

# Tutorial

## Instructions for Online Registration of Your Children for the Leisure Program (Accueil des loisirs) of the Conseil des XV: Wednesdays and School Holidays

Before registering your child/children for an activity, it is important to distinguish between “REGISTRATIONS” (Inscriptions) and “RESERVATIONS” (Reservations).

### Step 1: Registration (Inscription)

A completed **REGISTRATION** does **not** mean your child is already signed up for an activity. It simply means your child is recorded in the leisure program’s register.

### Step 2: Reservation (Reservation)

A completed **RESERVATION** means your child is actually signed up for an activity.

Go to the website and log in: <https://espacefamille.aiga.fr//6133157>

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### REQUIRED DOCUMENTS TO SUBMIT

1. **School insurance certificate** (Attestation d’assurance scolaire) 2025–2026
2. **Copy of your child’s vaccination record**
3. **Proof of income:** The 2024 tax notice of the person who claims the child as a dependent. *(If this document is not available, the highest rate will be applied.)*
4. **Direct debit authorization** for automatic bank payments (downloadable from the online family area under “DOCUMENTS – INFORMATION”).
5. **Completed child information sheet** (Fiche enfant)  
*(downloadable from the online family area under “DOCUMENTS – INFORMATION”)*
6. **CERFA forms: Health information sheet** (Fiche sanitaire de liaison) and **Authorization for minors to travel** (Autorisation de sortie du territoire)  
*(downloadable in the online family area under “DOCUMENTS – INFORMATION”)*

**Deadline:** Submit these documents as soon as possible, **before the end of July 2025**.

For families waiting for their child’s first enrollment in Grade 1 (CP), this deadline is extended to **mid-September 2025**.

**Important: Wednesday spots are limited!**

**All documents must be uploaded in your family area. Incomplete files will not be processed.**

Register Your Child for an Activity:

- Select your child.
- Click **“Register for a new activity”** (inscrire à une nouvelle activité).
- Choose the desired activity for your child.
- **Click “SAVE” (ENREGISTRER) at the bottom right.**
- Wait for the confirmation email.

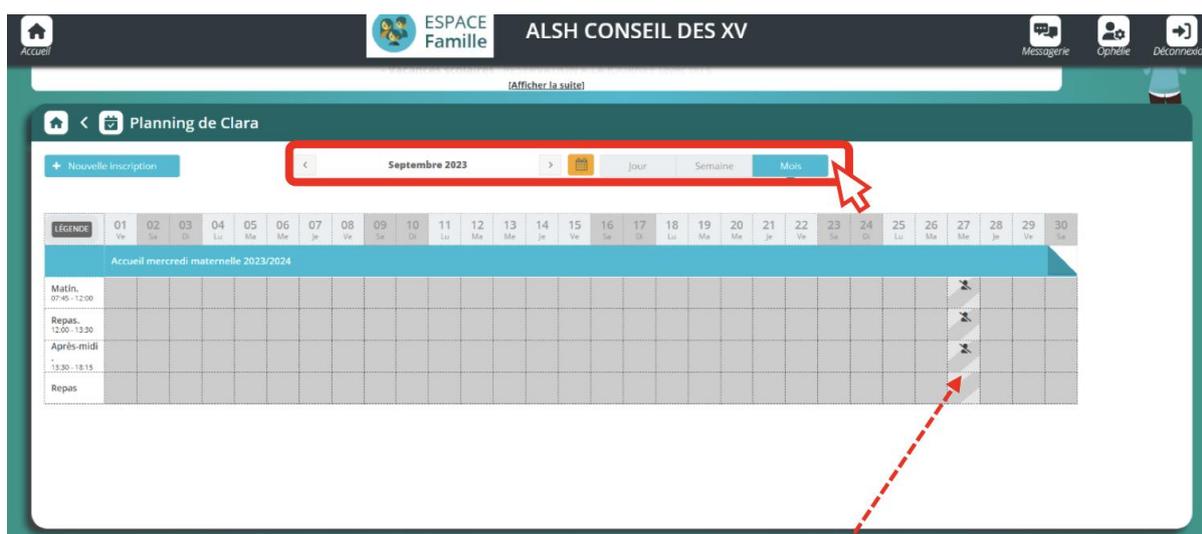
## Step 2: Reservation

Once the registration is confirmed via email: Log in again to the online family area.

- Select your child.
- Choose the activity your child is registered for to reserve the specific days.



A calendar will appear. You can scroll through days/weeks/months.

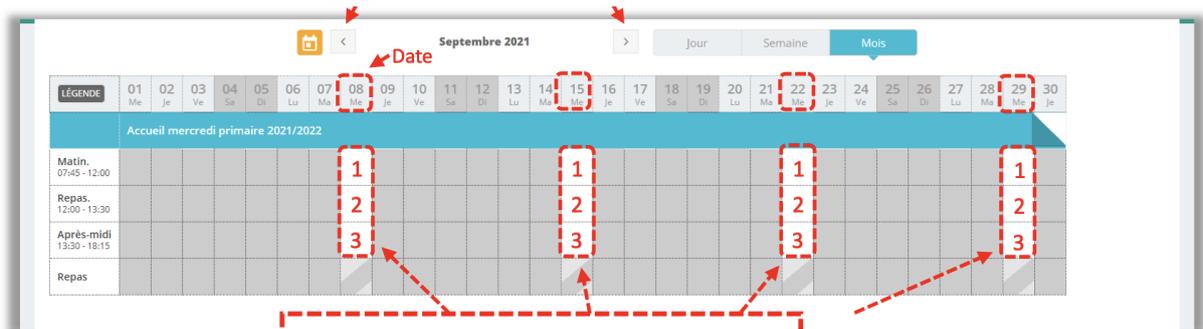


- **Crossed-out figures** indicate the day is fully booked.

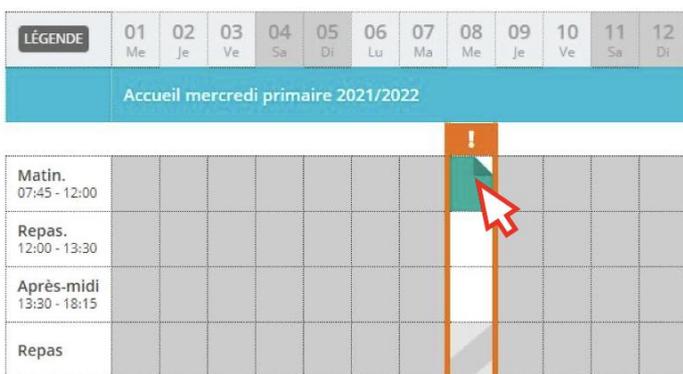
## How to Reserve:

- Select the **three white boxes** for **Morning / Lunch / Afternoon** (matin/repas/après-midi) for the chosen day.

To change months, click the arrow.



Select **Morning / Lunch / Afternoon**.



If you only click “Morning” or “Afternoon,” a warning sign appears because registration is for the full day. **Both fields (Morning and Afternoon) must be selected.**

! For half-day registration, please contact the leisure center (Accueil des loisirs) directly.



**Blue box** = selected period.

Example: Here; Morning, Lunch, and Afternoon boxes are selected.

**You may leave the lunch box unchecked if your child does not eat at the cafeteria.**

Repeat this for each day to be reserved, by scrolling through the months.

**Click SAVE at the bottom right.**

- You will receive a confirmation email for the reservation.

**Note: Wednesday registration is valid for the entire year. Please inform the center as early as possible if your child will be absent once or regularly.**

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### **Billing**

- **School Holidays:**

**Payment is by credit card only.**

For bank transfers, checks, or cash, contact the center via email or in person during office hours at the Conseil des XV primary school.

- **Wednesdays:**

**Invoices are sent monthly between the 6th and 10th.**

**Currently accepted Payment methods:**

- Online via credit card or direct debit (charged on the 10th of each month)
  - Cash
  - Check (can be sent to the office)
  - Bank transfer
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### **CONTACT**

**Email:** [clshrotterdam@free.fr](mailto:clshrotterdam@free.fr)

**Phone:** 03 88 41 18 63

### **Office Hours :**

Mondays and Fridays  
(outside school holidays)  
2:00 PM – 5:30 PM