

APEEE IV

Practical guide

EXTRACURRICULAR
ACTIVITIES

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Our team



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WHAT IS AN ORDINARY DAY LIKE ?

STEP 1

End of the school day



The main teacher of your child brings children to the extracurricular activities meeting point

STEP 2

Meeting point

15:10

The children meet their monitors at the meeting point

STEP 3

Activities

The children participate in the activity, which they are registered for

STEP 4

End of activities

16:00

The monitors/supervisors accompany the children to :

After-school care Laeken



Parent

TIMETABLE

Extracurricular activities are organized every day for nursery, primary and secondary children of EEB4.

An activity lasts in average 50 min.

	MON	TUE	WED	THU	FRI
LUNCH			12:40- 13:20PM		
Session 1			13:30- 14:30PM		12:50- 13:50PM
Session 2			14:40- 15:40PM		14:00- 15:00PM
Session 3	15:10- 16:10 PM	15:10- 16:10 PM	15:50- 16:20PM	15:10- 16:10 PM	15:10- 16:10 PM
Session 4	16:10- 17:10 PM	16:10- 17:10 PM	15:00- 16:20PM	16:10- 17:10 PM	16:10- 17:10 PM

SOME IMPORTANT DAYS



**18 SEPTEMBER
2020**

Launch of extracurricular activities for nursery and primary pupils.



**19 OCTOBER
2020**

Launch of extracurricular activities for secondary student (S1 to S7)



**23 OCTOBER
2020**

No extracurricular activities for nursery and primary pupils.



**2 NOV 2020
22+21 DEC 2020
26 MAR 2021**

No extracurricular activities



**18 JUNE
2021**

End of extracurricular activities for all pupils

REGISTRATION

HOW TO REGISTER?

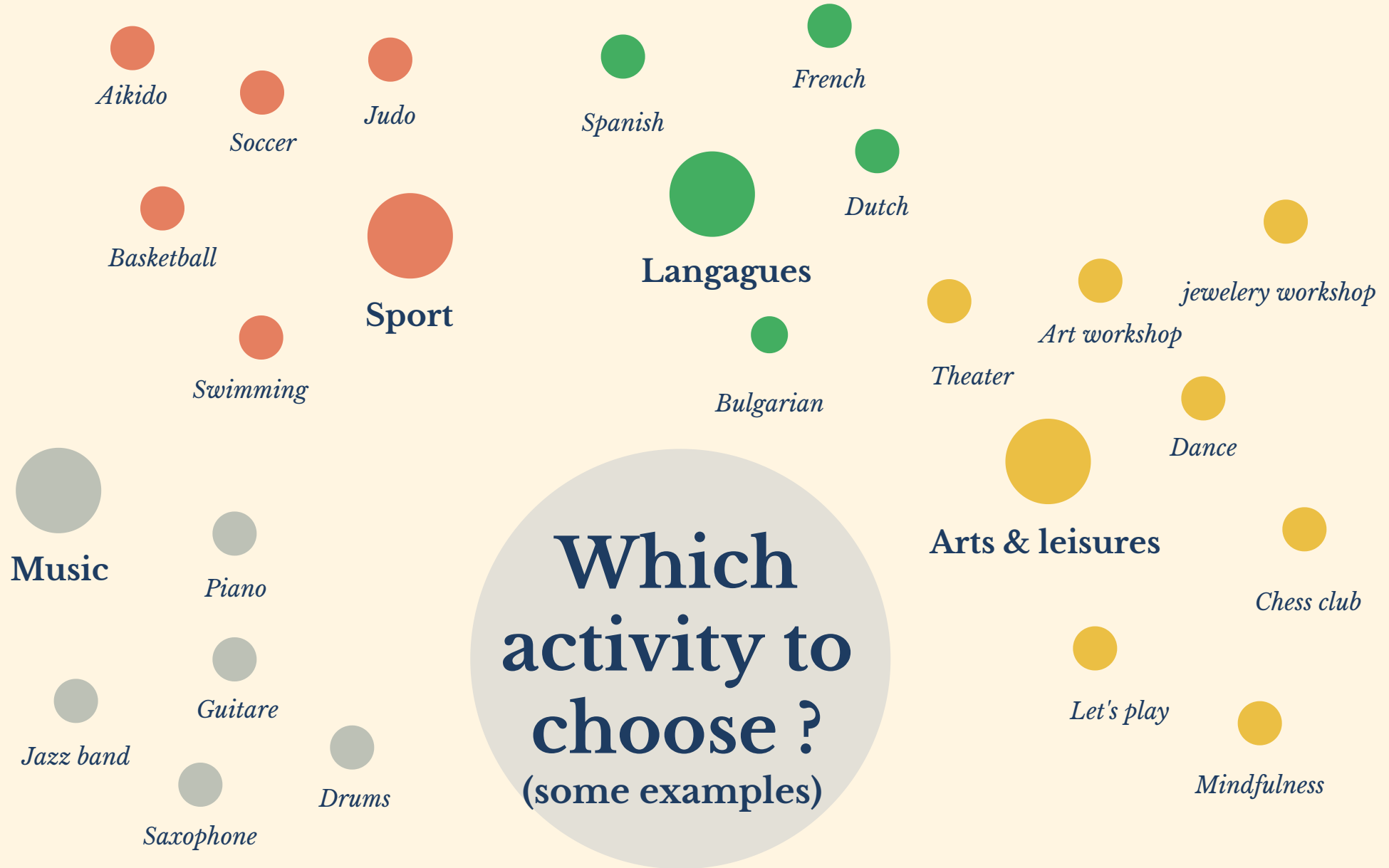
For your information, registrations are based on a "*first-come-first-served*" basis.

Our online registration system : <https://services.apeee-bxl4.be/en/welcome.html>

1. Log in to your APEEE account or create one if you are new parents.
2. Check if the information in your profile is still up to date and correct it if needed
3. Renew your APEEE membership fee. One membership per family and per school year is mandatory and has to be paid. The payment of the membership opens access to our services.
4. Having carefully read the extracurricular activities rules, register your child to our service for the school year 2020-2021
5. Click on "create an order"



If your child is in S1-S2 and that its timetable allow him/her to participate to an extracurricular activity at 15:10, please contact the extracurricular office but only once you have the final timetable from the school.



INDIVIDUAL TUTORING AND TRIAL LESSONS

Individual tutoring:

The extracurricular service offers pupils who wish to deepen their learning of musical instruments (guitar, piano, drums, saxophone...) the possibility of taking individual lessons with our teachers. They can choose between a 30 min or 1 hour lesson.

To register your child, please follow the procedure described previously.

If a pupil wishes to try out a musical instrument, he can take part to a trial lesson of 30 min.

To do so, you have to buy a trial ticket on the registration site, they are limited to 3 per year. Please specify when ordering which music teacher you have chosen.

For any questions, please contact the extracurricular office.

ONCE ENROLLED :

Once you have registered, you will receive a confirmation by email stating that your order is either:

Being processed : Your registration is currently being analyzed. Your status will soon change to one of the following 3 statuses, depending on the situation.

On waiting list : The activity is full or the minimum number required has not been reached.

Awaiting payment: The activity has been launched by the extracurricular office and we are waiting for your payment to confirm your order.

Refused: The chosen activity is full so you are invited to choose another activity.

In order of payment : Your child has its place for the chosen activity, you are in order of payment , so he can start his extracurricular activity.

If you wish to **modify or cancel** your order, please contact the extracurricular office by email (periscolaire@bru4.eu) :

As a reminder, the **APEEE does not reimburse any activity**

COORDINATION WITH THE TRANSPORT SERVICE

Warning, the transport service does not organise school bus on Wednesday afternoons, nor on other days after 4:10 pm.

If your child is enrolled to the transport service, it is possible to use the second departure bus, leaving at 16:10, right after the extracurricular activities, subject to seats availability. If you want your child to use this service, simply choose “*return by bus / Retour en bus*” in the “*Followed by*” section upon enrolling your child to his/her extracurricular activity.

The transport service will then add your child to the lists for the second bus departure and this information will be visible at the latest at the beginning of September on your APEEE account in your transport order.

Please note that the second departure bus lines are designed according to the subscriptions received for students in secondary. This means that your bus stop might not exist on this second departure. If so, the Transport service will contact you and arrange for an alternative stop.

News: the extracurricular service proposes on Wednesday afternoons a bus leaving the school at 4.30 pm to the European Quarter/Merode for pupils participating in extracurricular activities.

To use this service, parents will have to enrol their child via the online registration site.

USEFUL INFORMATION

BEFORE the extracurricular activities

MONDAY, TUESDAY, THURSDAY AND FRIDAY

- If your child is in **nursery** :

His/her teacher takes the children to the *salle commune des maternelles* where they are taken care of by our team of supervisors. Each monitor picks up his group at 15:10 on Monday, Tuesday and Thursday and at 12:50 on Friday.

- If your child is in **primary** :

His/her teacher accompanies the children to the meeting point which is *under the canteen's building*. They go next to the sign that corresponds to their activities and will be taken care of by supervisors until the monitor picks his group at 15:10 on Monday, Tuesday and Thursday and on Friday at 12:50 (P1-P2) and at 15:10 (P3-P5).

- If your child is in **secondary** :

The pupils go by themselves *under the canteen* where the monitor is waiting for them at 15:10 or 16:10 on Monday, Tuesday, Thursday and Friday.



On Friday, children in nursery or primary must be registered to 2 activities or to 1 activity and to the after-school care.

No child can be left unsupervised on the school site.

WEDNESDAY



If your child is in nursery or primary and is not enrolled in after-school day care (OIB), in order to take part to an activity, you must register him/her to :

- **hot meal supervision:** a hot meal served under the supervision of the extracurricular activities supervisors
- **lunch supervision:** he/she can eat a sandwich under the supervision of the extracurricular activities

If your child is in nursery or primary and is enrolled in after-school day care (OIB):

The hot meal is included in your OIB registration. Your child goes to the canteen with the day care instructors from the OIB and joins the extracurricular activities afterwards.

If you have chosen a lunch supervision (with or without a hot meal) and :

- **If your child is in nursery :**

The teacher takes the pupils to the *salle commune des maternelles* where our team of supervisors will take them and bring them to the canteen. After the lunch, the supervisors accompany them to their activities.

- **If your child is in primary :**

The teacher takes the pupils to the meeting point where a supervisor is waiting for them. They all go then to the canteen, on the 2nd floor, where they will have a hot meal with our supervisors.

Off-site activities EEB IV

Swimming at the Aqua Center NOH in Neder Over Hembeek

- **THURSDAY (for nursery pupils) :**

The teacher takes the children to the pool bus at 15:10, where they are taken care of by our supervisor, who accompanies them to the pool.

The parents are kindly requested to pick up their children at the swimming pool at 16:30

- **FRIDAY (for primary pupils) :**

If your child is registered for the swimming on Friday, parents are requested to register their child to either:

- An extracurricular activity from 12:50 to 13:50
- The after-school day care (Laeken garderie)

A supervisor will accompany them to the swimming pool, departure at 14:00.

The parents are kindly requested to pick up their children at the swimming pool at 16:00.

Adress of the Aqua Center NOH : rue Bruyn 105, 1120 Brussels

Sport activities in Woluwe St Lambert (with Action Sport)

- **TUESDAY and THURSDAY (for primary pupils) :**

Thanks to our partnership with Action Sport, we offer to the pupils other sport activities: mini-tennis, swimming, gymnastics, uni hoc, adventurous games..

The teacher takes the pupils at 15:10 to the designated bus to WSL. An accompanying person is on the bus and a team of Action Sport supervisors will welcome the children upon arrival at the sports hall. The courses begin at 16:00

The parents are kindly requested to pick up their children at the sports hall between 17:00 and 18:00.

The activity price includes: one-way bus drive, 1h of sport and 1h nursery until 18:00.

Adress of the Athénée sports hall in WSL: 30 Avenue Jacques Brel - 1200 Woluwe St Lambert

AFTER the extracurricular activities

At the end of the activities taking place at school : the monitors or supervisors accompany the children to :

- The bus
- The gate (parents' pick up)
- The after-school day care in the school

Those taking place outside the school : the parents are kindly asked to pick up her/his child where she/he has her/his activity.



EXTRACURRICULAR ACTIVITIES SERVICE

STAY IN TOUCH

The extracurricular office is located in the school,
in the S building on the 2nd floor.

We are open from Monday to Friday from 9:30 until
18:00.

For more information, please contact us at:



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