

## The Administrative Board of the APEEE (CA) - composed of 25 members

- ◇ 5 members are elected on rotation every year by all representatives during the Annual General Meeting of the APEEE (Plenary Session held in December/January) – 5 other members were elected in the previous year (in January 2017);
- ◇ 2 representatives for each of our 7 Language Sections (one for Primary, one for Secondary) – elected by the parents of each Language Section; and
- ◇ 1 representative for all Language Sections for the Nursery Cycle is elected by all representatives meeting together in the beginning of the school year.

## The Executive Committee and the Education Advisory Committee

Are the two preparatory bodies of the Administrative Board. In this context, they prepare the draft agenda and the main documents for discussion/adoption. Their composition ensures the fair representation of all language sections and the participation of Board members in charge of supervising the APEEE's operations. A number of Working Groups are set up by the Administrative Board on a sectoral or thematic basis.

## Comment participer?

All volunteers are welcome in the APEEE, however to participate in the management of the APEEE structure, you will need to be elected first as a class representative during the first class meetings of the school year.

For more information on how you can help the APEEE please contact our website merci de consulter notre site web:

<http://www.apee3.eu>

or contact our secretariat by email [apeesecretariat@skynet.be](mailto:apeesecretariat@skynet.be)

### PARENT ASSOCIATION OF EEB IXELLES

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Extra-Curricular  
Activities  
Transport  
Canteen

*We manage  
these services!*

## PARENT ASSOCIATION



## Canteen service

### a. Canteen (Building A, Ground/First Floor)

The e-enrolments for the canteen open on 16 June 2017. Information about the enrolment procedure is available online [http://www.apee3.be/files/pdf/intro\\_to\\_apee3\\_enrolment\\_en.pdf](http://www.apee3.be/files/pdf/intro_to_apee3_enrolment_en.pdf). Relevant information, including the canteen policies and the weekly menus, are also available on the following webpage: <http://www.apee3.be-Canteen>.

The Canteen timetable and zones for eating are organised by year groups. Meals at the Canteen comprise a main course and a dessert. The quantities and portions are established by a professional dietician and vary according to age. Pupils from Primary 3rd year and after can also go to one of the three salad bars on offer for their starter.

Pupils who are enrolled for the canteen can only eat at the Canteen on the days for which they are registered. However, any change to the days for which your child is enrolled can be made before the start of each month, on request. Except for September, any change will be considered for the first day of the month following the request. Please contact the Canteen office for more information.

Secondary pupils should be in possession of an electronic badge, which can be bought (for 4€, refundable deposit) from the Canteen Office next to main Canteen. Badges can be topped up with cash at the Cafeteria (1€, 2€ and notes), or at the machine outside the Canteen Office (notes only). Prices are given on the APEE3 webpage: <http://www.apee3.be-Canteen>.

**Special arrangements for Wednesdays:** If your child is signed up to go to the Commission 'garderie' on Wednesdays, the lunchtime meal is provided at school, by the 'garderie' service. In this case, there is no need to enrol your child to eat on Wednesdays in the School Canteen.

However, a meal is provided at the Canteen for those parents who wish. After lunch in the Canteen, your child can join his/her extracurricular activity or be collected from school.

### b. Cafeteria (located beneath the Bridge connecting Buildings B and C)

The Cafeteria can be used by Secondary school pupils only. It is open from 7.30 to 15.30 every day, except on Wednesdays, when it is open from 7.30 to 13.00.

Sandwiches, hot and cold snacks, salads, soup, drinks and croissants etc. are available. Payment can only be made with by electronic badge, which can be bought (for 4€, refundable deposit) from the Canteen Office next to main Canteen. Badges can be topped up with cash at the Cafeteria (1€, 2€ and notes), or at the machine outside the Canteen Office (notes only).

Please consult our website for more information:  
<http://www.apee3.be/index.php/cafeteria-information>.

### c. Sandwich-Eating Area (located in front of the Canteen – on the Ground Floor, Building A)

There is a seating-eating area available in front of the Canteen (ground/First Floor Building A) where students who bring their sandwiches from home can sit and eat (micro-wave oven available).

## Transport service

### School bus service

A school bus service is organised by the APEE3, intended to enable your children to be transported between the bus stops near home and school (or from school to one of the Commission 'garderies'). Our buses are supervised by an adult or an older pupil. All buses are less than 15 years old and conform to EU safety standards.

The e-enrolments for transport open on 16 June 2017. Information about the enrolment procedure is available on the newsletter [http://www.apee3.be/files/pdf/intro\\_to\\_apee3\\_enrolment\\_en.pdf](http://www.apee3.be/files/pdf/intro_to_apee3_enrolment_en.pdf). More information about the price, the timetable and the general policies applied in the transport sector can be consulted at <http://www.apee3.be/index.php/transport-news>.

### The after-school bus service to home:

#### **Mondays, Tuesdays, Thursdays and Fridays:**

- ◊ **The 1<sup>st</sup> bus departure at 15.35:** for Nursery, Primary and Secondary 1 and 2 pupils.
- ◊ **The 2<sup>nd</sup> bus departure at 16.30:** for Secondary 3 to 7 pupils.

**Younger children than S3 – S7 students, who are enrolled for an extra-curricular activity at school,** can also be signed up for the 2<sup>nd</sup> bus departure. However, this possibility depends on the time the activity ends the seat availability on the requested bus (priority will be given to S3-S7 pupils), and the route of the bus (different bus stops are foreseen for the 2<sup>nd</sup> departure).

#### **Special Arrangements for Wednesdays:**

- ◊ **The 1<sup>st</sup> bus leaves at 13.00:** for all pupils, whose lessons end at 12.40 and 12.50;
- ◊ **The 2<sup>nd</sup> bus leaves at 13.30:** for pupils enrolled in the OIB Garderies; lunch is organised by the Commission and served at school by the monitors (see below).

Children who are enrolled for lunch in the School Canteen and then stay at school for their Wednesday afternoon activity, will have to be collected by the parents directly after their activity.

### The after-school bus service to the 'garderies':

- ◊ **Mondays, Tuesdays, Thursdays :** There is a bus service foreseen towards all 'garderies' both at the 1<sup>st</sup> and 2<sup>nd</sup> departure.
- ◊ **Wednesdays:** At 13.30 (single departure), after lunch, organised by the Commission and served at school in the presence of 'garderie' monitors. **Fridays:** first departure at 12.30 (only for Nursery/Kindergarten and Primary 1-2) and second departure at 15.35 for P3 to P5, as well as for pupils of MAT, P1, P2 that are enrolled to an extra-curricular activities activity.

## Extra-Curricular activities service

Extra-curricular activities are generally referred within the school as "*activités périscolaires*". They start during the second week of term. Activities cover a wide range of fields and interests, including sport, music, art, culture, etc. They are available to children from all Sections and Cycles (Nursery school, Primary and Secondary). Most activities take place on the school premises, but some (e.g. swimming) take place off-site, according to the activity.

Activities are organised after school from Mondays to Fridays inclusively:

- ◊ From 15.30 to 16.30 for the Nursery School/Primary School pupils
- ◊ From 16.30 to 18.30 for Primary + Secondary pupils
- ◊ On Wednesdays, from 13.30 to 15.00 (Nursery/Primary/Secondary)
- ◊ On Fridays, from 12.15 to 15.15 (Nursery/Primary 1&2)

The e-enrolments for the extra-curricular activities will open on 19 June 2017. Information about the enrolment procedure is available online <http://www.apee3.be/files/pdf/intro> Children whose activity finishes at 16.30 can take the second bus that leaves school at 16.30 (if spaces area available and if secondary school pupils' stops allow for this). Children whose activity finishes later than 16.30 pm must be collected from the school by their parents. [to\\_apee3\\_enrolment\\_en.pdf](http://www.apee3.be/files/pdf/intro_to_apee3_enrolment_en.pdf). Relevant information about the timetable and the list of activities are available on the APEE3 webpage at: <http://www.apee3.be/index.php/extracurricular-news>

Additionally, the extra-curricular activities service offers a "**Snack and Go**" activity which is a supervised snack. This activity was introduced to offer more flexibility and an alternative afterschool care to parents until 17:30. Moreover, it allows some parents to cope with the space shortage of the commission's 'garderie'.

All activities are paid individually by parents and are not reimbursed by the commission.

The extra-curricular activities service work in close collaboration with the commission's "garderie" to allow pupils to combine going to extra-curricular activities while at the "garderie".

Though most activities are given in French some of our instructors/teachers speak English, German, Dutch, Greek, Czech, Italian etc.