Association des Parents d'Elèves de l'Ecole Européenne de Bruxelles IV Aisbl
Parents Association of the European School Brussels IV Aisbl
Elternvereinigung der Europäischen Schule Brüssel IV Aisbl
Associazione dei genitori della Scuola Europea di Bruxelles IV Aisbl
Oudervereniging van de Europese School Brussel IV Aisbl
Асоциация на родителите на учениците от Европейско училище Брюксел IV Aisbl
Asociația de părinți a elevilor de la Școala Europeană din Bruxelles IV Aisbl
Euroopa Kool Brüssel IV Vanematekogu Aisbl

EXTRACURRICULAR ACTIVITIES

RULES OF PROCEDURE

School Year 2020-2021

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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 extracurricular activities is assumed by the executive committee of the APEEE, and more specifically by the member in charge of the Periscolaire division, who works closely with the Periscolaire committee (composed of volunteer parents) and the Periscolaire office (the staff employed by the APEEE). The staff is at the disposal of the parents for questions relating to registration and all requests concerning the activities.

The present rules define the administrative procedures and the code of conduct for pupils and persons exercising parental authority over them, as well as their legal representatives. These persons are also required to comply with the charters of the extracurricular activities service.

Please note, therefore, that enrolment in any APEEE service will be treated as an agreement to adhere to these regulations in their entirety. Rules are published on the website and are accessible throughout the academic year.

Once the children have been enrolled in the extracurricular activities service, the parents/persons exercising parental authority accept that the extracurricular activities and the APEEE management together with the APEEE Board member responsible for the extracurricular activities service, can impose sanctions on the pupils, persons exercising parental authority or their representatives likely to provoke incidents that could endanger the safety of the other pupils, the monitor, the supervisor or any other person.

The APEEE's liability is incurred the moment the child is taken in charge by the APEEE.

By registering with the APEEE, you agree to receive newsletters and emailings from our communication department, to which it is always possible to unsubscribe. Your data will not be communicated to third parties under any circumstances. In accordance with the European regulation on the protection of personal data, you may exercise your rights of access, verification, rectification or deletion of your data by contacting us at: data-protection-officer@bru4.eu. For events and the promotion of its services, the APEEE reserves the right to use the image (photos, videos, etc.) of children who have registered for the said services. The authorization of the parents, or that of the person with parental authority, is taken for granted if no objection is made in writing and sent by email to data-protection-officer@bru4.eu.

2. Membership fee

To use an APEEE service, including the extracurricular activities one, parents must become members of the APEEE by paying an annual membership fee.

To do so, please go to our online registration system and register as a member of the APEEE. Once you have completed this registration, you will be able to proceed with the extracurricular activities registration and any other registration.

The details of our different account numbers are to be found on the APEEE website : www.bru4.eu

3. Enrolment

- **How to enroll in the extracurricular activities service**

Requests for enrolments must be made via the APEEE online registration website. The start date of the enrolment period, the conditions, as well as the deadline are available via the APEEE website, under the Extracurricular section: www.bru4.eu. For more information on the procedure to follow to register a child for extracurricular activities, please refer to the practical guide available on the APEEE website.

Each child should be enrolled separately.

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 are being processed on a "first come, first served" basis. All enrolments in order of payment that are received within 30 days of the start of enrolment will be used to adapt the program of activities taking into account the minimum number of participants required for each activity. Enrolments received after this date will not be guaranteed. However, it is possible to continue to enroll for activities throughout the school year as long as places are still available.

The APEEE reserves the right to refuse the extracurricular enrolment of families who are in arrears with payment for the other services (canteen and transport services as well as the annual membership fee of the association).

Wednesday noon

On Wednesdays, if you wish to register your child for an extracurricular activity, and your child does not attend the Laeken after-school care centre (OIB), you must register him/her for lunch supervision (either a picnic or a hot meal in the canteen). The price of the lunchtime supervision is not included in the price of the activities.

After the activity

When registering, parents must choose what the child will do at the end of the activity according to his or her situation:

- Return with the school bus (the transport service does not provide a bus service on Wednesday afternoon and other days after 4.10 pm) ;
- Laeken after-school care centre (OIB);
- To be picked up from school by an authorized adult.

However, on Wednesday afternoons the extracurricular activities service proposes a bus leaving the school at 4:30pm to the European Quarter/Merode for pupils participating in extra-curricular activities. To use this service, parents will have to enrol their child via the online registration system, as the price is not included in the activities. This shuttle bus will be organised if the minimum number of subscribers is reached.

In the online registration system, parents must provide the names of the adults authorized to pick up the child after the activities as well as a phone number and e-mail address. It is their responsibility to ensure that they can be reached quickly in the event of an emergency.

Therefore, parents are required to update this information themselves in their profile on the APEEE registration system as soon as any changes occur.

The APEEE will not allow a child to be picked up by an adult who is not identified in the registration system without a prior request made by email to the extracurricular office. Writing a note in the pupil's diary is also recommended but is not sufficient.

4. Payment

Payment is due for the entire school year and must be made to the extracurricular activities' bank account within two weeks of the request for payment using the structured communication contained in

our online registration system.

<u>Important</u>: Please make sure to use the number of the structured communication that you will find on the payment notice and the specific bank account of the service concerned. For all transactions coming from an account outside Belgium, please indicate the same reference in communication and inform us by email (periscolaire@bru4.eu).

The extracurricular service will not accept in the activity a child who is not in order to pay.

For students joining an activity after the beginning of the school year, there are three fee periods:

- 1st trimester: from the launch of activities in September until the end of December, the amount will correspond to the total annual price of the activity,
- 2nd trimester: from the beginning of January until the end of March the extracurricular activities of the current academic year, 2/3 of the registration fee will be due.
- 3rd trimester: from the beginning of April until the end of the extracurricular activities of the current academic year, 1/3 of the registration fee will be due

The prices of the activities are calculated based on the number of participants, the cost of the monitors, the duration of the activities, and the possible cost of transport if necessary. Prices may therefore vary from one activity to another.

On written request to the APEEE and for exceptional cases, a possibility to spread the payments can be granted to the parents.

An invoice can be issued upon request if necessary.

In case of non-payment, the APEEE reserves the right to block access to the service(s), after sending two reminders, until full payment has been made for all the services subscribed to. Parents remain liable for the payment of the balance for the rest of the year.

5. Cancellation or change of the activity

By the parents

Depending on availability in the classes, students may change activities once a year. Trial courses are not considered as a change of activity.

If the new activity costs more than the first one, the difference must be paid in advance. If the price is lower, no refund will be given. Once the confirmation of the extracurricular service has been received, a period of one week must be allowed for the actual change of activity.

- **By the APEEE**

For an activity to be confirmed, a minimum number of students must be reached. The minimum and maximum number of children may vary depending on the activity, but will be specified in the program.

The APEEE reserves the right to cancel, change the activity or reassign the children to another activity for justified reasons.

6. Reimbursement

There will be no reimbursements during the school year excepted for the following cases:

- If the child leaves the school
- If a medical certificate states that the child is not authorised anymore to follow the activity up to the end of the academic year.

In the above-mentioned cases, the withdrawal of the child from the activity must be notified by email at periscolaire@bru4.eu with acknowledgement of receipt from the Extracurricular activities Office at least 15 days prior to the effective date of withdrawal. Otherwise, the user will not be reimbursed and remains liable to pay off the remaining balance.

Without prejudice to the above paragraph, no further enrollment will be granted until users have paid the amounts relating to the services used.

In case of reimbursement, the amounts will be reimbursed pro rata temporis of the concerned period, deductible from the fixed costs.

7. Activities

Activities begin no earlier than mid-September and end no later than one week before the end of June. The exact dates are published on the site.

The extracurricular service can offer activities, such as workshops or courses, during the school holidays, except during the summer school closure.

If parents wish to contact a monitor or vice versa, they must make a request to the extracurricular

office, which will then give the monitor's e-mail address.

In the event that a student has not attended 4 consecutive sessions of a given activity without first informing the extracurricular service, he or she is deemed to have abandoned his or her place, which will be offered to another student. In certain exceptional cases, the APEEE reserves the right not to follow this rule.

A policy of equal treatment is applied in the limits of the possibilities by the APEEE. We ask you to contact us if your child requires particular conditions in order to evaluate the possibility to provide an appropriate service.

- **Absence of a monitor**

In the case of group lessons, in the event of the unforeseen absence of a monitor, the APEEE will do its utmost to find a replacement monitor for the activity or an alternative activity. The priority is to allow the students to stay in their group. Parents will be notified in case of repetitive changes to an activity.

In the case of private lessons, if the monitor is absent, he or she will inform the parents. And they will organise together to make up for the session. In case of absence of the pupil (school trip, pedagogical day, illness), parents are asked to cancel the lesson with the teacher no later than 5 p.m. the day before. Otherwise, the course will be considered given and will be counted. In addition, when the school closes in exceptional circumstances, alternative solutions may be proposed to continue learning.

- **After the activity**

After the end of the activity, the pupils are accompanied by an adult from the APEEE, either to the school nursery, to the buses if they are registered or to the meeting point with the parents. The APEEE will not give permission to pick up a child to any adult not identified in the registration system or without written permission from the parents.

Only pupils with authorisation from the school or a written one from parents may return home unaccompanied, both for activities on the school site and outside.

For any change in the child's routine, or in the event of the child's absence, parents are requested to notify the APEEE by email no later than 24 hours in advance. In this regard, a note in the child's class diary will not be sufficient.

For activities organised outside the school site, a bus service is provided by the APEEE to reach the site of the activity. The cost of transport is included in the price of the activity, unless otherwise indicated.

After the end of the activities, if a child is not picked up on time by an authorised person, that person will be held responsible and fined. The rates are 15€ for the first 15 minutes and 10€ for every 15 minutes thereafter. This policy is in line with that implemented for OIB day care centres.

8. Safety and code of conduct

Safety and discipline

The school rules apply to the services provided by the APEEE, including extracurricular activities. The children are required to be civil and to respect the material made available to them. The Extracurricular Committee and/or the Extracurricular Office may exclude any user whose behavior does not comply with the rules of good citizenship.

Pupils registered for activities are invited to wait for their monitor at the agreed meeting point and must not enter the activity room without permission. The APEEE is not responsible if a child does not attend an extracurricular activity.

Pupils are invited to comply with the code of conduct and to follow the instructions of the monitor and the APEEE. If the student behaves in a persistent disruptive manner, this will be reported to the parents. This may result in the student's exclusion from the activities.

Exclusion from the service does not entitle the parents to a refund of the subscription or to a cancellation of the subscription fee.

Pupils must wear appropriate footwear and clothing for the concerned activity. The APEEE is not responsible for any damage to shoes or clothing resulting from the activity.

Pupils are responsible for their own property, any valuables they bring to the activity. Any damage to equipment caused by a pupil during an activity will be invoiced to the parents.

Forgotten items are collected by Eureka Service volunteers every Friday morning and are kept and made available in the Eureka Room! Please contact the Eureka Service: eureka@bru4.eu. The APEEE is not responsible for lost or stolen objects.

In the event of an accident during an activity, the APEEE applies the procedure in force. The children, as long as they are on the school site, are covered by the school's insurance. Outside, they are covered by the insurance of the partner with whom the APEEE works.

Bullying is in no case tolerated. Any incident implying bullying must be immediately communicated to the Extracurricular Committee who will take the appropriate measures.

The extracurricular committee and/or the extracurricular office reserves the right to take disciplinary action if children are responsible for incidents putting the safety of other children, the monitor or any other person in danger.

In exceptional cases, the APEEE may propose a change of activity to the parents free of charge.

Bringing dangerous objects (knives, penknives, lasers, etc.) to the activity, except for those required for medical reasons, is strictly forbidden to pupils and extracurricular teachers.

- **Monitors, accompanying persons and supervisors**

Activities for nursery children include the presence of a supervisor.

An accompanying person is also always present with the children during bus trips to an activity that takes place outside of school.

When they take up their duties, the supervisors and accompanying adults are informed of their tasks by the extracurricular Office. Particular attention is paid to the measures put in place to ensure the safety of the students before, during and after the activities. A monitor's charter is given to the monitors at the beginning of the year.

Only the extracurricular Office is authorised to give instructions to supervisors, accompanying persons and monitors. Visits during activities on the school site are not permitted without prior agreement from the Extracurricular Office. Parents wishing to come and see the activities must first enquire with the school administration before entering the school and then make a request to the extracurricular office by email at periscolaire@bru4.eu.

Before the start of each school year all supervisors, accompanying persons and monitors must submit a criminal record, model 2, to the extracurricular office in accordance with Belgian legislation. This document is specific to activities related to education, youth care, animation and supervision of minors.

9. Regulation change

This document may be amended during 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.