



EXTRACURRICULAR ACTIVITIES SERVICE

Private Teacher's Charter

- 1) *Exemplary behaviour and attitude towards children, parents, teachers and supervisors*
- 2) *Punctuality at work: Come early to set up your premises*
- 3) *Come by the office to badge before your first class starts and after your last lesson of the day*
- 4) *Compliance with safety and hygiene rules and knowledge of the procedure to follow in the event of an accident*
- 5) *Respect for the premises and equipment: Return the premises and equipment in the same condition as they were before the extracurricular activity*
- 6) *If your student is registered at the Laeken childcare, you must pick him/her up at the childcare and bring him/her back after class*
- 7) *Systematic and rigorous control of attendance using the lists (A = absent and P = present)*
- 8) *Absence: At least 24 hours' notice should be given to the parents of the children AND the extracurricular activities office, as far as possible*
- 9) *In case of problem, IMMEDIATELY contact the extracurricular activities office:*

02 474 10 99 or 92 / periscolaire@bru4.eu