

APEEE – General Conditions

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1. Transport

1.1 General terms

1.1.1 Bus supervision.

Unless exceptionally absent, adult supervisors are present on all coaches for the return journey at 3.30 pm and on Wednesdays at 1 pm.

Wherever possible, adult supervisors or older student supervisors are present on the morning coaches. All supervisors are responsible for enforcing safety regulations.

1.1.2 Liability in case of damage.

The Transport Office is not responsible for any damage, injury or harm caused by children during school transport. The costs incurred by the perpetrator of the damage will be charged to the parents.

1.1.3 Insurance.

We remind you that in the event of an accident, children are only covered by the school's insurance if they are travelling from school to their home, childcare or second official residence. If your child is travelling to another destination, parents should ensure that they are properly covered by private insurance for their journey.

1.1.4 Medical assistance at the school during the APEEE services.

Information about the procedure for medical assistance at school during the APEEE services.

The school nurses are, in general, only available during school hours and this from 08.20 am to 04.20 pm.

If your child, enrolled in an APEEE service, becomes ill or has an accident while attending the service, a school nurse will be called in, if present and available.

If the illness and/or accident occurs outside the school nurse's hours of availability or if the school nurse is absent or not reachable, the APEEE services will call an ambulance to take your child to hospital.

For all APEEE services provided outside the school (e.g. transport, swimming pool, climbing, ...), our supervisors, monitors, drivers or other staff will immediately call the public emergency medical services.

Although some of the APEEE staff undergo "first aid" training every year, our staff cannot take responsibility for diagnosing the seriousness of the accident or illness.

Therefore, the public emergency medical services will be called immediately to avoid any risk.

After the intervention of the school nurse or the call to the emergency service, the parents will be informed immediately so that they can join their child at the school infirmary or hospital.

If the cost of the ambulance is not covered by the school's insurance, the invoice will be charged to the parents.

1.1.5 Pupil behaviour

The Transport Office reserves the right to exclude from the bus any user whose conduct does not comply to the usual rules of behaviour, engages in bullying, or commits acts of vandalism. Exclusion will be at the discretion of the Transport Office and any decision will be communicated in writing.

Code of conduct

- I am in possession of my subscription or a valid ticket.
- If after classes I have to take the bus, I go to the bus parking immediately.
- I do not carry my bag or schoolbag on my back when I get on the bus (except for Nursery and Primary 1 pupils).
- I put my schoolbag in front of my feet or under the seat.
- I use the seatbelt when the bus is moving.
- I do not move around in the bus, and I remain seated facing the road during the journey.
- I respect the equipment: any vandalism (graffiti, theft, abandoned waste, etc.) will be punished.
- I do not tamper with the door opening and closing systems.
- I do not drink or eat.
- I do not heckle.
- I do not fight.
- I do not shout or insult anyone.
- I do not smoke.
- I do not handle dangerous objects (lighters, knives, etc.).
- I do not hinder the driver.
- I respect the instructions given by the supervisor and the driver.
- I wait for the vehicle to come to a complete stop before getting on or off without jostling.
- I wait for the bus to leave and perfect visibility before leaving my stop if I have to cross the road.
- I never cross the road in front of the bus.

1.2 Registration – modification – cancellation

1.2.1 General

All registrations (for new pupils), modifications or cancellations for the school year must be made between 1st and 30th June of the previous school year, through your Secured Zone.

All registrations or modifications sent after this date can only be taken into account on a space available basis.

All requests for modifications must be sent electronically.

Requests for additional stop: Requests for a different bus number to be used on a regular basis for the same departure time (1.00 pm - 3.30 pm - 4.20 pm) will only be processed from November of the school year and are subject to the availability of places on our buses; this does not apply to children living alternately with one and the other parent (shared custody). Requests to use an additional stop must be renewed each year. After acceptance, the authorisation may be withdrawn at any time during the school year in order to free up a seat for a pupil who needs to be transported to or from home.

Only registered children may be authorised to board a school bus.

1.2.2 Re-registration

For pupils already registered for school transport: the renewal of the subscription is automatic except for S7 pupils for whom the cancellation is automatic on the last day of the school year. The same stops, the same departures, the same authorisations to leave and the same invoicing information will be used.

A new schedule will be sent to you by e-mail at the beginning of the school year.

You can consult the status of your children's transport subscription online at any time by logging in to your "SECURED ZONE".

You need your LOGIN and PASSWORD to access your "SECURED ZONE". In order to have a complete and up-to-date database, we invite you to visit the site to verify the accuracy of the information for each child in your family. Some information is included in "Family Information", others are managed in the file of each child registered for the transport service. It is therefore important to verify this information for ALL the children in your family.

New parents, or parents whose children do not currently use the bus, have the possibility of making a request for registration via their Secured Zone.

1.2.3 Registration for new pupils

In order to obtain a login and a password allowing you to register for transport services and extracurricular activities, you are asked to fill in the account creation form. Once this form has been completed, you will receive your login and password which will give you access to your Secured Zone.

1.2.4 Registration for existing families

You will be able to register via your Secured Zone using the login and password you have. If you have lost your username and/or password, please refer to the "*Lost your password?*" page on our website.

1.2.5 Permanent modification

Moving, change of stop, etc.

Any request for a permanent change must be made via the Secured Zone, at least one month in advance.

1.2.6 Punctual or temporary modifications

Due to overcrowding and the increasingly limited number of places on the buses, we may no longer be able to accept occasional modifications of bus (e.g. occasional visit to another student, a doctor, a private teacher, a sports club, etc.).

Between 1st and 30th September of each school year:

We will not grant any punctual or temporary changes.

From October 1st of each school year:

The request for modification must be sent to us by e-mail or via our website, at the latest the day before (before 1 p.m.) and will only be accepted if there are still places available.

Please note: the request for a punctual or temporary change can only be made by one of the parents of the pupil who will be taking a different bus from his usual one.

1.2.7 Cancellation

Before 30th June preceding the school year registration:

As re-registration for the school transport service is automatic (based on the previous school year's registration), parents wishing to cancel their child(ren)'s subscription for the following school year must either fill in the online cancellation form or send an e-mail to the transport office before 30th June preceding the school year of registration.

After 30th June preceding the school year of registration:

The cancellation form must be completed online. Please note that cancellations for reasons other than moving house or a pupil leaving the school will not be processed until the beginning of the next term.

1.2.8 Authorisation to leave the bus

We would like to draw the attention of parents of pupils of:

- Nursery and Primary school on the importance of completing the authorisation box:

- YES: they can get off the bus alone.
- NO: they can only get off the bus if an adult is waiting for them at the stop.
- ACC designated: they can get off the bus if their brother/sister accompanies them.

- Secondary school: pupils who do not have the authorisation to get off the bus alone are not allowed to board the buses leaving the school at 4:20 pm.

1.2.9 Alternating custody

For the registration of children living alternately with two separated parents, it is necessary that we have all the information concerning each address: we ask you to complete all the information online.

1.3 Pricing

1.3.1 Subscription

The Covid pandemic throughout the school years 2020-2021 and 2021-2022 had a great impact on the APEEE finances. In the school year 2021-2022, the APEEE was forced to increase the prices for its services to avoid losses further to those suffered in the preceding year and to start rebuilding the APEEE reserve fund in order to ensure the APEEE remains on a sustainable financial footing.

The APEEE may be able to reimburse for the services provided in 2021-2022. This depends on the review of 'the security buffer' price increase in October 2021, which the APEEE would reimburse in the case it is not needed. This review will take place at the end of this school year or beginning of the next one. We will keep you informed.

This year, very high inflation rates have a huge impact on the overall costs. This unfortunately means that the APEEE will have to increase the prices for the services to be provided in the next school year 2022-2023. We understand this will not be popular, but it is unavoidable to ensure that we can continue to deliver our services to you and your children in the future. We will also keep the normal reimbursement policy for services ([canteen](#) and [extracurricular](#)).

The expected price increases are due to increased costs, such as costs for food purchase, fuel and energy price increase, renting of buses and salary indexation of staff hired by the APEEE (canteen staff, bus supervisors, extracurricular activities instructors etc.); the latter factor imposed by Belgian law.

The current forecast of price increase for the APEEE 2022-2023 school year is similar to the situation in Belgium as it depends on external factors, as well as on internal factors, e.g., on the number of registrations to our services, the availability of canteen space. We will only know the significance of internal factors in September 2022. Therefore, **the APEEE expects a price increase between 20% and 25% for the school bus transport service.** For your information the annual school bus fee for 2021-2022 was €1620 per child.

Every pupil using school transport on a regular basis must have a subscription.

The price of the subscription is fixed during the first term: as soon as the number of pupils to be transported is known, we can determine the number of buses needed and therefore determine a price.

1.3.2 Types of subscription

The Transport Office offers two types of subscriptions, which are invoiced as follows, regardless of the number of journeys per week:

- 100% of the subscription price:

Journeys home → school and/or school → home.

- 50% of the subscription price:

Only journeys school → after-school childcare of the Commission.

1.3.3 Tickets

Occasional users must be in possession of a "single journey" ticket which can be purchased at the Transport Office for € 4.00. By occasional user, we mean a pupil who exceptionally goes to a friend's, a doctor's, a teacher's, ..., and not a pupil who takes the bus on a regular basis but only once a week.

The ticket can only be issued after checking the number of seats already reserved on the requested bus: if there are no more seats available, the pupil will be refused the ticket.

A maximum of 10 tickets are issued per student per school year.

Tickets can only be purchased via email/phone request by the parent. We do not sell them in the office.

1.3.4 Invoicing

Parents who do NOT work for the European Institutions:

Parents who do not work for the European Institutions must pay the term invoices on the due date mentioned on the invoice.

1.3.4.1 Parents who work for the European Institutions & school staff

Parents receiving an education allowance:

Officials of the European Institutions and members of the school staff who are entitled to the education allowance - from the 1st year of primary school - are exempted from direct payment of the subscription provided that it is paid by their employer on time (per term). Please note that parents who are contract staff, temporary staff, Commission and EEAS officials whose child(ren) attend primary or secondary school must also submit at the beginning of each school year a declaration of schooling for their child(ren) via SYSPER 2 in order to benefit from the payment of the transport subscription by the Commission/EEAS. This does not apply to officials and other staff whose child attends the nursery

school and uses the transport service. The costs are invoiced to the parents (see "Parents of nursery school children").

Note: in case the employment contract with the European institutions has ended or started, parents are requested to inform the APEEE transport office immediately, as from that moment onwards the parent is either, responsible for paying the invoice or benefits from the allowance.

Parents not receiving an education allowance:

Parents working for the European Institutions who are not eligible for an education allowance must inform the Transport Office and will receive an invoice each term for their children's school transport subscription (see "Parents who do NOT work for the European Institutions").

1.3.4.2 Parents of nursery pupils

Parents are invoiced each term for the transport costs of nursery school children (see "Parents who do NOT work for the European Institutions").

1.3.5 Non-payment of subscription

1.3.5.1 Payment of the invoice by the European institutions

The European Institutions may pay the amounts due for subscription directly to the APEEE. In the event of non-payment by the Institution concerned within the deadline, and for whatever reason, the Transport Office reserves the right to invoice the cost of the subscription directly to the parents.

1.3.5.2 Payment of the invoice by the parents

Parents who are debtors expose their children to the risk of exclusion from school buses. The decision to exclude is not subject to appeal.

If there is no response to our second and final reminder, we hand over the debtor parent's file to our collection agency, who is responsible for recovering the sums due. As a last resort, we call on the services of our lawyer.

In case of serious financial difficulties, the Social Fund of the APEEE can grant a price reduction for a term or for the school year. The form needed to apply for the reduction is available at the Transport Office.

1.3.5.3 Use without valid subscription or ticket

Verifications are carried out on the buses to ensure that all users have a valid subscription or ticket (€4.00).

A pupil using a school bus without a valid subscription or ticket will be fined. Parents will be notified in writing.

Amount of the fines

- 1st offence: €25
- 2nd and subsequent offences: €70

2. Canteen

2.1 Registration – modification – cancellation

2.1.1 Registration

New pupils at the school

Registration for the canteen must be completed online in your Secured Zone using your login before 1st September. The registration is valid for the whole school year but can be modified before the beginning of each term.

Pupils already at the school - automatic re-registration

WARNING: the registration information for the 3rd school term is automatically renewed for the 1st school term of the following school year, with the exception of S7 pupils.

If you wish to cancel or modify a subscription, please do so via your Secured Zone before 30th September.

2.1.2 Modification and cancellation

First school term

Any modification or cancellation of a subscription must reach us via your Secured Zone by 30th September. After this date, the whole term will be invoiced.

Second and third term

Any modification must be received via your Secured Zone and will be effective at the beginning of the next term.

Immediate cancellation

Immediate cancellation is only possible in the case of an allergy with a medical certificate or if the student leaves the school.

Registration form - modification - cancellation

Registration can only be done through your Secured Zone.

2.2 Pricing

2.2.1 Prices

The Covid pandemic throughout the school years 2020-2021 and 2021-2022 had a great impact on the APEEE finances. In the school year 2021-2022, the APEEE was forced to increase the prices for its services to avoid losses further to those suffered in the preceding year and to start rebuilding the APEEE reserve fund in order to ensure the APEEE remains on a sustainable financial footing.

The APEEE may be able to reimburse for the services provided in 2021-2022. This depends on the review of 'the security buffer' price increase in October 2021, which the APEEE would reimburse in the case it is not needed. This review will take place at the end of this school year or beginning of the next one. We will keep you informed.

This year, very high inflation rates have a huge impact on the overall costs. This unfortunately means that the APEEE will have to increase the prices for the services to be provided in the next school year 2022-2023. We understand this will not be popular, but it is unavoidable to ensure that we can

continue to deliver our services to you and your children in the future. We will also keep the normal reimbursement policy for services ([canteen](#) and [extracurricular](#)).

The expected price increases are due to increased costs, such as costs for food purchase, fuel and energy price increase, renting of buses and salary indexation of staff hired by the APEEE (canteen staff, bus supervisors, extracurricular activities instructors etc.); the latter factor imposed by Belgian law.

The current forecast of price increase for the APEEE 2022-2023 school year is similar to the situation in Belgium as it depends on external factors, as well as on internal factors, e.g., on the number of registrations to our services, the availability of canteen space. We will only know the significance of internal factors in September 2022. Therefore, **the APEEE expects a price increase between 15% and 20%**. As an indication, the subscription prices for the school year 2021-2022 are as follows:

Nursery	Term 1	Term 2	Term 3
3 meals per day	€305.25	€250.20	€180.15
4 meals per day	€330.60	€273.60	€193.80
5 meals per day	€416.10	€342.00	€245.10

Primary	Term 1	Term 2	Term 3
3 meals per day	€351.65	€288.60	€207.35
4 meals per day	€377.00	€312.00	€221.00
5 meals per day	€474.50	€390.00	€279.50

Secondary	Term 1	Term 2	Term 3
3 meals per week	€378.80	€305.40	€217.30
4 meals per week	€404.15	€328.80	€229.00
5 meals per week	€506.90	€411.00	€290.65

The subscription covers meals for the whole school year, however:

- For school trips: Meals not consumed during the periods of “classes vertes”, “classes de mer”, “classes de neige”, 2nd, and 6th secondary trips, will automatically be deducted from the invoice at the food cost fixed for that school year.
- For intermediate exam periods in 5th, 6th and 7th secondary: the food cost per meal will be automatically deducted from the invoice. Pupils are free to come and eat in the canteen; they must buy a ticket at the current food cost rate.
- For the end of the school year: The subscription ends on the first day of the exams.

It should be noted that the prices of the subscriptions are made of:

- About 33%: cost of food
- Approximately 33%: cost of table service
- Approximately 33%: general operating costs

The Canteen Service Group reserves the right to revise the subscription and meal ticket prices at any time.

2.2.2 Subscription and meal ticket

Abonnement

We offer subscriptions 3, 4 or 5 fixed days per week to be defined on the registration form.

Tickets

Meal tickets, which can be used on Wednesdays only, are available at the Canteen office at a cost of 7€.

2.2.3 Invoicing and payment

Invoicing is scheduled each term and the periods for each term are:

- September to Christmas holidays,
- January to Easter holidays,
- After Easter until July.

Invoices are sent at the beginning of each term and are payable on the due date indicated on the invoice.

2.2.4 Reimbursement

The canteen only reimburses the uneaten meals of pupils who have left the school during the term.

There is no reimbursement in case of illness of the pupil.

In the case of hospitalisation only, and if the parents give one week's notice, the Canteen Office will reimburse a flat rate of the current food cost per meal not consumed, starting from two consecutive weeks of absence.

2.2.5 Social Fund

Parents facing serious financial difficulties can apply to the Social Fund of the APEEE and fill in an application form for financial assistance.

2.2.6 Non-payment of subscription

Parents who are debtors expose their children to the risk of permanent exclusion from the canteen. The decision to exclude will not be subject to appeal.

If there is no response to our second and final reminder, we will hand over the debtor's file to our collection agency who will take charge of recovering the sums due. As a last resort, we will request the services of our lawyer.

2.2.7 Use of canteen service without a subscription or a valid ticket on Wednesday

Access to the refectory is reserved for pupils with a valid subscription (or with a meal ticket on Wednesdays only), no exceptions are possible. The school provides separate facilities for students who bring their own lunch or sandwich. Any pupil found in the refectory without a valid registration or ticket will be fined:

- 25 € for the first offence
- 70 € on subsequent occasions

Verifications are carried out on a regular basis.

2.3 Organisation

2.3.1 Meals on Wednesday Supervision

Children who eat at the canteen on Wednesdays and who do not have an activity after the meal must be registered for supervision without activity, even if the parents come to collect them after the meal. Registration for this supervision without activity must be made with the extracurricular service.

2.3.2 Occasional Wednesday meals

Pupils can buy a meal ticket for 7€ at the canteen office (only for Wednesdays). The ticket is valid for one day only: the day of purchase, the date of which is indicated on the back of the ticket. It must be given to the canteen ladies before the meal.

The canteen does not give credit: the ticket is payable the same day and is not refundable.

2.3.3 After-school Childcare of the Commission

Children attending the after-school childcare service of the Commission do not have to register for the Wednesday meal at the canteen: this meal is invoiced directly to you by the after-school childcare service (do not select Wednesday on our form).

For information: administration of the Commission's childcare service: 02 295 09 45.

2.4 Functioning

2.4.1 Nursery and Primary school pupils

All nursery and primary pupils are accompanied to the refectory by their teacher who is responsible for supervising them.

Pupils who are "tartinistes" eat in rooms allocated by the school (ask the school secretary).

The school reserves a room in the primary building for pupils who take a picnic (check with the school).

2.4.2 Secondary school pupils

According to the current canteen agreement, the supervision of secondary school pupils is the responsibility of the school.

3. Extracurricular

3.1 Registration

Registrations will open on the date communicated in the calendar of extracurricular activities.

To register your child(ren) for one or more activities and/or supervision, you must use the Secured Zone of the APEEE website.

3.1.1 What to do before the start of the registration period?

Before the registration period begins, please check that you have everything you need and that you have read all the relevant information:

a) Your login and password

- If your child is already at school, you should already have your login and password. If you do not have them, please contact our office: periscolaire@woluweparents.org (Woluwe) or eve-periscolaire@evereparents.org (Evere) in good time before the start of the registration period.
- If your child is new to the school, you must first create an account for the Secured Zone by filling in the appropriate form. Please make sure you do this in good time before the start of the enrolment period!

b) Programme information

Please check the programme for any activity you plan to select and note the code. The programme of activities can be found here: [WOLUWE - Activities' programme | Woluwe Parents - APEEE](#) or [EVERE - Activities' programme | Woluwe Parents - APEEE](#)

You can sort the activities according to the year of your child and the day for which you want to register them. Some activities may be listed in grey, which means that they are already full. These are activities where participants follow a programme that runs for several years and is therefore automatically renewed each year, unless they decide not to continue.

For any full activity, you can always decide to put your child on a waiting list.

Please note that the programme may be subject to change during the year. The APEEE reserves the right to cancel or modify the programme: new activities may be proposed, or some activities may be cancelled (e.g. if the minimum number of participants is not reached), or two similar activities may be grouped together to reach the minimum number of participants.

If new activities are proposed, the information is published on our website.

c) Calendar information

The activities will start on the date communicated in the extracurricular activities calendar.

The APEEE also organises workshops during the school holidays. Parents will be informed in advance by e-mail and the information will be published on the APEEE website.

d) Information on supervision

Please note that supervision will start on the date communicated in the extracurricular activities calendar.

The APEEE offers different options for supervision. Registration for supervision is compulsory in some cases: please check the rules and procedure for allowing other people to pick up your child after the activity/supervision.

e) Rules for registration

1. Registration for places available on Monday, Tuesday, Thursday and Friday is limited to 2 activities per day per child. This does not include waiting lists for which you wish to register your child. Registration for Wednesday activities is limited to 3 activities.
2. A child cannot be registered for two or more activities that take place at the same time on the same day (e.g. piano and basketball on Monday at 3.30 pm) or that overlap (e.g. the first activity finishes at 4.30 pm and the second from 4.15 pm). This does not apply to registration on the waiting list.
3. Individual music lessons from 5.30pm are limited to children from P3 upwards.

f) Information on the Code of Conduct and Fair Play Charter

Please take a look at the rules on expected behaviour published here and ensure that your child is fully aware of his/her obligations. Repeated failure to comply with these behaviours may result in children being excluded from activities (no refunds will be given).

g) Equipment

Please also look at the type of equipment your child needs for the activity.

3.1.2 How to register?

Once the registration period is open, you can enter the Secured Zone and select the available extracurricular activities and/or supervision.

Don't forget to register for Supervision if you have to!

If your child is on a waiting list and a place becomes available during the year, you will receive an email with the offer and a short deadline to reply (to accept or refuse the position offered). No reminder will be sent if there is no response.

Places are offered in the order in which children are registered on the waiting list.

3.1.3 Until when can one register?

You can register for an activity and/or supervision throughout the year, subject to availability.

3.1.4 Cancellations

Each registration can be cancelled at any time during the year. In case of cancellation, the unused part of the registration will be credited back to your family in the form of a voucher (except for individual lessons) to be used on a new registration for an extracurricular activity and only in the same school year. The cancellation of an individual lesson does not give the right to a voucher or a refund.

3.1.5 Registration during the year

It is possible to register at any time during the year. If your family has been awarded an extracurricular voucher in the same school year, it can be used for this new registration.

3.2 Payment

3.2.1 Invoices

The Covid pandemic throughout the school years 2020-2021 and 2021-2022 had a great impact on the APEEE finances. In the school year 2021-2022, the APEEE was forced to increase the prices for its services to avoid losses further to those suffered in the preceding year and to start rebuilding the APEEE reserve fund in order to ensure the APEEE remains on a sustainable financial footing.

The APEEE may be able to reimburse for the services provided in 2021-2022. This depends on the review of 'the security buffer' price increase in October 2021, which the APEEE would reimburse in the case it is not needed. This review will take place at the end of this school year or beginning of the next one. We will keep you informed.

This year, very high inflation rates have a huge impact on the overall costs. This unfortunately means that the APEEE will have to increase the prices for the services to be provided in the next school year 2022-2023. We understand this will not be popular, but it is unavoidable to ensure that we can continue to deliver our services to you and your children in the future. We will also keep the normal reimbursement policy for services ([canteen](#) and [extracurricular](#)).

The expected price increases are due to increased costs, such as costs for food purchase, fuel and energy price increase, renting of buses and salary indexation of staff hired by the APEEE (canteen staff, bus supervisors, extracurricular activities instructors etc.); the latter factor imposed by Belgian law.

The current forecast of price increase for the APEEE 2022-2023 school year is similar to the situation in Belgium as it depends on external factors, as well as on internal factors, e.g., on the number of registrations to our services, the availability of canteen space. We will only know the significance of internal factors in September 2022. Therefore, **the APEEE expects a price increase between 7% to 10%**. For your information, the prices for 2021-2022 which were priced individually per extra-curricular activity are [available here](#).

Invoicing is done each term. The first term runs from the start of activities to the Christmas break. The second term runs from January to the Easter break. The third term runs from the Easter break to the end of activities.

Invoices are sent out at the beginning of each term and are payable on the due date indicated on the invoice.

You can register for an activity and/or supervision throughout the year subject to availability.

3.2.2 Cancellations

You can cancel your registration(s) at any time via your Secured Zone.

Regular activities and supervision

Regular activities and supervision can be cancelled at any time during the year. The unused part of the registration fee is credited in the form of a voucher to be used on a new registration to an extracurricular activity and only in the same school year.

Individual musical instrument lessons

Individual lessons can be cancelled at any time during the year. However, the unused part of the registration fee is not credited as a voucher. Registration for an individual lesson is always charged in full for the term concerned.

3.2.3 Modifications

Changes are not possible. However, you can cancel a registration at any time of the year and also start a new registration at any time of the year. If a cancellation has given you a voucher, this voucher can be used on any new registration:

- If the cost of the new activity is higher than the original activity, a new invoice will be sent to cover the difference.
- If the cost of the new activity is less than the original cost, no refund will be given.

3.2.4 Non-payment: consequences

The APEEE reserves the right to exclude a child permanently from all extracurricular activities and supervision if the corresponding invoice is not paid within the time limit. The decision to exclude is not subject to appeal.

Unpaid invoices will be forwarded to the APEEE's collection agency, and finally to the APEEE's lawyer for legal follow-up. As long as the amount due is not paid, no further enrolment in the APEEE services will be accepted for the family.

3.2.5 Reimbursement policy

Any situation of force majeure which affects the possibility of fulfilling any obligation related to the organisation of activities and/or supervision will be notified immediately by the APEEE to the parents. The APEEE is not responsible for any delay or failure to organise activities and/or supervision in cases of force majeure. The APEEE Board will be responsible for deciding whether and to what extent any reimbursement could be taken into consideration within the limits of the extracurricular budget surplus for the year.

In the event of a child leaving the EEB2 (except for disciplinary reasons), the family can request reimbursement of the activities by sending an e-mail to periscolaire@woluweparents.org or eve-periscolaire@evereparents.org

3.3 Code of conduct

3.3.1 Internal rules for extracurricular activities

1. The rules of the European School Brussels II also apply to extracurricular activities and supervision.
2. Any inappropriate behaviour will be subject to disciplinary measures. This may result in the child being excluded from the activity or from supervision.
3. Children must respect the facilities*, other participants and the APEEE staff.
4. Pupils are responsible for the valuables (mobile phone, jewellery, clothes, wallet, bank card, etc.) they bring with them; objects left in the sports hall are placed in a box in the cleaning room until Friday, when the objects that have not been retrieved are sent to Eurêka. The APEEE declines all responsibility in case of loss or theft of students' personal belongings.
5. Participants and visitors must wear appropriate sports shoes in the sports areas.
6. To keep the sports areas and changing rooms clean, no food or drink other than water is allowed.
7. Students participating in activities are requested to wait for their instructor in the sports hall and not to go alone to the rooms where their activities are taking place.

8. Pupils must not loiter or smoke in the immediate vicinity of the school before or after extracurricular activities/supervision. The consumption of alcohol on school premises or in the vicinity of the school is strictly forbidden.

*In case of damages, parents may be required to pay the related costs.

3.3.2 Fair play charter for extracurricular sports activities

1. The extracurricular activities offer me playtime and learning time and I intend to respect them.
2. To accept the decisions of teachers or referees who also have the right to make mistakes, even if they do everything they can to avoid them.
3. To help everyone by my presence, my experience and my understanding.
4. To play to win but to accept defeat with dignity.
5. Victory is not a victory if it is obtained by cheating, respecting the rules is also respecting the other.
6. Avoid malice and aggression in my actions, words, or writings.
7. Assist any athlete who is injured or whose life is in danger.
8. Be sincere and courageous in all circumstances.
9. Whatever the sport, the stakes or the opponent, each confrontation is a special moment, a celebration.
10. The essential key to sport is respect, for the rules, for the opponent and for oneself.
11. Take care of the equipment that is put at our disposal.

3.3.3 Secondary school pupils

We would like to underline the fact that outside school opening hours and when pupils are being looked after by their extracurricular activity monitor, pupils present in the school buildings are under the responsibility of their parents' insurance; indeed, the insurance of the extracurricular activities and of the school does not cover children if they are without supervision.

3.3.4 Safety

It is important to remind your children that valuables must be handed over to the teachers during lessons and that they must not be left in the changing rooms.

The extracurricular activities service declines all responsibility in case of loss or theft of students' belongings.

3.4 Medical assistance

Parents of children with health problems should carefully consider whether the activity is appropriate or could create medical risks for their child. Please be aware that:

- School nurses are only available during school hours (8.20 am to 4.20 pm).

Please fill in the "health card" and return it to the APEEE before the start of the activities, if your child has a medical condition.

Medical assistance during APEEE services: procedure

If a child becomes ill or has an accident during an APEEE activity/monitoring, the school nurse will be contacted, provided that it is during working hours. Outside these hours or if she is absent or cannot be reached, the APEEE services will call an ambulance to take your child to hospital.

For all APEEE services provided outside the school (e.g. transport, swimming pool, etc.), our supervisors, monitors, bus drivers or others will call the emergency services immediately.

Once the school nurse or emergency service has been contacted, parents will be informed immediately so that they can join their child at the school infirmary or hospital.