



**PARENTS' ASSOCIATION
(APEEE IXELLES)**

EUROPEAN SCHOOL BRUSSELS III

**CA 13/2019 – rev 01/2025
EXTRACURRICULAR ACTIVITIES
REGULATION
www.apeeeb3.be**

Contents

1. INTRODUCTION	3
1.1. Why this Regulation?	3
1.2. APEEE Role - Bodies.....	3
2. GENERAL PROVISIONS	4
2.1. Scope.....	4
2.2. Educational Objectives	4
2.3. Annual Plan of Activities and New Activities	5
2.4. Criteria for the Planning of Activities and Recruitment of Instructors	6
2.5. Calendar and Timetable of Activities	7
2.6. Specific Provisions.....	10
3. ENROLMENT	11
3.1. General Rules.....	11
3.2. Enrolment Periods.....	12
3.3. How to Enrol.....	14
3.4. Choice of Activities - Allocation of Places	14
3.5. Waiting Lists	15
3.6. Selection of Overlapping Activities.....	16
3.7. Transfer Between Activities.....	17
3.8. Evaluation of activities.....	17
4. PAYMENT OF FEES	18
4.1. Basic Rules	18
4.2. Cancellation and Reimbursements - Administrative Fees.....	19
4.3. Late payment charges.....	21
4.4. Social Fund	21
5. DAILY RUNNING OF THE SERVICE	22
5.1. Meeting points	22
5.2. Free Time After School Hours	24
5.3. After the End of the Activities.....	24
5.4. Supervision After the Activities.....	25
5.5. Transport.....	26
6. COMMUNICATION – COMPLAINTS	27
7. SAFETY, SECURITY AND DISCIPLINE PROVISIONS - OBLIGATIONS OF STAKEHOLDERS	29
7.1. Monitors	29
7.2. Parents	30
7.3. Discipline – An Overview of Students' Obligations	30
7.4. Illness - Accidents	31
7.5. Insurance - Medical Service.....	31
7.6. Sanctions	32
8. FINAL PROVISIONS	33

1. INTRODUCTION

1.1. Why this Regulation?

The Parents' Association of European School Brussels III (hereinafter "the APEEE") Extracurricular Activities Regulation (hereinafter, "the Regulation") sets out the rules and procedures that underpin the extracurricular activities service at school and its operation. These rules establish the general context for all day-to-day and other operational decisions taken by the APEEE bodies, and are compulsory for all users of this service, notably the monitors¹ employed by the APEEE, the enrolled students and their parents (persons exercising parental authorities or their representatives).

1.2. APEEE Role - Bodies

The APEEE has exclusive competence for the organization and management of the extracurricular activities service. The Convention signed with the School on 17 July 2017 sets out the rights and obligations of the APEEE in terms of maintaining the premises and materials of the School in good shape and condition in accordance with proper use.

The overall responsibility for the school extracurricular activities service is assumed by the APEEE Management Board (hereinafter, "the Board"). The Board adopts, inter alia, all policy decisions, approves the draft budget and the draft consolidated accounts of the sector. It delegates the oversight of the service to the Extracurricular Activities Working Group on Extracurricular Activities (hereinafter, "the Working Group") and appoints - among its members - a Head of the sector in charge of extracurricular activities who chairs the Working Group. The operational modalities of the Working Group are defined in the Board's rules of procedure.

The Extracurricular Activities Office (hereinafter, "the Office") headed by its manager, ensures the daily operation of the service in accordance with the framework established by the Board. It is responsible for the smooth running of the activities (including the conclusion of contracts) and the enrolment procedure according to the established guidelines. The Office is the contact point for parents and service providers. It is run by the APEEE staff.

¹ Generic term used in the Regulation for the teachers and supervisors of the Extracurricular Activities service.

2. GENERAL PROVISIONS

2.1. Scope

Extracurricular activities organized by the APEEE include the following:

- a. Collective after school activities for Nursery, Primary and Secondary students
- b. Individual music lessons
- c. Snack & Study after-school service (weekly or occasional)
- d. End-of-year stage for Secondary students
- e. Holiday stages for Nursery and Primary students

2.2. Educational Objectives

The focus of extracurricular activities (except for Snack & Study) is to allow the student to develop an interest or a talent in a specific area. Extracurricular activities are not considered to be a student-minding service in the sense of the childcare managed by the Childcare services department of the Office of Infrastructure and Logistics – Brussels (OIB) of the European Commission (hereinafter, 'the garderie'), which falls outside the scope of this Regulation².

Extracurricular activities aim to provide an educational content of good quality in a structured but informal context. Extracurricular activities enable students to discover, to enhance and to develop certain talents, whether artistic, sports or musical. They give students with the same interests the opportunity to work closely in small groups, where they can give free reign to their enthusiasm and creativity. Certain activities, especially for Secondary students, may have a greater focus on improvement of skills.

A differentiation of the activity into educational levels is the exception rather than the rule for various organizational reasons (space and timeslot constraints in school's premises, different ages of enrolled students, lack of staff for placement tests etc.). The existence of different levels is highlighted clearly in the program of activities.

² All available information for the OIB garderie is available here: <https://www.eeb3.eu/en/garderie-2/>

The activities are organized in French unless indicated otherwise (e.g. English through play, Creative play or CLL English). A course in another EU language is very exceptional and is only possible if the content of the activity is linked to the cultural traditions of a particular country (for example, Greek folk dances).

2.3. Annual Plan of Activities and New Activities

Requests for new activities for the following school year may be submitted to the Office by any interested party (parents, monitors, School teachers, etc.) before the end of March. All requests must be accompanied by an explanatory pedagogical background, including the monitors' required skills and experience as well as the proposed teaching method, the program and its objectives.

All requests are examined by the Office and submitted to the Working Group with recommendations for inclusion in the annual plan. These figure into the draft annual plan of activities for next school year that is proposed by the Office, taking account of the criteria established by the Board. It is based on an assessment of all existing activities against their previous results, popularity and their overall value. The Working Group's decision of admission or rejection of these activities is communicated to the applicants by the Office.

The proposed annual program is reviewed and approved by the Working Group before its submission to the Board for final adoption in the month of May. A prior consultation of the Committee may be held, as appropriate.

2.4. Criteria for the Planning of Activities and Recruitment of Instructors

The planning of activities is based on the estimation of the following points:

- a) availability of space inside and outside the School
- b) the demand for existing and new activities
- c) their inclusive approach
- d) the budgetary constraints (maintaining a budgetary balance is the ultimate financial objective)

The selection of monitors is performed by the Office in consultation with the members of the Working Group. Instructors are chosen on the following grounds:

- their technical competences
- their training and professional experience
- previous positive assessment of the monitors
- their specific experience in working with students
- their availability
- the needs of the APEEE

In following with the activity language specifications mentioned in section 2.2 [Educational Objectives](#), monitors are expected to be able to communicate in French unless their specific activity does not require it. Knowledge of other languages used in the school is an asset.

The monitors in cooperation with the Office prepare a description of the activity and their background (“Who I am”), their program and educational objectives (“What I want to achieve”) before the start of the enrolment period and the Office prepares all basic information for the online enrolment platform.

The course descriptions will be made available on the APEEE website.

2.5. Calendar and Timetable of Activities

Extracurricular activities (collective courses / individual music lessons / Snack & Study) begin as of the second week of the school year. These activities last until the Nursery and Primary cycle's end of the school year³, except for Secondary student's collective activities, which end on the 31st of May. Specific dates for a given school year will be communicated on the APEEE website.

– Collective courses

The timetable and planning vary for each activity. The table below provides an indication of the timetable for activities on offer, which is subject to change. Parents are invited to consult the APEEE website for up-to-date details.

INDICATIVE PROGRAMME OF EXTRACURRICULAR ACTIVITIES APEEE IXELLES

	NURSERY	PRIMARY	SECONDARY	SNACK & STUDY
MON	15h30 - 16h30* (various)	15h30 - 16h30* (various) 16h30 - 18h00 (circus)	16h30 - 18h00 (various)	15h30 - 16h30* 16h30 - 17h30
TUES	15h30 - 16h30* (various)	15h30 - 16h30* (various) 15h30 - 17h00 (swimming) 16h30 - 18h00 (badminton)	16h30 - 18h00 (various)	15h30 - 16h30* 16h30 - 17h30
WED	13h00 - 14h30 (swimming) 13h00 - 14h30 (various)	13h30 - 14h30 (various) 13h30 - 15h00 (various) 14h30 - 15h30 (Mini Foot)	13h30 - 14h30 Judo (S1)	13h30 - 14h30 (Play & Go)
THURS	15h30 - 16h30* (various)	15h30 - 16h30* (various) 15h30 - 17h00 (swimming)	16h30 - 18h00 (various)	15h30 - 16h30* 16h30 - 17h30
FRI	12h15 - 15h15 (various)	12h15 - 13h45 (various P1-P2) 13h45 - 15h15 (various P1-P2) 15h30 - 16h30* (various) 15h30 - 17h00 (swimming)	16h30 - 18h00 (swimming)	15h30 - 16h30*

* Nursery and Primary activities take place from 15:30 until 16:15, allowing pupils to take the second bus at 16:30.

– Snack & Study

The Snack & Study service provides the possibility for students to remain at school under supervision (there are 2 timeslots: 15:30-16:30 and 16:30-17:30). Students attending the service receive a snack and have board games at their disposal, although no organised activities are proposed. It is possible to enrol for the Snack & Study service on a regular weekly basis throughout the year (via the online registration system) or occasionally when needed (see point 3 below).

³ The second bus departure at 16:30 will not run after the Secondary cycle's end of the school year (see point 2.6 [Specific Provisions - End of Second Bus Departure](#)).

This activity offers students the opportunity to do their homework between 15:45 and 16:15. It should be noted that this study time is monitored but not directed. The monitor is not able to follow each student individually. Their role is to maintain a quiet and effective study environment.

This activity enables students to take part in an extracurricular activity which begins at 16:30 or (in agreement with the Transport Office) to take a bus leaving at 16:30 from the School (APEEE Transport service second departure), if enrolled accordingly.

– **Individual music lessons**

Individual music lessons may only take place on the School premises. They must take place between 15:30 and 18:00 on Mondays, Tuesdays, Thursdays, and Fridays, and between 13:30 and 18:00 on Wednesdays.

Interested families must first contact the music teacher directly to agree on the slots of the individual lessons. Once an agreement is reached, it should be communicated to the Office. The enrolment will be encoded in the online enrolment platform by the Office. An updated list of teachers is available on the APEEE website.

Enrolment applications must be completed before the first lesson and all students must purchase a 10-lesson card (hereinafter, “a cycle”) from the Office, which will be held by the music teacher. Each lesson represents 30 minutes of instruction by default. If a lesson lasts more than 30 minutes, the price will be adjusted accordingly.

Continuation once a cycle has been completed is automatic. Parents can consult progress on their cycle by contacting the Office. Towards the end of each cycle, parents will receive a reminder for payment of the following cycle. If parents do not wish to continue, they should inform the Office and the music teacher before the end of the current cycle.

At the end of the school year in July, the Office will draw up a balance for each student’s current cycle and families will be reimbursed for any lessons left unused.

It should be noted that:

- Students are expected to bring their own instrument (except for piano and percussion).
- The possibility of external examinations should be discussed with the teacher. A specific payment may be required.
- Music teachers will recommend appropriate music scores. These must be purchased separately by the parents of the students.
- If the music teacher is absent, the lesson will not be counted for the cycle.
- In case of student absence, parents must inform the teacher and the Office by email by 7:00 pm the day before, otherwise the lesson will be counted for the cycle. Parents are also requested to inform their music teacher and the Office in advance if a student will be absent for reasons relating to the School (e.g. school trip, pedagogical day).

In the event of withdrawal by a student during a cycle, no refund will be made for that cycle unless there are exceptional and justified circumstances. Where 80% of a cycle has been completed, full payment of the cycle is due.

– **End of year stage (for Secondary students):**

Activities may be planned in the last week of June and the first week of July (9 days in total) for Secondary students (after the end of their school year). Students registered for both the stage and the transport service may use the school buses to come to school in the morning and to return home (departure from the school at 15:35).

2.6. Specific Provisions

Student's official schedule (agenda) and changes: Parents of Nursery and Primary students are requested on a daily basis to indicate clearly in the agenda of their child(ren) the extracurricular activity that their child(ren) will attend, along with what the child will do immediately after the activity. Changes to the official schedule of the student, as registered in the online enrolment platform, can be accepted only on an exceptional basis and must be supported by a solid justification. They must be communicated to the class teacher, the Extracurricular Activities Office, and the Transport Office (where relevant) by email at least one working day in advance. Any change that has not been notified to the Office(s) in advance will not be considered.

Changes affecting the school buses will be authorized only if places are available on the requested bus. In case of doubt, students will be kept on the school premises and their parents asked to pick them up.

Lost and Found: If a student has forgotten or lost something during their extracurricular activity, the found item will be brought to the School's "Lost and Found" in the EUREKA room (ICT Room – Dali building, D003).

Springfest Days: Parents will be informed accordingly.

End of second bus departure in June: Parents are informed that the second bus departure (16:30) is no longer provided after the Secondary cycle's end of the school year (see the school calendar on SMS for details). Parents of Nursery and Primary school students are requested to pick-up their children from the School premises.

3. ENROLMENT

3.1. General Rules

Enrolment and use of the extracurricular activities service are subject to agreement to the Regulation. Enrolment to an extracurricular activity commits the parent to make effective the payment of this activity, irrelevant to the attendance of the student to the activity.

New students may register for extracurricular activities only after:

- confirmation of admission to the European School Brussels III for the respective school year
- payment of the family APEEE annual subscription fee

Every year in May, the APEEE informs all parents when the online registration system will be open for enrolment in all its services (transport, canteen and extracurricular activities).

For students enrolled in previous years to one or more APEEE service, enrolment for an extracurricular activity requires not only the prior payment of the annual family subscription fee to the APEEE but also the payment of any overdue amount from the previous school year.

The subscription fee for each extracurricular activity is fixed by decision of the Board in May for the following school year. An update of the fee (either an indexation or a differentiated price methodology) may be decided by the Board in May/June based on legal and budgetary considerations.

There are currently five types of enrolment with the APEEE extracurricular activities service, namely:

- On an annual basis, for collective extracurricular activities including Snack & Study
- Per semester, for the Nursery and P1/P2 collective extracurricular activities on Friday afternoon starting at 12:15
- Private music lessons (per 10 lessons of 30 minutes)
- End of year stage for Secondary students (during the last 2 weeks of the 3rd term), and other possible holiday stages
- Snack & Study once (request by e-mail to the Office)

Information on activities and their content shall be available on the APEEE website two weeks before the start of the enrolment period. Parents may ask the Office for additional information about a planned activity before registering.

3.2. Enrolment Periods

The APEEE takes into account the enrolment periods for the Brussels European Schools in determining the online enrolment period for extracurricular activities. In the event of late enrolments in School and the APEEE, students may only register to the remaining available activities.

Enrolment to the extracurricular activities service is performed through the online enrolment platform [MyAPEEE](#). Enrolment must be renewed for each school year during the enrolment period.

COLLECTIVE ACTIVITIES (except Snack & Study)	TIMING	METHOD
1 st Phase	Mid-June (2 weeks)	Random computerised ranking
2 nd Phase	Mid-July and August	Remaining places (first-come, first-served basis)
3 rd Phase	September	Remaining places (rolling based on available spots)
Waiting lists	After 1 st phase (for over- subscribed activities)	Random computerised ranking

Enrolment for Collective Extracurricular Activities (except Snack & Study): The enrolment period begins in June, for a 2-week period, after which it is subsequently closed in order to establish a first allocation of the applications submitted and the level of demand for individual activities. A second phase opens again before the summer holidays until the end of August for activities where places are still available. It may re-open again in September on a rolling basis subject to availability of places. Parents receive a notification by e-mail informing them every time that the enrolment process is open for new applications.

For **extracurricular activities beginning in the second semester**, enrolment is also open from the beginning of the enrolment period in June.

Enrolment for individual music lessons: Enrolment is possible throughout the year. See section 2.5 [Calendar and Timetable of Activities - Individual music lessons](#) for details on the procedure to be followed.

Enrolment for the end of year stage: Enrolment for the end-of-year stage is performed through [MyAPEEE](#). Parents will receive a notification in May to inform them that the enrolment period is open. Assignment of places will be done on a first come-first-served basis, due to the limited number of places.

Weekly enrolment for Snack & Study: Enrolment is possible throughout the year.

Enrolment for Snack & Study once: requests to participate in the Snack & Study Once on an occasional basis must be sent by e-mail to the Office at least one working day in advance.

3.3. How to Enrol

Enrolment applications must be submitted through the online enrolment platform [MyAPEEE](#). A list of all the available activities can be found there. Information about the activities' content is also available on the [APEEE website](#), along with other information concerning the extracurricular activities.

Parents are invited to provide a valid and regularly accessible email address while using the online enrolment platform. Confirmation of enrolment and payment details will be sent to the address provided. Enrolment will only be validated once payment has been received.

No enrolment will be possible without prior payment of the family APEEE annual subscription fee and of any outstanding payments due for previous APEEE services provided in previous school years/enrolment periods. Students can be admitted to their designated activities only when their parents have received a confirmation email that the status of the application for the student has been changed to "approved".

3.4. Choice of Activities - Allocation of Places

In order to allow equal access to the services, allocation of places during the 1st enrolment phase in June is carried out on the basis of a random computerized ranking managed by the Office at the end of the initial two-week enrolment period, irrespective of the date and time when the enrolment application was submitted. This random selection takes place after the first enrolment phase and is performed for each activity as follows:

During the enrolment period, parents may apply for multiple activities and indicate an order of priority for the selected activities. For each student, parents may indicate up to three activities as "high priority"⁴, three as "medium priority", with the remaining activities considered as "normal priority". Although every effort is made to ensure that students are allocated to their preferred activities, given the large number of students enrolled and the limited space, the APEEE is not in position to ensure a place for all students in the extracurricular activity of their first or second choice.

⁴ During the random selection process, 60% of the available places are allocated to students having indicated "high priority".

As from the 2nd enrolment phase, parents may enroll their students in activities where places are still available (on a first-come first-served basis).

3.5. Waiting Lists

Waiting lists are established for activities where the amount of enrolment requests exceeds the number of available spots for participants. A waiting list is unique to its activity.

A waiting list created following the first enrolment phase will be generated through random computerised ranking. Any additions to the end of an existing list or the generation of a list after this phase is based on a first-come, first-served basis.

Should a vacancy arise for a given activity, the available spot will be offered to the first student on its waiting list. Should this student refuse, the spot will be offered to the next student on the waiting list, and so on in order of the established waiting list until the vacancy is filled.

If a spot is available for their child, parents will receive a notification by email.

Parents may contact the Office to know the position of their child on a waiting list. Parents may withdraw their child from a waiting list at any point through the online enrolment platform.

The waiting list does not guarantee the offer of a spot to the activity at a later date and should not affect any decisions to enrol or withdraw from another activity.

3.6. Selection of Overlapping Activities

– First and Second Enrolment Phases

During the first phase of enrolment, parents are permitted to apply for multiple extracurricular activities, with the possibility of being accepted into activities taking place on the same day and time (hereinafter, “overlapping activities”) at the end of this phase. It is essential for parents to make their final selection from the approved activities in the online registration system before the start of the second phase of enrolment.

Should the final choice not be confirmed by this deadline, the system will automatically conduct a random selection among the approved activities. This selection is final and irreversible, and no changes can be made after confirmation.

– Available Activity from the Waiting List

In the event of a spot being offered to a child on a waiting list for a particular activity which overlaps with an activity they are already registered for, parents must confirm their preference within one week. If a response is not received within this timeframe, the system will automatically conduct a random selection between the two overlapping activities.

3.7. Transfer Between Activities

A request for a transfer from one activity to another may be submitted within 14 days of the start of the activity or the late enrolment. Such a request must be justified and submitted to the Office in writing by e-mail to periscolaire@apeeeb3.be. The request will only be considered if it does not endanger the continuation of the given activity due to its number of participants falling below the minimum number required. Where appropriate, the Working Group will be consulted by the Office before communicating a decision.

If the transfer is agreed, the Office shall confirm this through the online registration system. Additional charges may be invoiced to reflect the price of the new activity, if higher than the original activity. If lower, no reimbursement will be made. No administrative costs are incurred in the case of a transfer towards another activity where places are still available.

Registrations are strictly nominative, so it will not be possible to transfer a place allocated to one student to another student.

3.8. Evaluation of activities

The Office is responsible for monitoring the quality of the activities offered and monitors' performance and may observe the activities at any time. Feedback from parents is also welcome and may be communicated to the Office at any time by email or via MyAPEEE's "[contact APEEE Board](#)". Surveys on this matter are organised periodically by the Working Group.

4. PAYMENT OF FEES

4.1. Basic Rules

Following confirmation (by email) of enrolment for extracurricular activities, parents have 10 working days to either accept the place (by paying the fee corresponding to the activity) or reject by cancelling the enrolment in the system. Payment of fees is possible as follows:

Periscolaire	Bank transfer (manual)	ING	Payment within 10 days of email confirming enrolment
	Bank transfer (automatic)	Mollie	
	Credit card (automatic)		
	Bancontact (automatic)		

Parents must note the following rules:

- a) Parents will receive a warning before the enrolment process is opened for extracurricular activities, which clearly states that their enrolment for further services in the coming year will not be possible until all accounts for the year in question have been settled, and the annual APEEE membership fee has been paid.
- b) Parents should make the payment within 10 working days after the email confirmation is sent, giving details of the student's enrolment code (as indicated in the e-mail confirming enrolment) and provide a proof of payment if asked.
- c) After the 10-working day period, parents will receive reminders to accept and pay or to cancel the application in the online enrolment system, as no automatic cancellation is provided.
- d) For activities starting in the second semester, for which initial enrolment also takes place in June, the full cost of the course must be paid before the 31st of January.
- e) Individual music activities must be paid in advance in series of 10 x 30-minute sessions (5 hours).

4.2. Cancellation and Reimbursements - Administrative Fees

Refunds may be made in the following exceptional cases:

- a) **Force majeure relating to School organisation:** reimbursement is made to all parents in cases of unforeseen closure of the school for at least five consecutive school days.
- b) **Definitive early departure:** students leaving the school can obtain a refund as from the first full calendar month starting no fewer than fifteen days after the notification by the parent(s) to the APEEE.
- c) **Cancellations:** if the APEEE cancels an activity for the rest of the school year for which a student is enrolled.
- d) **Justified absence:** a refund is made for an extracurricular activity in case of justified absence of a student, as of the 6th consecutive absence to the activity (min 5 weeks). Parents must inform the Office as of the first day of the absence period and send the justification no more than one week after the end of the absence.

Please note:

- In the event of an expulsion for misbehaviour, no refund will be made.
- No refund will be made for occasional absences by students or monitors.
- Parents will not be entitled to any refunds for errors that occurred in the enrolment process for which they are responsible (e.g. forgetting to cancel an enrolment).

The organizers reserve the right to modify the activities at any time in the event of circumstances beyond their control. In such an event, the parents will be notified of the changes and reserve the right to change (subject to availability) or cancel the enrolment.

Parents may withdraw from a collective activity (or Snack & Study) with the following conditions applied:

- **Before the start of extracurricular activities in September**, parents can freely cancel an activity and be reimbursed the full price of the activity if applicable.
- **During the first two weeks (14 days) of extracurricular activities in September** (from the first Monday of activities to the Sunday of the second week), parents can cancel an activity and be reimbursed the full price of the activity. For each cancelled activity, an administrative fee of EUR 40 will be charged⁵.
- **After these dates**, reimbursement will only be possible in exceptional and justified circumstances (e.g. long-term medical certificate⁶, definitive departure from the school, etc) in proportion of the courses received. A fee of EUR 40 will be retained by the organizers to cover administrative fees⁷.

The cancellation of participation in a stage activity is only possible in exceptional and justified circumstances (e.g. medical certificate), and at least one working day before the start of the stage. An administrative fee payment of EUR 40⁷ will be required.

Due to its specific nature, cancellation of individual music lessons is covered in section 2.5 [Calendar and Timetable of Activities - Individual Music Lessons](#).

⁵ The amount of the administrative fee EUR 40 was determined on the basis of the price of two (2) Snack& Study occasional tickets plus EUR 20 management fee.

⁶ Medical certificate of minimum five consecutive weeks.

4.3. Late payment charges

In case of delayed payment, access to the activity is blocked unless the situation is solved by the 11th day after the start of the activity, or due to exceptional circumstances properly communicated to and accepted by the Office. Should the activity remain unpaid after this delay, registration to this activity is cancelled.

Where payment is overdue, the APEEE reserves the right to claim payment of administrative costs of EUR 15 with the first registered letter. If the payment is still not received, the file will be transferred to a lawyer for collection which will result in additional costs of at least EUR 150 per student.

The above amounts will be encoded in the personal file and must be paid prior to any new enrolment in APEEE services.

4.4. Social Fund

Parents experiencing difficulties with the payment for extracurricular activities may apply for a contribution from the APEEE social fund. The eligibility criteria and the financial conditions thereof are defined by the Board and available on the [APEEE website](#), together with the procedure for applications.

5. DAILY RUNNING OF THE SERVICE

An overview of possible scenarios based on the daily schedule of extracurricular activities is listed below, while taking into account the involvement of other APEEE or OIB services.

5.1. Meeting points

A. Monday, Tuesday and Thursday

– **Nursery Student**

The teacher accompanies the student to the Nursery gym. The student should sit under the sign designating their activity, where the Office or a monitor will take charge at 15h30.

– **Primary Student**

The class teacher accompanies the student to the Primary hall (ground floor between buildings Comenius and Dali). The student should stand under the sign designating their activity, where the Office or a monitor will take charge at 15:30.

– **Secondary Student**

The student proceeds unaccompanied to the Nursery rotunda (ground floor of the Athena building) where the Office or a monitor will take charge.

B. Wednesday Lunch: Canteen or Packed Lunch

Canteen registration should be done directly via MyAPEEE.

Nursery students have lunch at the canteen during their school hours. The teacher will accompany the student to the Nursery gym. The student should sit under the sign designating their activity, where the Office or the individual monitor will take charge at 12:40.

At the end of the school day, Primary school students will be collected in the Primary hall (ground floor between buildings Comenius and Dali).

Secondary students proceed unaccompanied to the canteen at the end of their school lessons.

– **Primary or Secondary Student Not Enrolled to the Garderie on Wednesdays:**

The student may have access to a hot meal if enrolled to the Canteen under the supervision of Canteen staff.

If not enrolled to the Canteen, the student can eat their packed lunch under the supervision of the monitors.

– **Primary or Secondary Student Enrolled to the Garderie on Wednesdays:**

The canteen meal is included in the price of enrolment for the garderie. The student must go to the canteen with the garderie staff and join the relevant extracurricular activities afterwards.

C. Friday

– **Nursery Student**

The teacher accompanies the student to the Nursery gym. The student should sit under the sign designating their activity, where the Office or the monitor will take charge at 12:15.

– **Primary P1- P2 Student**

The Office or monitor will take charge of the students in the Primary hall (ground floor between buildings Comenius and Dali) at 12:15. The changeover between activities will be supervised by the Office or a monitor in the Primary hall at 13:45.

5.2. Free Time After School Hours

In some cases, students may enroll only for the second period of extracurricular activities, starting at 16:30 (end of lessons is at 15:20).

Parents must enroll Primary or Nursery students for the student-minding service in the "Snack & Study" activity. Prior enrolment and payment are required.

Secondary students who do not have a 9th period class must go to the Secondary study room for the hour between the end of lessons and the beginning of the activity.

Unsupervised presence on school grounds while waiting for activities is strictly forbidden, as per school rules. Failure to follow this rule can have serious consequences for the student's participation in extracurricular activities.

The school policy on temporary exit applies for Secondary students (S4 - S7) who possess an exit card or an ad-hoc authorization by the Counsellor (see also under section 5.3 below).

5.3. After the End of the Activities

– Parents picking up their children immediately after the activity

Parents should collect their children on the bus parking area at 16:30 from the parents' meeting point through Loge 2, or at 17:30 through Loge 1 (on Wednesdays only through Loge 1, 14:30 for Nursery students and 15:00 or 15:30 for Primary students depending on the activity). Parents are required to respect the schedule. Any abuse will be sanctioned (see section 5.4 [Supervision After the Activities](#)).

– Students returning home alone (Secondary students only)

Secondary students may leave the school at the end of their extracurricular activity, provided their parents have given a written authorization (carte de sortie or an ad-hoc authorization to be shared with the Office).

- **Students going to the on-site (Ixelles) garderie after the activity**

The monitor accompanies the students to the Nursery rotunda where they are collected by the Office or a monitor and accompanied to the garderie.

- **Students taking the second bus home or to an off-site garderie**

Parents must indicate on the enrolment form the bus number their child has to take. When in doubt the Office or the monitor will keep the student at school and contact parents by phone.

All bus changes (different bus number or no bus exceptionally) **must be notified by e-mail to the Transport Office and the Extracurricular Activities Office at least one working day in advance**. Changes can be accepted only on an exceptional basis and will be authorized only if places are available on the requested bus.

5.4. Supervision After the Activities

Instructors or extracurricular activities staff accompany students to the parent's meeting point:

- At 16:30 through Loge 2
- At 17:30 through Loge 1

All student participants, whether in Nursery or Primary, should go to the parent's meeting point with the monitor at the end of their activity if they will be collected by their parents.

The current access policy for parents in school allows them to wait only at the precise meeting points. They are not allowed to move around its premises.

There is a 15-minute period of supervision after the end of activities. After that time the staff of the extracurricular activity "Snack & Study" will take charge and parents will be billed EUR 10 per session. In the event of non-payment within 10 working days, or in the event of repeated delays, a warning will be issued on the 3rd occasion to inform the parent that any new abuse will result in the suspension of the students' participation in extracurricular activities.

In case the parent's delay exceeds the Office's closing time, the Office reserves the right to take the student to the nearest police station. The responsible parent will be duly informed according to the contact information provided in the student's file.

5.5. Transport

Attention: Parents are responsible for collecting students from activities which take place outside school and after the second bus service (e.g. swimming).

For students registered with the APEEE transport service, the following provisions are foreseen:

Nursery and Primary activities take place from 15:30 until 16:15, so that students can take the second bus at 16:30. The monitor will take the students to the appropriate bus as indicated in the enrolment platform, unless changes have been communicated to the Office or Transport Office in advance in accordance with the procedure set out in point 2.6 [Specific Provisions](#).

Transport for students of Nursery or Primary students that attend an APEEE extracurricular activity is also possible on the second bus departure at 16:30, subject to availability, as this departure is organized primarily for Secondary students. Please note that it is not possible to add new bus stops to the existing routes of the second departure, unless duly justified. Alternative supervision arrangements apply.

For further information, you may consult the [APEEE Transport Regulation](#).

6. COMMUNICATION – COMPLAINTS

The Office is responsible for all communications with parents concerning the provision of service as well as any concerns arising over individual students using the service. The regular communication flow with monitors also goes through the Office. Where necessary, parents may request a personal contact with the monitor.

In accordance with school policy, formal feedback sessions and parent attendance at activities are not available.

The APEEE website provides accurate and updated information concerning the general functioning of the services (extracurricular activities, canteen and transport) including news about upcoming demonstrations and events that are expected to impact on the daily provision of the services (e.g. traffic, strikes, pedagogical days).

The Office will contact parents:

- by email, for any issues that relate to their individual enrolment or planned changes in bus route or schedule
- by phone, only for any individual emergencies

Parents may contact the Office by email (periscolaire@apeeeb3.be) or phone (02 211 40 04).

Parents are requested to respect the following guidelines when contacting the Office:

- For all matters relating to **enrolment process** they must contact the APEEE enrolment service via email: enrolment@apeeeb3.be.
- For **general queries about the activities**, parents should contact the extracurricular activities Office preferably by email, or by phone between 10:00 and 12:00.
- For **urgent matters relating to the daily operation of the service**, parents can call the Office at any time during opening hours: Mondays to Fridays from 10:00 to 18:30, except for Wednesdays (closing hour is at 16:00).

- For **complaints and other concerns** (see below), parents are requested to make contact in writing via the online complaints system (help desk for user support) through MyAPEEE's "[contact APEEE Board](#)". Submissions via this system are brought to the attention of the Office as well as to the Working Group. Submissions may include:
 - complaints about the operation or the quality of the service
 - reports on specific incidents, deficiencies or failures of the service
 - challenges to decisions taken by the OfficeAll submissions will be registered and answered as soon as possible depending on their nature and urgency.

Suggestions to improve the service are always welcome.

7. SAFETY, SECURITY AND DISCIPLINE PROVISIONS - OBLIGATIONS OF STAKEHOLDERS

7.1. Monitors

The legal obligations and responsibilities of the monitors are specified in the contracts signed with the Office.

An overview of monitors' obligations is provided here:

- In order to be and remain eligible for the activity, monitors must submit regularly a extract of their judicial record (“certificat de bonne vie et moeurs”) in accordance with the Belgian law
- Monitors must comply with all requirements set out in the School's access policy as well as with the general regulations applying for all staff working in its premises
- Monitors must treat children with respect
- Monitors are forbidden to display any inappropriate behavior or to have other contacts with the students that are not strictly linked to the performance of their services
- Monitors must be polite and respectful towards the parents, and they have the right to be treated in the same way
- Monitors must respect the instructions and guidance given by the Office Manager

All problems need to be reported to the Office that will give guidance on how to proceed.

In the event of a monitor's absence, the Office will take appropriate steps to replace monitors or look for an alternative solution.

7.2. Parents

An overview of parents' obligations is provided here.

Parents must:

- Encourage their children to show respect for other students, the APEEE staff and the monitors and for the material
- Respond swiftly to concerns and questions raised by the APEEE
- Inform the APEEE promptly of any concern about their children (for example, their physical/medical situation, behavioral issues, other sensitivities)
- Treat the APEEE staff and the monitors with respect.

7.3. Discipline – An Overview of Students' Obligations

The Office has an obligation to ensure smooth operations on a daily basis. To this end, a code of conduct, available on [the APEEE's website](#), has been established which must be respected during activities.

An overview of the students' obligations is provided here:

- Students must participate regularly in their activities; parents will be notified in the event of repeated absences.
- Any repeated inappropriate behavior disturbing the progress of the activities and the good atmosphere of the class will be reported to parents and may result in suspension or expulsion of the student from the extracurricular activities after a prior hearing of the parents/student.
- Students are required to respect both the infrastructure and the monitors. Failure to comply with this rule may result in sanctions, including a temporary suspension or exclusion from the activity.

7.4. Illness - Accidents

Parents have the obligation to inform the Office if the student suffers from chronic illness or symptoms (allergy, asthma, diabetes, etc.).

In principle, no medication will be administered by the extracurricular activities staff.

In the case of an accident, the Office will first contact the infirmary of the School. The Office and the monitor must bring the student to the infirmary during the service's opening hours (open until 16:15) and inform the parents by phone or by email. Outside of opening hours for the infirmary, the Office and the monitor will contact the emergency services as appropriate and inform the parents by phone. An accident report will be filled in if necessary.

If no satisfactory solution for the health of the student can be achieved on the basis of inclusion, the Working Group may reserve the right to refuse the enrolment of the student if it considers that its staff is not able to ensure their safety or well-being during the activities.

7.5. Insurance - Medical Service

The insurance of the School covers possible risks for students also during their extracurricular activities. In the event of an accident, the Office will oversee the transmission of the insurance policy form, to be completed and signed by the parents, to the insurance company of the School.

The APEEE has its own insurance policy for damage caused by any act or failure of the monitors, who are employed under a contract. The APEEE insurance policy applies also for the meal in the "Snack & Study" activity.

7.6. Sanctions

The APEEE is authorized to take any measures and to impose, where appropriate, sanctions on parents or students for non-compliance of the provisions of this Regulation (see sections 5.4, 7.2 and 7.3). Depending on the individual cases, these sanctions may lead to the exclusion from an activity or from the extracurricular activities service, should a student or a parent be charged with persistent violations of this Regulation and cause serious incidents that are deemed to endanger the smooth operation of the service.

A mediation process between the parents, the monitor and the APEEE Office may be requested by any of the parties by [contacting the Head of sector for the Extracurricular Activities](#).

8. FINAL PROVISIONS

In the event of any legal dispute, the Ixelles Justice of Peace (“juge de paix”) has sole jurisdiction.

The APEEE Ixelles Extracurricular Activities Regulation is adopted by decision of the Board and is applicable with immediate effect in October 2019, revised in June 2019 and January 2025. It can be amended or otherwise revised by a new decision of the Board at any moment.
