);
- the parents' salary statements.

**Incomplete applications will not be accepted by the CPE.
Applications submitted after the deadline will not be considered until later, subject to the availability of places.**

Yours sincerely,

(Signed)
Aivar PAIDLA
Responsible for CPE