

APEEE IV

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**Practical guide**  
**2022 - 2023**

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EXTRACURRICULAR  
ACTIVITIES

# TABLE OF CONTENTS

1. Our team ....	p.3
2. An ordinary day ....	p.4
3. Some important days ....	p.6
4. Registration ....	p.7
5. Useful information ....	p.12
6. Stay in touch ....	p.17

# Our team



**STEPHANIE BALDELLI**

Manager of extracurricular activities

[periscolaire@bru4.eu](mailto:periscolaire@bru4.eu)

02 474 10 92

And of course our many monitors and supervisors.

To find out more about them:

<https://www.bru4.eu/en/extracurricular/our-teachers/>



**MARIE CAZABAN**

Extracurricular activities Assistant

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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

## NURSERY AND PRIMARY

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
<b>LUNCH</b>			<b>12:40-13:20PM</b>		
<b>Session 1</b>			<b>13:30-14:30PM</b>		<b>12:50-13:50PM</b>
<b>Session 2</b>			<b>14:40-15:40PM</b>		<b>14:00-15:00PM</b>
<b>Session 3</b>	<b>15:10-16:10 PM</b>	<b>15:10-16:10 PM</b>	<b>15:50-16:20PM</b>	<b>15:10-16:10 PM</b>	<b>15:10-16:10 PM</b>

Extracurricular activities are organized every day for EEB4' pupils.

An activity lasts in average 50 min.

## TIMETABLE SECONDARY

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

# SOME IMPORTANT DAYS



**23 SEPTEMBER  
2022**

**Launch of extracurricular activities for nursery, primary pupils and secondary students.**



**28 OCTOBER  
2022**

**No extracurricular activities for nursery and primary pupils.**



**7 NOV +  
21 DEC 2022**

**No extracurricular activities**  
*7 November 2022 : Pedagogical day*



**31 MARS 2023**

**No extracurricular activities**



**16 JUNE  
2023**

**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 2022-2023
5. Click on "create an order"







# INDIVIDUAL TUTORING AND TRIAL LESSONS

## Individual tutoring:

The extracurricular service offers the possibility of taking music, language or other individual lessons with our teachers. They can choose between a 30 min or 1 hour lesson.

To discover our offer, please visit : [Our private lessons](#)

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

If a pupil wishes to try out a course or 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.

**Cancelled**: The activity has been cancelled by the APEEE or at your request

**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](mailto:periscolaire@bru4.eu)) :

As a reminder, the **APEEE does not reimburse any activity after it has started**

# 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.

**The extracurricular service offers 2 shuttles on Wednesdays:**

- at 3.50 p.m. to garderies centrales**
- at 4.30 p.m. to Merode.**

To use this service, please register your child via the extracurricular service - *Bus Merode mercredi / Wednesday Merode bus* or *Bus Garderies centrales mercredi / Wednesday Garderies centrale bus*.

# 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

## Circus activities at the École de Cirque de Bruxelles (at Tour et Taxis)

Thanks to our partnership with the École de Cirque de Bruxelles, we offer the pupils several circus activities: circomotricity for the youngest, juggling, acrobatics, acting and balancing for the oldest.

- **FRIDAY (P3-P5) :**

The teachers take their pupils to the Circus bus at 3.10 p.m. where where they are taken care of by our supervisor, who accompanies them to the circus school.

**Parents are asked to pick up their children at the circus school at 5.30 pm.**

- **FRIDAY (nursery pupils and P1-P2) :**

The teacher takes the pupils to Circus bus at 12:50, where where they are taken care of by our supervisor, who accompanies them to the circus school.

**Parents are asked to pick up their children at the circus school at 3.00 pm.**

Adress of the Circus school: (Tour & Taxis site) : 3 rue Picard, 1000 Bruxelles



# **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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