

# APEEE – General Conditions

## Summary

1.	Transport .....	3
1.1	General terms .....	3
1.1.1	Bus supervision .....	3
1.1.2	Liability in case of damage.....	3
1.1.3	Insurance .....	3
1.1.4	Medical assistance at the school during the APEEE services .....	3
1.1.5	Pupil behaviour .....	4
1.2	Registration – modification – cancellation .....	4
1.2.1	General .....	4
1.2.2	Automatic Renewal of Registration.....	5
1.2.3	Registration for new pupils.....	5
1.2.4	Registration for existing families .....	5
1.2.5	Permanent modification.....	5
1.2.6	Punctual or temporary modifications.....	5
1.2.7	Authorisation to leave the bus .....	6
1.2.8	Alternating custody .....	6
1.3	Pricing .....	6
1.3.1	Subscription .....	6
1.3.2	Types of subscription.....	6
1.3.3	Tickets.....	6
1.3.4	Invoicing.....	7
1.3.4.1	Parents who work for the European Institutions & school staff.....	7
1.3.4.2	Parents of nursery pupils .....	7
1.3.5	Non-payment of subscription.....	7
1.3.5.1	Payment of the invoice by the European institutions.....	7
1.3.5.2	Payment of the invoice by the parents .....	7
1.3.5.3	Use without valid subscription or ticket .....	8
2.	Canteen .....	8
2.1	Registration – modification – cancellation .....	8
2.1.1	Registration.....	8
2.1.2	Modification and cancellation .....	8
2.2	Pricing .....	9
2.2.1	Prices.....	9

2.2.2	Subscription and meal ticket .....	9
2.2.3	Invoicing and payment .....	9
2.2.4	Reimbursement .....	9
2.2.5	Social Fund.....	10
2.2.6	Non-payment of subscription.....	10
2.2.7	Use of canteen service without a subscription or a valid ticket on Wednesday.....	10
2.3	Organisation .....	10
2.3.1	Meals on Wednesday Supervision.....	10
2.3.2	Occasional Wednesday meals .....	10
2.3.3	After-school Childcare of the Commission .....	10
2.4	Functioning .....	11
2.4.1	Nursery and Primary school pupils.....	11
2.4.2	Secondary school pupils .....	11
3.	Extracurricular .....	11
3.1	Registration.....	11
3.1.1	What to do before the start of the registration period?.....	11
3.1.2	How to register? .....	12
3.1.3	Until when can one register?.....	12
3.1.4	Swapping an activity .....	12
3.1.5	Cancellations.....	13
3.1.6	Registration during the year.....	13
3.2	Payment.....	13
3.2.1	Invoices .....	13
3.2.2	Non-payment: consequences.....	13
3.2.3	Reimbursement policy.....	13
3.3	Code of conduct.....	14
3.3.1	Internal rules for extracurricular activities .....	14
3.3.2	Fair play charter for extracurricular sports activities .....	14
3.3.3	Secondary school pupils .....	14
3.3.4	Safety .....	15
3.4	Medical assistance.....	15
	Pricing List 2023-2024 .....	16

## 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.
- 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

Bus routes are organised based on 1<sup>st</sup> to 30<sup>th</sup> June subscriptions. After 30<sup>th</sup> June, registrations and modifications are subject to availability. Any cancellation must happen before the start of the subsequent trimester, after which the full trimester will be invoiced. However, for the first trimester, cancellations made before September 30<sup>th</sup> will be charged on a pro-rata 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 Automatic Renewal of Registration

For pupils already registered for school transport: the renewal of the subscription is automatic except for S7 pupils and others who have left the school and informed the APEEE, 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.

**WARNING:** As re-registration for the school transport service is automatic (based on the previous school year's registration), to cancel the automatic renewal of the subscription fill in the online cancellation form or send an e-mail to the transport office before 30<sup>th</sup> June preceding the school year of registration.

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 1<sup>st</sup> and 30<sup>th</sup> September of each school year:

We will not grant any punctual or temporary changes.

From October 1<sup>st</sup> 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 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.

### 1.2.8 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

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

The price of the subscription is fixed during the first trimester: 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.

The APEEE will inform of the expected price for the next school year before the start of the registrations. The actual prices will be communicated during the month of October when the actual number of registrations are known. The APEEE may change the prices before each subsequent trimester.

### 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 (pricing is available in the list at the end of the General Terms & Conditions). 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 trimester 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 1<sup>st</sup> year of primary school - are exempted from direct payment of the subscription provided that it is paid by their employer on time (per trimester). 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 trimester 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 trimester 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. Subject to the reasoned decision of the budget working group that shall be sent to the parents, the APEEE reserves the right to exclude a child permanently from the bus service if the corresponding invoice is

not paid within the time limit. 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 trimester 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. (pricing is available in the pricing lists at the end of the General Terms & Conditions)

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

- 1<sup>st</sup> offence: warning
- 2<sup>nd</sup> offence: price of the ticket
- 3<sup>rd</sup> offence: ticket price multiplied by 3
- Subsequent offences: ticket price multiplied by 6

## 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 1<sup>st</sup> September. The registration is valid for the whole school year but can be modified before the beginning of each trimester.

##### Pupils already at the school - automatic re-registration

WARNING: the registration information for the 3<sup>rd</sup> school trimester is automatically renewed for the 1<sup>st</sup> school trimester 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 30<sup>th</sup> September.

#### 2.1.2 Modification and cancellation

Any modification and/or cancellation must happen before the start of the subsequent trimester, except for the first trimester before the 30<sup>th</sup> September.

##### 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 APEEE will inform of the expected price for the next school year before the start of the registrations. The actual prices will be communicated during the month of October of the new school year when the actual number of registrations are known.

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”, 2<sup>nd</sup>, and 6<sup>th</sup> secondary trips will automatically be deducted from the invoice at the food cost fixed for that school year.
- Pupils with rattrapages classes during lunch hours can contact the Canteen Office to cancel their meal (provided their subscription has a minimum of 3 meals/week).
- For intermediate exam periods in 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> 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, available in your Secured Zone, are made of:

Cost of food, operating costs and overhead (salary, service staff, etc...).

### 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. (pricing is available in the pricing lists at the end of the General Terms & Conditions)

### 2.2.3 Invoicing and payment

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

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

Invoices are sent at the beginning of each trimester 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 trimester.

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

In the case of hospitalisation only, 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

In cases of non-payment the APEEE reserves the right to suspend services. Subject to the reasoned decision of the budget working group that shall be sent to the parents, the APEEE reserves the right to suspend a child from the canteen service if the corresponding invoice is not paid within the time limit.

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 (pricing is available in the pricing list at the end of the General Terms & Conditions). 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:

- 1<sup>st</sup> offence: warning
- 2<sup>nd</sup> offence: price of the ticket
- 3<sup>rd</sup> offence: ticket price multiplied by 3
- Subsequent offences: ticket price multiplied by 6

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. Except for nursery and P1, P2 pupils who eat at 11:00 & 11:15.

### 2.3.2 Occasional Wednesday meals

Pupils can buy a meal ticket at the canteen office (only for Wednesdays) (pricing is available in the pricing list at the end of the General Terms & Conditions). 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: [OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu](mailto:OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu)

## 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

Nursery & primary children are seated all together in the canteen refectory. The school reserves a room 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](mailto:periscolaire@woluweparents.org) (Woluwe) or [eve-periscolaire@evereparents.org](mailto: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: [Extracurricular Activities – Activities programme – APEEE – EEB2 – Woluwe & Evere \(woluweparents.org\)](#)

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 already be listed as full. If so, do not hesitate to join the waiting list. Many activities are subject to pre-registrations, open to pupils registered during the preceding school year.

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. One child can have up to two activities on a day.
2. Activity times cannot overlap.
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 your child has to stay at school, outside of the hours of activity.

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 Swapping an activity

Parents can swap an activity to a new one at any time by registering to a new activity and indicating in the process that the new subscription replaces an old one. For the remaining part of the ongoing trimester, one pays the higher subscription price of the two activities. The price is calculated pro-rata the activity weeks.

### 3.1.5 Cancellations

Each registration can be terminated at any time, but the parents remain liable for the subscription price until the end of the ongoing trimester. In case of cancellation no subsequent swap of activity is possible.

### 3.1.6 Registration during the year

It is possible to register to an activity at any time during the year and the cost of the subscription will be charged pro-rata based on the number of weeks remaining in the trimester.

## 3.2 Payment

### 3.2.1 Invoices

The APEEE will inform of the expected price for the next school year before the start of the registrations. The actual prices will be communicated during the month of October when the actual number of registrations are known.

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

### 3.2.2 Non-payment: consequences

In cases of non-payment the APEEE reserves the right to suspend services. Subject to the reasoned decision of the budget working group that shall be sent to the parents, the APEEE reserves the right to suspend a child from the extracurricular service if the corresponding invoice is not paid within the time limit

If there is no response to our second and final reminder, the APEEE 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.

### 3.2.3 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.

The APEEE is not in a position to organise a system of refunds in case of absences of either children or their instructors. When an instructor is absent, the APEEE extracurricular activities office will do its best to find a replacement.

Reimbursements in case of child's sickness can be granted exclusively in case of cancellation due to hospitalisation or serious medical reasons justified with a medical certificate for 1 month or more ( ), as the prices set by the extracurricular activities are calculated to cover the fixed costs (monitors' salaries, purchase of equipment, bus rental, ...). Same procedure applicable to long term (more than two weeks) absence of instructors without replacement.

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](mailto:periscolaire@woluweparents.org) or [eve-periscolaire@evereparents.org](mailto: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.

## Pricing List 2023-2024

The list of prices for the 2024-2025 school year was approved by the Administrative Board at its meeting on 14 October 2024.

### Transport

Yearly Subscription: 2.365,72€

Ticket: 5€/ride

### Canteen

Yearly Subscription:

- Nursery: 6.68€
- Primary: 7.62€
- Secondary: 8.03€

Ticket: 8€/meal

### Extracurricular Activities

Pricing per activity is available in the programme (**please visit the website for activity pricing**)