

**CATERING SERVICES
JARDIN D'ENFANT / NURSERY / PRIMARY
CYCLES**

2024-2025 SCHOOL YEAR

Dear parents,

Please find below information on the organisation of catering services at the European School and CPE Kirchberg for the new school year. We remind everyone that registration for the catering services is mandatory for each child on your website (<https://sodexoeducation.lu/>) **before September 15, 2024** in order to guarantee the smooth running of the meals.

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CATERING SERVICES ORGANISATION

We offer a catering service at the European School during the long days, namely:

- Monday for nursery students
- Monday and Wednesday for primary school students

Our services are also available on short days for children registered with the CPE Kirchberg (post-school educational reception service) only.

You will find below a table indicating the day-by-day coverage of your child(ren) between the European School and the CPE Kirchberg (if registered with their services) for meals.

	MONDAY	TUESDAY	WENESDAY	THURSDAY	FRIDAY
Jardin d'enfant * (CPE only)	CPE	CPE	CPE	CPE	CPE
Nursery	European School	CPE	CPE	CPE	CPE
P1 to P5	European School	CPE	European School	CPE	CPE

* Note: the Jardin d'enfant is a service for children who are not in school upon registration provided by the CPE Kirchberg.

1.1 Choice of meals

When registering or re-registering, you will be asked to specify or update the class of your child(ren) and to choose the meal options between the European School and/or the CPE Kirchberg, namely:

Jardin d'enfant / Nursery/ Primary 1 to Primary 4

European School

- Hot meal option (regular, vegetarien, allergic*)
- Tartiniste option (home-made meal)

CPE Kirchberg

- Hot meal option (regular, vegetarien, allergic*)
- Tartiniste option (home-made meal)

We remind you that for safety reasons, no heating system (per example microwave) is available in the school canteens.

* For any request for an allergic meal, a PAI (Plan d'Accueil Individualisé) must be attached at the time of registration in order to be examined by our dietary service which will determine the solution adapted to your child. If you would like more information about our procedure, it can be consulted during registration or on our website (<https://sodexoeducation.lu/>).

Primary 5

European School

Please note that from September P5 students will be able to attend the Secondary self on Mondays and Wednesdays only.

Meals will be paid for at each checkout by means of a payment badge (see Secondary Registrations on our website), there will no longer be a subscription for meals taken during long days.

CPE Kirchberg

- Hot meal option (regular, vegetarien, allergic*)
- Tartiniste option (home-made meal)

We remind you that for safety reasons, no heating system (per example microwave) is available in the school canteens.

* For any request for an allergic meal, a PAI (Plan d'Accueil Individualisé) must be attached at the time of registration in order to be examined by our dietary service which will determine the solution adapted to your child. If you would like more information about our procedure, it can be consulted during registration or on our website (<https://sodexoeducation.lu/>).

1.2 Changing the choice of meals

During the school year, your child(ren)'s meal options may be changed for the next trimester. However, this request must be sent by email to our services no later than the deadlines communicated.

Any request received after these deadlines cannot be accepted and the meals for the trimester started will have to be paid.

1.3 Calendar

For the 2024-2025 school year, the trimesters will be broken down according to the school holiday calendar available on the website of the European School ([Schola Europaea Luxembourg I \(euroschoollu\)](https://www.schola.europa.eu)) and of the CPE Kirchberg ([Interinstitutional Children's Centre in Luxembourg \(europa.eu\)](https://www.interinstitutionalchildrenscentre.eu)).

Registrations and payment for meals can be made by year or by trimester.

1st trimester

→ from the 3rd of September 2024 to the 20th of December 2024

→ **Deadline for registration Sunday 15th September 2024**

2nd trimester

→ from the 6th of January 2025 to the 11th of April 2025

→ **Deadline for registration Sunday 15th December 2024**

3rd trimester

→ from the 28th of April 2025 to the 4th of July 2025

→ **Deadline for registration Sunday 6th April 2025**

1.4 Subscription prices

Please find below the price of the catering service subscriptions for the 2024-2025 school year at the European School I and the CPE Kirchberg.

As our website is a merchant site, your child's registration will only be validated once the payment has been made by credit card or via payconiq (secure transfer). An invoice will be sent to you within 24 hours by email and added to your history.

European School I					
Cycle	Section	Unit price	Trimester 1	Trimester 2	Trimester 3
Nursery	Subscriber	5.75€	74.72€	74.72€	40.23€
	Tartiniste	0.00€	0.00€	0.00€	0.00€
Primary	Primary 1 / 2	5.75€	160.93€	149.43€	91.96€
	Primary 3	6.40€	179.10€	166.30€	95.94€
	Primary 4	6.40€	179.10€	166.30€	95.94€
	Primary 5	Payment by badge at the secondary self			
	Tartiniste	0.00€	0.00€	0.00€	0.00€

CPE Kirchberg					
Cycle	Section	Unit price	Trimester 1	Trimester 2	Trimester 3
Jardin d'enfant	Subscriber	5.75€	419.56€	367.83€	235.64€
	Tartiniste	0.00€	0.00€	0.00€	0.00€
Nursery	Subscriber	5.75€	344.84€	298.86€	195.41€
	Tartiniste	0.00€	0.00€	0.00€	0.00€
Primary	Primary 1 / 2	5.75€	258.63€	224.15€	143.69€
	Primary 3	6.40€	287.83€	249.46€	147.11€
	Primary 4	6.40€	287.83€	249.46€	140.72€
	Primary 5	6.40€	287.83€	249.46€	140.72€
	Tartiniste	0.00€	0.00€	0.00€	0.00€

1.5 School trips

The subscription's price varies according to the number of days during which students eat during a trimester. School trips, green classes, sea classes or snow classes are automatically deducted.

1.6 Holidays periods

During the school holiday periods, the CPE Kirchberg offers a childcare service, upon prior registration, according to the calendar established for the year 2024-2025 ([Interinstitutional Children's Centre in Luxembourg \(europa.eu\)](https://europa.eu/interinstitutional-childrens-centre)).

Full time registration

The meal option chosen when registering for the trimester will be identical during the school holiday periods listed below. **No changes will be accepted.**

1st trimester

- pedagogical day
- all Saints holidays
- Christmas holidays

2nd trimester

- carnival holidays
- easter holidays

3rd trimester

- whitsun holidays
- summer holidays

For parents who have chosen the hot meal option, you will be charged for meals in proportion to the number of days in the holiday period for which your child has been registered. As a result, meals must be fully paid, regardless the attendance of your child during this period.

« Holiday Right » registration

For children enrolled in the CPE in the so-called "Holiday Right" mode, you will be contacted by our services to determine the meal option. **In the absence of a response, the registration for a hot meal will be applied and the meals will have to be paid.**

1.7 Absences

If your child is absent from the European School I and/or the CPE Kirchberg, a reimbursement request can be submitted by e-mail (ecoleeuropeenne1.lu@sodexo.com) in the cases below. Your bank account details (RIB) must be attached to your request.

European School

→ In the event of a consecutive absence of more than 2 weeks, the request must be made before the end of the trimester in question and accompanied by a copy of the medical certificate.

CPE Kirchberg

→ 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. 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.

→ 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 CPE managing service will decide whether a refund is payable.

1.8 Departure

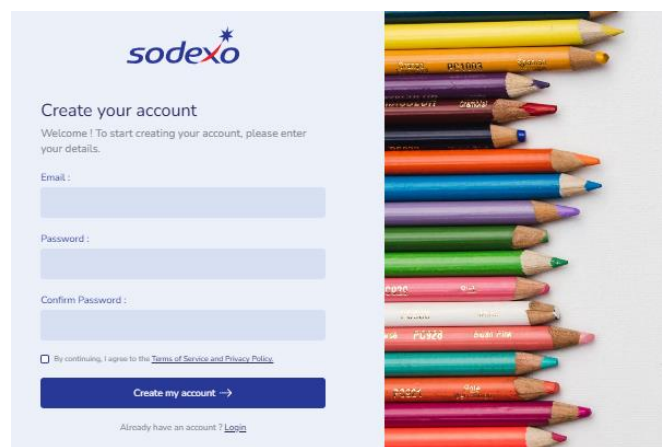
If your child is leaving the European School I and/or the CPE Kirchberg, a reimbursement request can be submitted by email (ecoleeuropeenne1.lu@sodexo.com). Your bank account details (RIB) and proof of departure must be attached to your request. The reimbursement will be calculated on the basis of the effective date of de-registration.

REGISTRATION PROCEDURE

2.1 New students' registrations

For Jardin d'enfant, nursery and primary school new students, a family account on which your child(ren) will be grouped must be created on our website: <https://sodexoeducation.lu/>
If you already have a child in school and would like to add a new child, please log in to your account and go to step 4 directly.

1. Go to our website, on the home page to create an account: [Create your account - Sodexo Education Luxembourg](#)



sodexo

Create your account

Welcome ! To start creating your account, please enter your details.

Email :

Password :

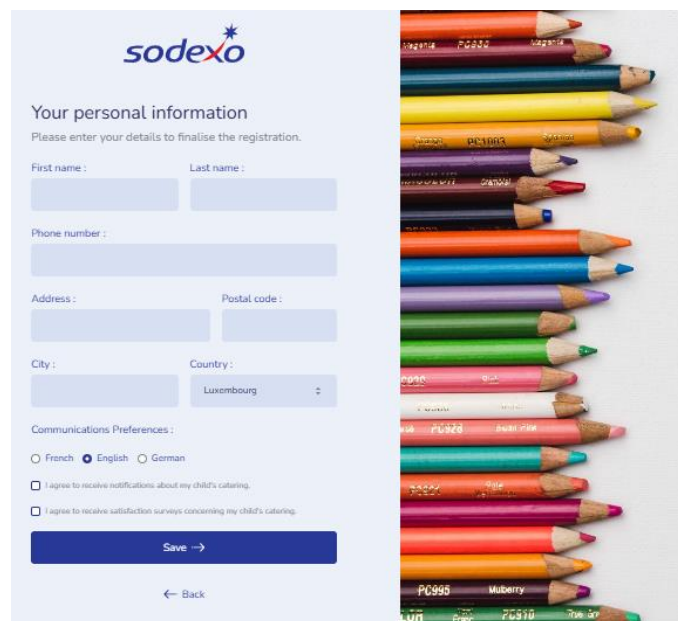
Confirm Password :

By continuing, I agree to the [Terms of Service and Privacy Policy](#)

Create my account →

Already have an account ? [Login](#)

2. Fill out the parent information form and “Save”



sodexo

Your personal information

Please enter your details to finalise the registration.

First name : Last name :

Phone number :

Address : Postal code :

City : Country :
Luxembourg

Communications Preferences :

French English German

I agree to receive notifications about my child's catering.

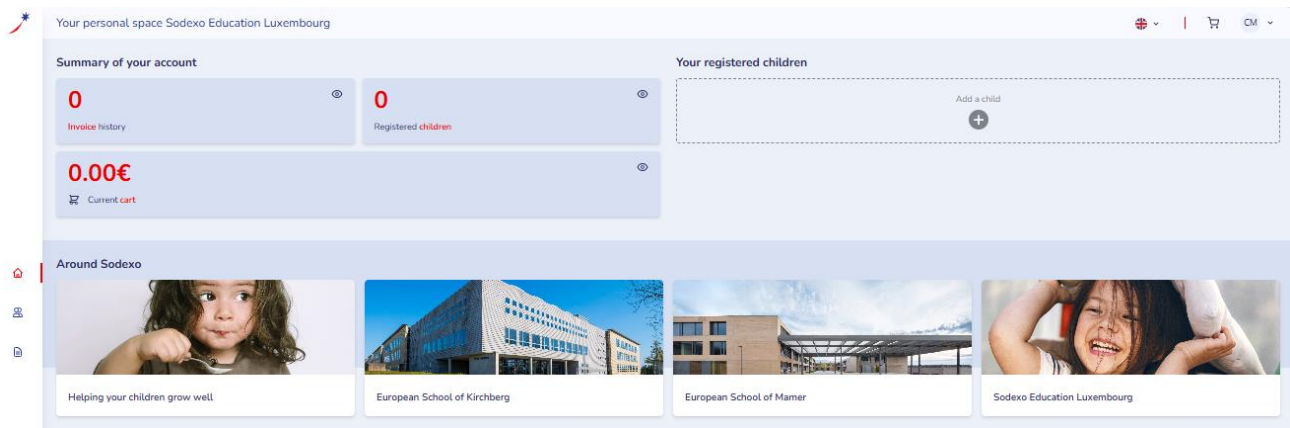
I agree to receive satisfaction surveys concerning my child's catering.

Save →

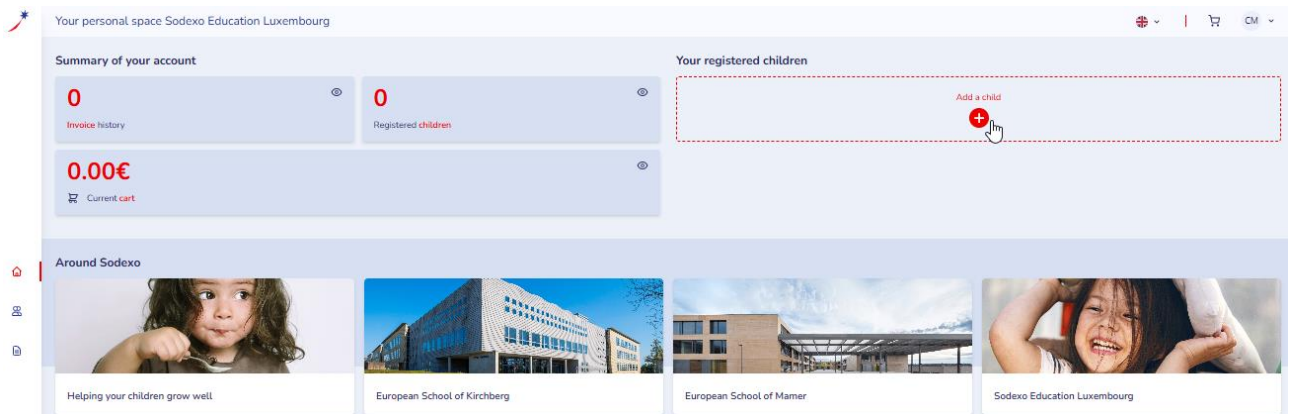
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Note: the "ß" should be replaced by "2 S"; Do not indicate accents in surnames.

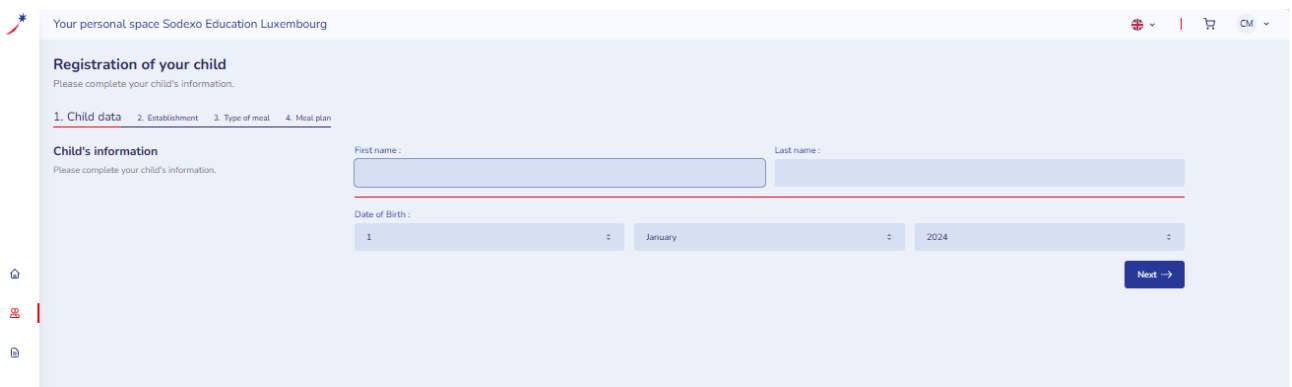
3. Your account is now created



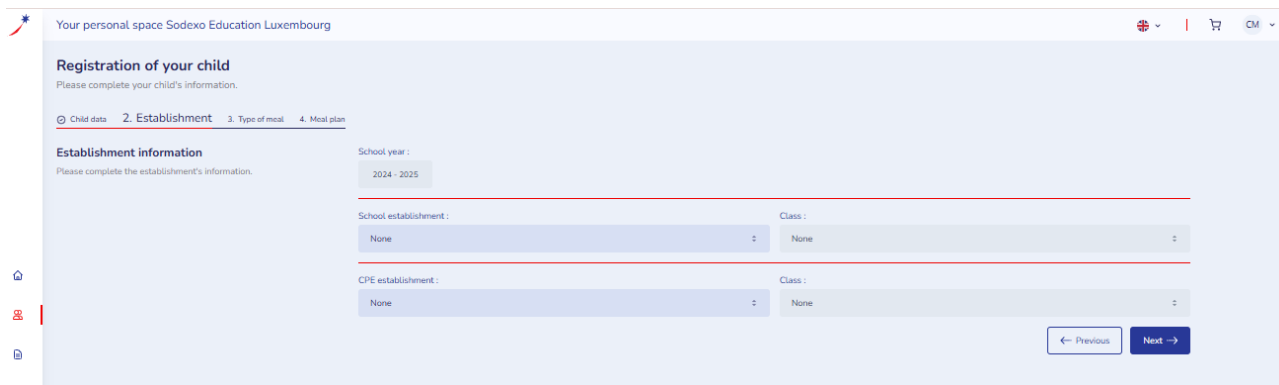
4. Create your child's profile by clicking on "Add a child"



5. Fill in the child information form and click on "Next"



6. Select the establishment(s) with which your child is enrolled and his or her class and click on “Next”



Remark:

If your child is enrolled in the Jardin d’enfant, please select:

→ School establishment: none

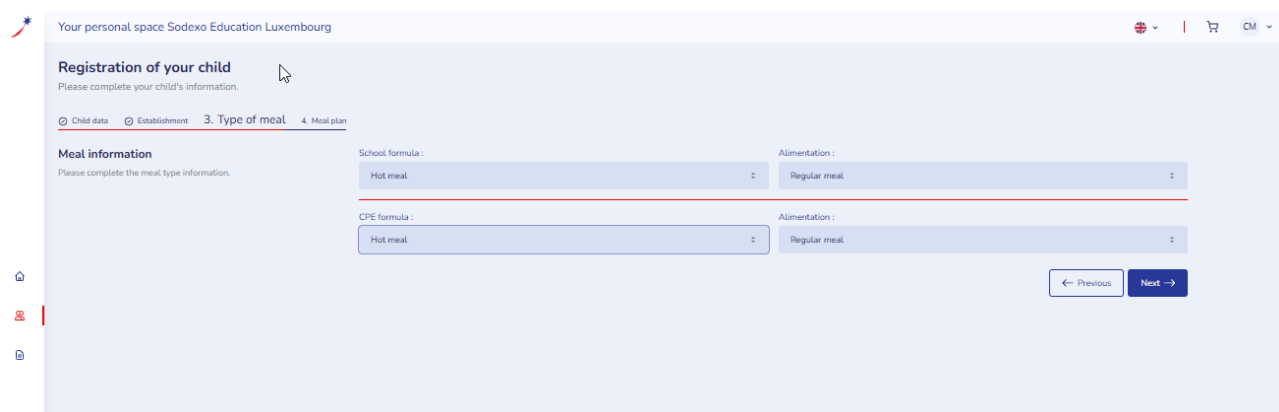
→ CPE establishment: CPE Kirchberg / Class: no school

If your child is enrolled in Secondary and/or in "holiday right", please select:

→ School establishment: none

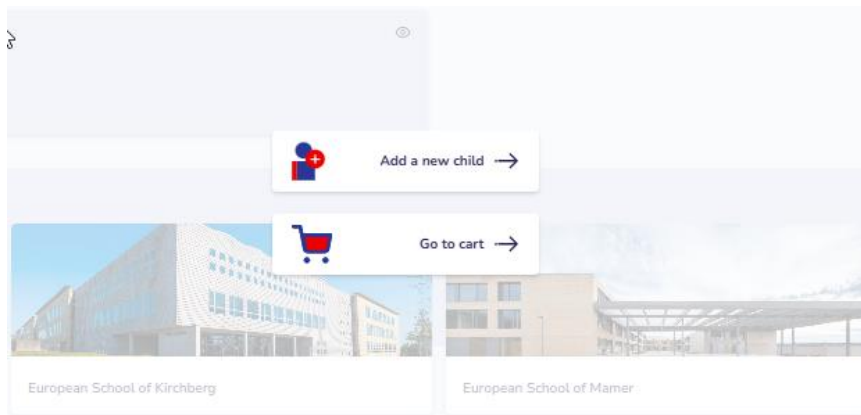
→ CPE establishment: CPE Kirchberg / Class: Secondary

7. Select your child's meal options and click “Next”

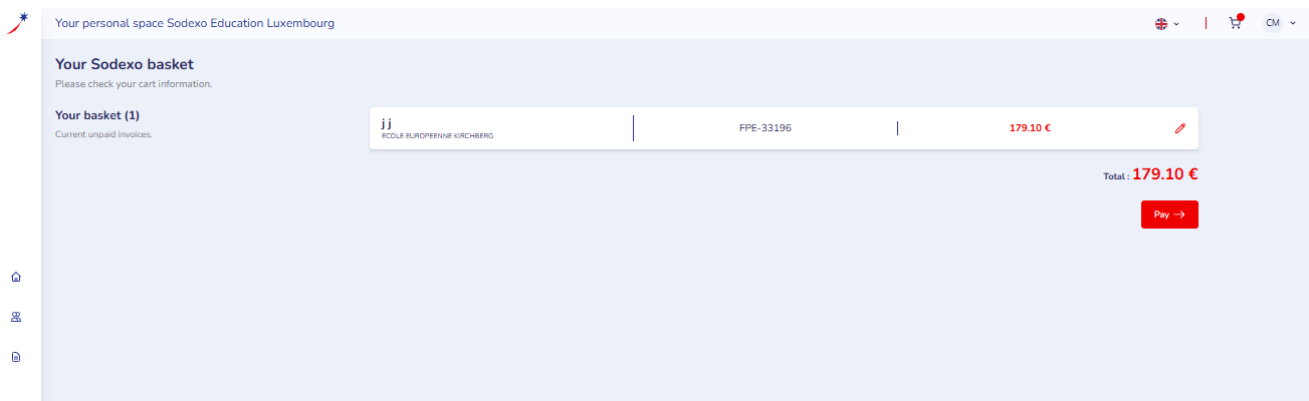


8. Depending on the options chosen, the subscriptions to the European School and CPE trimesters will be visible on your child's profile. Please select the subscription of your choice and click on “Validate”.

9. Select “Got to cart” to complete the registration by paying for meals. For siblings, it is possible to create another child profile from this step.



10. Click on « Pay »



11. Select the payment method and follow the instructions

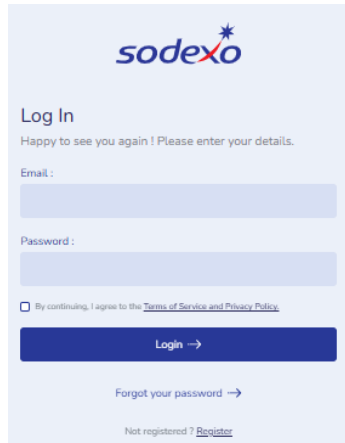


12. The registration confirmation and the paid invoice will be sent to you automatically within 24 hours. These documents attest to the correct registration of your child regardless of the choice of meals.

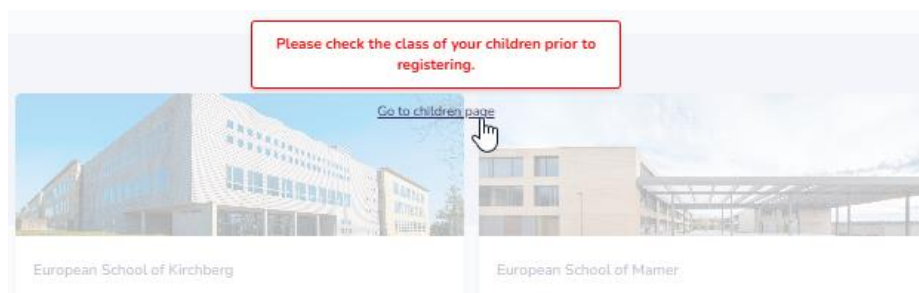
2.2 Re-registration

For former students, you must renew the registration each school year.

1. Log in to your account via the homepage: [Log In - Sodexo Education Luxembourg](#)



1. Update your child's information by selecting "Go to the Kids page"



2. For each child update the class, establishment(s) and choice of meals by clicking on "Update information"



If your child is enrolled in Secondary and/or in "holiday right", please select:

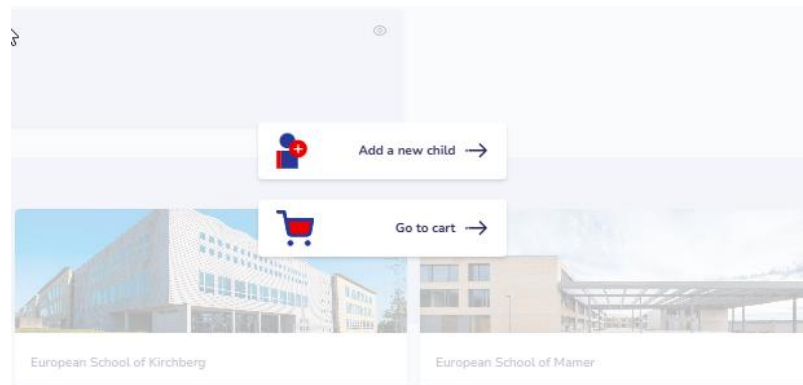
→ School establishment : none

→ CPE establishment: CPE Kirchberg / Class: Secondary

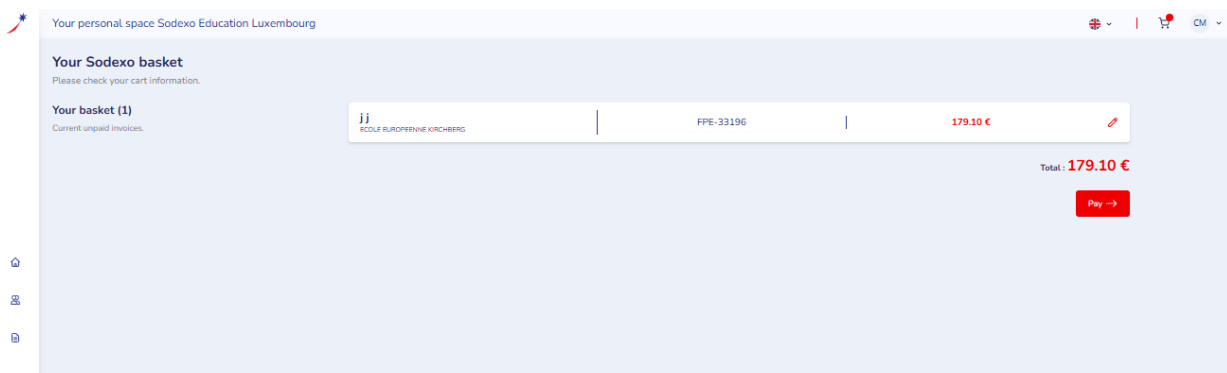
3. Once the information is updated, select “Registrations”



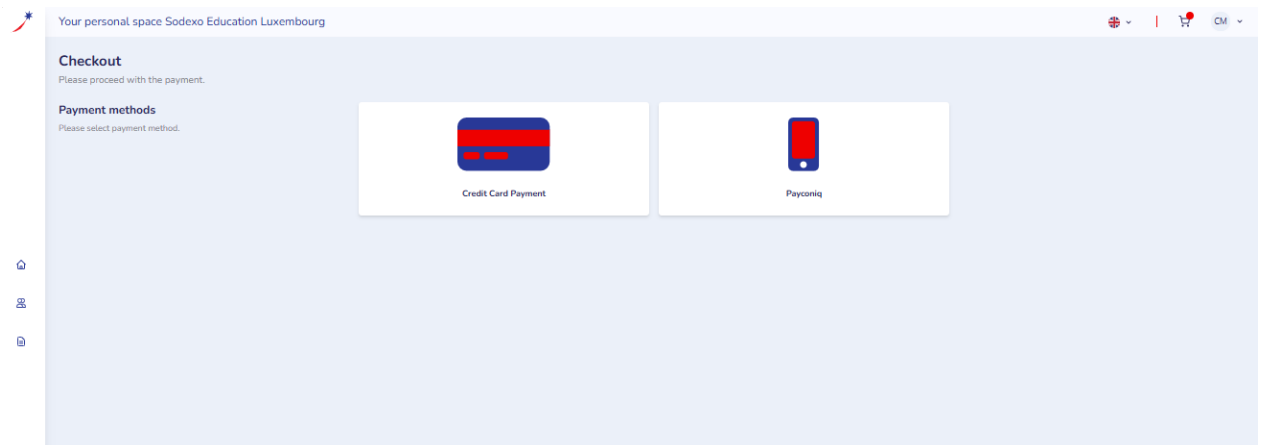
- Depending on the options chosen, the subscriptions to the European School and CPE trimesters will be visible on your child's profile. Please select the subscription of your choice and click on “Validate”
- Select “Go to cart” to complete the registration by paying for meals. For siblings, it is possible to create another child profile from this step.



6. Click on “Pay”



7. Select the payment method and follow the instructions



8. The registration confirmation and the paid invoice will be sent to you automatically within 24 hours. These documents attest to the correct registration of your child regardless of the choice of meals.