



REGULATIONS

FOR EXTRA-CURRICULAR ACTIVITIES

School year 2019-2020

Table of contents

1.	General conditions	2
2.	Membership fee	2
3.	Enrolment	3
4.	Cancellation or change of activity	3
5.	Reimbursement	4
6.	Payment	4
7.	Activities	5
8.	Extra-curricular activity rules and behaviour	6
9.	Regulation change	6



1. General conditions

The Parents Association of the European School Brussels IV (APEEE BRU IV) is an international association with educational aims which manages the services for children of the European School Brussels IV.

In practice, the responsibility for organizing and managing the extra-curricular activities is assumed by the APEEE office. The extracurricular activities manager can be contacted by parents for all questions relating to enrolment and for all enquiries relating to activities.

The present regulations define the administrative procedures and the code of conduct for pupils and persons exercising parental authority, as well as their legal representatives.

Please note, therefore, that enrolment in any APEEE service will be treated as an agreement to adhere to these regulations in their entirety.

In general terms, please note that decisions as to the services we provide are based on forecasted income for the entire year. Cancellations from our services can therefore have a high impact on our operating budget. Consequently, we can only accept cancellations in very strict limited circumstances and subject to the conditions defined in these rules

No new extracurricular activity will be created after January 1st of the current school year.

The APEEE is run by a small secretariat and overseen by volunteer parents. We aim to deliver a professional and ambitious service for children and their families and make every effort to minimise disruptions. Please note that the APEEE office is open at designated times. We aim to respond to all communications as soon as is possible. We thank you in advance for your cooperation.

2. Membership fee

To use one of the services the membership fee must be paid. The membership fee is to be paid to the Parents Association Brussels IV account. Details about the amount and account number are to be found on the APEEE website (www.bru4.eu). By registering with the APEEE, you agree to receive newsletters and emailings from our communication department, to which it is always possible to unsubscribe.



3. Enrolment

Each child should be enrolled separately.

Enrolments can be made using the online enrolment system available via the Parents Association website.

Enrolments will not be treated as definitive until payment for the activities has been received in full. Payment must be made within two weeks of confirmation that a place has been reserved for your child.

In case of non-payment within the two-week period, the place may be offered to another child.

All enrolments made within 30 days of the opening of the enrolment period ("the first enrolment phase") will be used to adapt the programme of activities taking into account the minimum number of participants required for each activity. The APEEE is not able to guarantee that it will be able to take in to account registrations received after this period for the purpose of adapting the programme. However, it is possible to continue to enrol in activities throughout the school year in so far as there are places available.

If you wish to enrol your child in an activity on a Wednesday afternoon and your child is not registered to attend the OIB child care centre in Laeken, you must register to lunchtime supervision (picnic or hot meal) in addition to the activity itself.

On enrolment, parents should provide the names, telephone numbers and email addresses of those adults authorised to pick up their child after the activities (if any) so that the APEEE may contact authorised adults in case of emergency. Any change to the contact details must be communicated to the APEEE in writing. The APEEE will not allow a child to be collected by any person who has not been authorised in writing in advance.

The instructor will be provided with emergency contact details for the children for whom they are responsible. If parents need to contact an instructor, they should do so by contacting the APEEE Office.

The APEEE reserves the right to refuse to enrol the families in arrears in other services (canteen, transport services and annual membership fee).

4. Cancellation or change of activity

a. By the parents

Cancellations by parents will only be accepted before activity sessions begin at the start of the school year. An administrative fee of 20 € will be deducted from the amount to be refunded.

Subject to availability, a child may change activity once per year. An administrative fee of 20€ will be



charged. If the new activity cost more than the original one, the difference must be paid in advance. If the price is lower, no reimbursement can be given.

b. By the APEEE

Activities will only be confirmed as taking place if the minimum number of children required for that activity enrolls. The minimum and the maximum numbers of children may vary according to the activity but will be specified in the programme. The APEEE reserves the right to cancel or change activities.

In case of unforeseen absence by an instructor, the APEEE will make every effort to find a replacement instructor for the activity, or to provide an alternative activity. The priority is to enable children to stay in their group. Reassignment to another activity will only take place in exceptional circumstances with the agreement of the persons exercising parental authority, as well as their legal representatives. They will be notified if there are repeated changes to a proposed activity.

5. Reimbursement

There will be no reimbursements in the course of the school year excepted for the following cases:

- When the child leaves the school ;
- Official medical statement that the child is not authorised anymore to follow the activity up to the end of the academic year.

6. Payment

Payment should be made to the extra-curricular activities bank account. For bank details see website.

Prices are calculated on the basis of the number of participants, the cost of instructors, the duration of activities, and whether or not transport is required. Prices may, therefore, vary as between activities.

The cost of supervision on Wednesday lunch time is not included in the cost of the activity.

Payment is for the entire school year, and is due within two weeks of confirmation. For children joining an activity in the course of the year, the payment is due on a pro rata temporis basis and for the remainder of the year ahead.

The APEEE reserves the right to suspend or cancel the subscription for the current year due to non-payment of amounts due.



Please note that in such circumstances, parents remain liable for payment of the balance for the rest of the year.

In addition, the APEEE reserves the right to block access to the other service (s), until reception of full payment of the sums due for all services subscribed.

Unfortunately, due to the fixed cost of running activities, it is not possible to offer refunds for occasional absences such as illness.

7. Activities

Activity sessions start at the earliest in mid-September and stop at least one week before the end of the school year. The precise dates are published on the website.

There are no activity sessions on days where there is no formal schooling.

Students are either accompanied to the child minding centre on the school premises, if they are enrolled, or they must be collected by an authorised adult for the activities on school site or outside. The APEEE will not allow a child to be collected by any person who has not been authorised in writing in advance (24 hours). For these purposes, a note in the child's agenda will be sufficient.

Only children whose parents have informed the APEEE in advance in writing may go home unaccompanied. The APEEE accepts no responsibility for any child once dropped off at the daycare centre, at the bus or brought to the gate where an authorised adult is waiting for him/her.

A bus-service is provided by the Parents Association from the school to activities organised off the school premises. The cost of transport is included in the price, unless otherwise indicated.

If a child cannot attend any given activity session, parents are asked to notify the APEEE by email.

In the event that a child does not attend 5 consecutive sessions of a given activity, he/she is deemed to have dropped out and the place may be offered to another child. In the event that exceptional circumstances apply, the APEEE reserves the right to disapply this rule.

If a child is not collected on time his/her parents will be charged. The rates are €15 for the first 15 minutes, €10 per quarter hour started thereafter. This policy is consistent with that implemented by the O.I.B for the child minding centres. Charges will not be enforced on the first occasion on which a child is not collected on time, but will apply to all incidents of late collection thereafter.

A policy of equal treatment is applied by the APEEE. We ask you to contact us if your child requires special arrangements at periscolaire@bru4.eu. The APEEE will make such reasonable adjustments as are feasible.



8. Extra-curricular activities rules and behaviour

The general school rules apply during activity sessions.

Students enrolled in activity sessions must wait for their instructor at the agreed meeting point and must not enter the activity room without the instructor.

Students must follow the instructor's and APEEE's instructions. Persistent bad behaviour will be reported to parents and may result in exclusion from activities.

If parents or children wish to raise any issue or concern in relation to an activity, they are requested to contact the Extra-Curricular Activities manager (periscolaire@bru4.eu).

Students must wear appropriate shoes and clothing for the activity. If specialist equipment is required, parents will be notified in advance. The Parents Association is not responsible for any damage to shoes or clothing resulting from the activity.

Students are responsible for their own possessions, particularly anything of value they bring to the activity session. Lost and found property will be put with other lost and found property that is collected on the school premises. The Parents Association accepts no responsibility for lost or stolen property.

9. Regulation change

This document may be amended during the course of the school year.

In case of disputes, this regulation is exclusively governed by the Belgian law and only subject to the courts of Brussels.

Only the French version of these rules will serve as a reference in a court of law.