



# CAFETERIAS

## INTERNAL REGULATION

### Academic Year 2019-2020

#### Table des matières

1. General provisions.....	2
2. Access .....	2
3. Create an account .....	3
4. 'APEEE BRU IV ' App.....	3
5. Account Top up .....	3
6. Badge activation .....	3
7. Loss of badge.....	3
8. Responsibility .....	4
9. Pre order.....	4
10. Guarantees .....	4
11. Opening hours.....	5
12. Non-functioning of a school badge .....	5
13. Teacher's & Staff Restaurant.....	5



## 1. General provisions

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Two Cafeterias, 'The Cafeteria' and the 'Snack Shack', are open from morning until the end of the day and are coupled with a pre-order service via the APEEE BRU IV application and a delivery service on the 'Cargo Bike'.

All purchases must be paid for with the application or with a school badge that will be linked to a 'Cafeteria Account'. A badge can only be linked to one account.

## 2. Access

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Access to Cafeterias is reserved for secondary school students, teachers, EEB4 staff etc.

The opening hours of cafeterias are available on the website of the APEEE ([www.bru4.eu](http://www.bru4.eu)). Seats are reserved primarily for people who consume.

Food purchased in cafeterias can be consumed locally or taken away for consumption elsewhere. The rules of respect for the environment and the general regulations of the school remain applicable.

If a person does not have a school badge or their badge is not valid, they will not be able to buy food in the cafeteria.

## 3. Create an account

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Anyone exercising parental authority over a child who wishes to use the cafeterias services must send an e-mail to the Canteen Manager ([canteen@bru4.eu](mailto:canteen@bru4.eu)) with the following information:

- Name, first name and date of birth of the child
- A recent electronic copy of the child's photo ID
- Name (s), first name (s) and e-mail address (es) of one or two parents

An email will be sent to you within 24 to 48 hours with a username and password to allow you to access your profile on the application.

Download the application APEEE BRU4 ([iOS](#) et [Android](#)).

**Warning: All data must be communicated for the badge to be activated.**



#### 4. 'APEEE BRU IV' App

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The 'APEEE BRU IV' application can be used in several ways:

- Administrator: This profile allows you to manage the account (limit of daily expenses, reloading of the account, consult the history ...), to create child profiles, to pass pre-orders for yourself or your child and to receive notifications in case insufficient balance.
- User: Allows you to place pre-orders and view the account balance.

#### 5. Account Top up

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The account can be credited in several ways:

- Via the application with a Paypal account
- On site via Credit/Debit Card (Maestro, Mastercard, Visa, Visa Pay, American Express, Apple Pay & Android Pay)

Cash account refill will not be accepted.

#### 6. Badge activation

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The child or the user of the badge must go to the office of the canteen manager to have his badge activated.

**Activation of the badge will be made only if all the information necessary to create the profile is met.**

#### 7. Loss of badge

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In case of loss of the badge, its holder must:

- 1) Go to the canteen manager urgently to block his card; a temporary card could be made available against a deposit of € 5. (Temporary cards are subject to availability)



2) Ask the school to issue a new card

3) Go to Canteen Manager's office to activate this card

The school may charge a fee to replace a lost card.

The APEEE declines any responsibility in case of loss or theft.

## 8. Responsibility

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This badge is provided by the school and activated by the Canteen Manager of the APEEE.

The school badge is strictly personal; it cannot be used by anyone other than its owner.

The person in charge of parental authority is responsible for supplying the child's payment badge with enough of money to allow purchases.

The money deposited on the badge will not be refunded but is carried forward to the next academic year or transferred to the account of another family member.

**Attention: At the beginning of each school year, students may be forced to use the badge of the previous year pending the issue of badges of the current year.**

## 9. Pre order

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A pre-order is an order made in advance of a product (sandwich, drink, etc. ...) for a withdrawal of the order at a date, a time and a specific place. The pre-order is prepaid and is not refundable. The withdrawal of the pre-order must be withdrawn by the person for whom the order was placed and only upon presentation of his badge.

## 10. Guarantees

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Guarantees for the use of reusable plastic containers will be returned to the Cafeteria account of the person who brings the container back.

Guarantees will not be exchanged for cash.



## 11. Opening Hours

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Cafeteria: from 07:45 à 14:45 Monday to Friday

Snack Shack: from 07:30 to 16:00 Monday, Tuesday, Thursday, Friday & from 07:30 to 15:00 Wednesday

Cargo Bike: from 10:40 to 13:00 Monday to Friday

## 12. Non-functioning of a school badge

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If the badge does not work, and if the balance is enough, the holder will have to ask the manager of the canteen to check if there is not a technical problem with the badge.

## 13. Teacher's & Staff Restaurant

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This regulation also applies to anyone who accesses the restaurant reserved for staff or teachers.

Students are not admitted to the restaurant for staff and teachers except specific case provided and authorized by the APEEE.