



APEEE EXTRACURRICULAR ACTIVITIES' REGULATION

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**PARENTS' ASSOCIATION
(APEEE IXELLES)**

EUROPEAN SCHOOL BRUSSELS III

**EXTRACURRICULAR ACTIVITIES
REGULATION**

www.apeeeb3.be

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1. INTRODUCTION

1.1. Why this Regulation?

The Parents' Association of European School Brussels III (hereinafter "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 instructors¹ employed by the APEEE, the enrolled pupils 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 conditions in conformity with an appropriate use.

The School exercises its pedagogical supervision within the Extracurricular activities' Committee (hereinafter, "the Committee"), which meets twice a year. This Committee examines the planning of activities for the following school year and decides on the number of rooms to be made available for extracurricular activities. The Committee may also hold other informal exchanges on the needs for materials, the sharing of costs, on the implementation of the activities' financial accounts, which are part of the consolidated APEEE accounts, as well as on the forecasted budget. The framework of School - APEEE cooperation in this area will be part of a separate future Convention.

¹ Generic term used in the Regulation for teachers and monitors.

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 responsible 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, Mr. Sochip CHY, 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 established guidelines. It is the contact point for parents and service providers. It is run by the APEEE staff.

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.
- e. End of year stage for secondary pupils in the morning and, if possible, for primary pupils after their school hours
- f. holiday stages for nursery and primary students

2.2. Educational objectives

The focus of extracurricular activities (with the exception of Snack & Study) is to allow the pupil to develop an interest or a talent in a particular area. Extracurricular activities are not considered to be a pupil-minding service in the sense of the childcare managed by the Early Childhood Centre of the European Commission (hereinafter, 'the garderie'), which falls outside the scope of this Regulation².

Extracurricular activities aim to provide a qualitative educational content in a structured but informal context. Extracurricular activities enable pupils to discover, to enhance and to develop certain talents, whether artistic, sports or musical. They give pupils 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, in particular for secondary pupils, 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 pupils, lack of staff for placement tests etc.). The existence of different levels is highlighted clearly in the program of activities.

The activities are organized in English or French. A course in another EU language is very exceptional and is merely 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 may be submitted to the Office by any interested party (parents, instructors, school teachers (seconded and locally-hired) etc.) before the end of March. All requests must be accompanied by an explanatory pedagogical background, including the instructors' required skills and experience as well as the proposed teaching method, the program and its objectives.

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

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 on admission/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:

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

The selection of instructors 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 instructors;
- their particular experience in working with pupils;
- their availability;
- the needs of the APEEE.

The instructors must be able to communicate in an active and passive way in English and/or in French. Knowledge of other languages used in the School is an asset.

The instructors 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 e-enrolment platform.

Information about the instructors and their program will also be made available on the APEEE website.

2.5. Calendar and timetable of activities

Extracurricular activities (collective courses/ individual music lessons/ Snack & Study) take place as of the second week of the school year. The activities end the 30th of June³. Specific dates for a given school year will be communicated on the APEEE website.

– Collective courses

The timetable and planning varies 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) 15h30 - 17h00 (swimming) 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 (Mini Foot Girls)	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, so that pupils can take the second bus at 16:30.

³ The second bus departure at 16:30 will not run after the end of school year for secondary pupils (see point 2.6 below).

– Snack & Study

The Snack & Study service provides the possibility for pupils to remain at school under supervision (there are 2 time-slots, 15:30-16:30 and 16:30-17:30). Pupils 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).

This activity offers pupils the opportunity to do their homework between 15:30 and 16:30. It should be noted that this study time is monitored but not directed. The monitor is not able to follow each student individually. His/her role is to maintain a quiet and effective study environment.

This activity enables pupils to take part in an extracurricular activity which begins at 16:30 or (in agreement with the Transport office) to take the second bus.

– Individual music lessons:

Individual music lessons may only take place at the School between 15:30 and 18:00 and on Wednesdays between 13:30 and 18:00. Interested pupils must first contact the teacher directly to agree on the slots of the individual lessons and ask the Office for the relevant activity code before registering for individual music lessons through the online enrolment system. An updated list of teachers is available in the Office and on the APEEE website.

- Pupils 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.
- Teachers will recommend appropriate music scores. These have to be purchased separately by the parents of the pupils.
- If the teacher is absent, lessons should be recuperated according to mutual agreement between the teacher and the parents.
- In case of absence by the pupil, parents must inform the teacher and the Office by e-mail by 7:00 pm the day before. No refund is possible: recuperation of the lesson is at the discretion of the teacher. Parents are requested to inform teachers and the Office in

advance if a pupil will be absent for reasons relating to the school (e.g. school trip, pedagogical day).

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

Continuation at the end of the cycle is automatic. 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 before the end of the cycle.

Participation in an individual course of music is governed by both the general rules and the specific clauses relating to this activity (https://apeeeb3.be/sites/default/files/Convention_musique_EN.pdf). The latter must be signed by the parents.

- End of year stage (for secondary):

Activities may be planned in the last week of June lasting and the first week of July (9 days in total) and for secondary pupils (after the end of their school year). Pupils 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 at 15:30, subject to availability).

2.6. Specific provisions

Pupil's official schedule (agenda) and changes: Parents of nursery and primary pupils 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. Changes to the official schedule of the pupil, as registered in the e-enrolment platform, can be accepted only on an exceptional basis and need to be communicated to the Extracurricular Activities Office and to the Transport Office 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, pupils will be kept at the school premises and their parents asked to pick them up.

Lost and Found: If a pupil has forgotten or lost something during extracurricular activities, this will be brought to the School's "Lost and Found" box which is located in the hall between Primary buildings C and D.

Springfest Day: 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 end of school year for secondary pupils (see the school calendar on SMS for details). Parents of nursery and primary school pupils are requested to make other arrangements for that period.

3. ENROLMENT

3.1. General rules

New pupils may register for extracurricular activities only after:

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

When registering for the service, the parties concerned (parents and pupils) indicate that they have read and agree with the rules set out in this Regulation.

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

For pupils enrolled in previous years 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;
- For private music lessons (per 10 lessons of 30 minutes);
- End of year stage (during the last 2 weeks of the summer term).
- Snack & Study
- 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, pupils can only use the remaining places available.

Enrolment to the extracurricular activities service is performed through the E-enrolment platform. It needs to 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)
3 rd Phase	September	Remaining places (rolling)
Waiting lists	After 1 st phase (for over-subscribed activities)	Random computerised ranking

Enrolment for collective extracurricular activities (except Snack&Study)

The enrolment period opens 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 starting on 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 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 the E-enrolment platform. Parents receive a notification in May informing that the enrolment period is open.

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

Enrolment for Snack & Study once: requests to participate in the Snack & Go on an occasional basis must be sent by e-mail to the Office at least 24 hours in advance.

3.3. How to enrol

Enrolment applications must be submitted through the E-enrolment platform (<https://enrolment.apee3.be>). A list of all the available activities can be found there. Information about the activities' content is also available on the APEEE website: (<https://apeee3.be/extracurricular-activities>), along with other information concerning the extracurricular activities organize

Parents are invited to provide a valid and regularly accessible email address in 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. Pupils can be admitted to their designated activities only when their parents have received a confirmation e-mail that the status of the application for the student has been changed into "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 pupil, parents may indicate up to three activities as "high priority"⁴, three as "medium priority" with the remaining activity considered as "standard priority". Although every effort is made to ensure that pupils are allocated to their preferred activities, given the large number of pupils enrolled and the limited space, the APEEE is not in position to ensure a place for all pupils in the extracurricular activity of their first or second choice.

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

3.5. Waiting lists

Waiting lists are established for activities which are over-subscribed on the basis of a random computerised ranking taking place after the 1st enrolment phase. Parents may contact the Office in order to know the place of their child on the waiting list. Being on a waiting list should not mean that a place will be offered at a later stage and may not affect decisions to enrol or withdraw from other activities.

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

Waiting lists are used also in case of a timely withdrawal from an activity of an enrolled student (their places are offered to other pupils who are interested to follow it) or of the cancellation of an activity.

If and when a vacancy arises for a given activity, the place will be offered to the first pupil on the waiting list. Parents will receive a notification and have one week to respond. In the absence of a response within this time limit, the Office reserves the right to withdraw the offer and allocate the place to the next pupil on the list.

3.6. 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 motivated 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 below minimum level of participation. 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 in 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 case of 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 pupil to another pupil.

3.7. Evaluation of activities

The Office is responsible for monitoring the quality of the activities offered and instructors' 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 the APEEE

website “contact APEEE Board”. Surveys are organised periodically by the Working Group.

4. PAYMENT OF FEES

4.1. Basic rules

Following confirmation (by e-mail) 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 e-mail confirming enrolment
	Bank transfer (automatic)	Mollie	
	Credit card (automatic)		
	Bancontact (automatic)		

Parents must pay attention to 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 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 pupil's enrolment code (as indicated in the e-mail confirming enrolment) and provide a proof of payment if asked.

After the 10 working day period, parents will receive reminders to accept and pay or to cancel the application in the e-enrolment system, as no automatic cancellation is foreseen. After this period, the Office reserves the right to cancel the enrolment and allocate the place offered to someone else in the waiting list.

- c) Similarly, for activities starting in the second semester, for which enrolment takes place in June, the full cost of the course must be paid into the account within 10 working days following enrolment or the place may be lost.
- d) Individual music activities must be paid in advance for in series of 10 x 30-minute sessions (5 hours).

4.2. Cancellation and Reimbursements - Administrative fees

- The organizers reserve the right to modify at any time the activities 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 an activity only within the first two weeks after the start of the activity or the late enrolment. The parental decision must be motivated. For each activity cancelled, a fee of EUR 40 will be retained by the organizers to cover administrative fees⁵.
- After that date, reimbursement will only be possible in exceptional and justified circumstances (e.g. medical certificate of long duration⁶, 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 Summer Camp activity is only possible on the first day with an administrative fee payment of EUR 40 euros⁸.
- No refund will be made for occasional absences by pupils or instructors.
- In the event of expulsion for misbehaviour, no refund will be made.

The organisers may modify the activities at any time for circumstances beyond their control	
Cancellation of an activity or where replacement of instructor not possible	
Withdrawal within 2 weeks from start of the activity or late enrolment	Reimbursement minus Administrative fee (EUR 40)
Withdrawal in exceptional and justified cases	Reimbursement pro rata minus Administrative fee (EUR 40)
Occasional absences of pupils or instructors	No refund
Expulsion of pupil for misbehaviour	No refund

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.

⁷ Same as 5 above

⁸ The amount of the administrative fee EUR 40 was determined on the basis of the pro rata costs of participation for a day.

4.3. Late payment charges

- a) In case of delayed payment or refusal by the bank, access to the activity is blocked, unless the situation is solved by the 11th day of the activity or if this is due to exceptional circumstances properly communicated to and accepted by the Office.
- b) 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 150 € per pupil.
- c) 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

– Pupil in Nursery

The teacher accompanies the pupil to the nursery gym. The pupil should stand under the sign designating his/her activity, where the Office or the individual instructor will take charge at (15h30).

- **Pupil in Primary**

The class teacher accompanies the pupil to the entrance hall of the primary building (between buildings C and D). The pupil should stand under the sign designating his/her activity, where the Office or instructor will take charge at 15:30.

- **Pupil in Secondary**

The pupil proceeds unaccompanied to the nursery covered rotunda (building A rotunda) where the Office or instructor will take charge.

- **Pupil in Nursery / Primary who has to go to the garderie at 16:30**

The instructor accompanies the pupil to the nursery rotunda where the garderie staff will take charge.

B. Wednesday lunch: hot meal or packed lunch

Hot meals registration should be done directly via the APEEE website.

Nursery pupils have lunch at the canteen during school hours. The teacher will accompany the pupil to the nursery gym. The pupil should stand under the sign designating his or her activity, where the Office or the individual instructor will take charge at 12:40.

At the end of the school day, primary school pupils will be collected in the primary hall (between building C and D).

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

- **Pupil is in Primary or Secondary and is not enrolled in the garderie on Wednesday:**

- Pupil may have access to hot meals (if registered) under the supervision of canteen staff.
- Pupil can eat its sandwiches under the supervision of périscolaire staff

- **Pupil is in Primary or Secondary and is enrolled in the garderie on Wednesdays:**

The hot meal is included in the price of enrolment for the garderie. The pupil must go to

the canteen with the staff of the garderie and join the extracurricular activities afterwards.

C. Friday

– Pupil in Nursery

The teacher accompanies the pupil to the nursery gym. The pupil should stand under the sign designating his or her activity, where the Office or the instructor will take charge at 12:15.

5.2. Pupil in Primary P1- P2

The Office or instructor will take charge of the pupil in the entrance hall (between primary buildings C and D) at 12:15. The changeover between activities will be supervised by the Office or the instructor in the hall outside the canteen at 13:4

5.3. Free time after school hours

In some cases, pupils 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 pupils for the pupil-minding service in the "Snack & Study" activity . Prior enrolment and payment is required.

Secondary pupils who do not have a 9th hour must go to secondary study 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. Not respecting this rule can have serious consequences for the pupil's participation in extracurricular activities.

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

5.4. After the end of the activities

– Parents who collect their children immediately after the activity

The meeting point is at 16:30 at the parents' meeting point on the bus parking, or at 17:30 at the parents' room next to the guards lodge (on Wednesdays only at the parents' room next to the guards lodge). Parents are required to respect the schedule. Any abuse will be sanctioned (see "supervision after the activities", below)

- **Pupils returning home alone**

Secondary pupils may leave the school after 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).

- **Pupils who go to the on-site (Ixelles) garderie after the activity**

They are collected by the Office staff from the nursery rotunda and accompanied to the garderie.

- **Pupils who must take the second bus home or to an off-site garderie**

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

All bus changes (bus number or the way the pupil go home) **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.

5.5. Supervision after the activities

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

- At 16:30 on the bus parking
- At 17:30 at the "parents' room" next to the guardian lodge.

All participants, whether in primary or secondary, should go to the parent's meeting point with the instructor 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 10 € per session. In the event of non-payment within 10 working days, on in the event of repeated delay, a warning will be issued on the 3rd occasion to inform the parent that any new abuse will result in the suspension of the pupils' participation in extracurricular activities.

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

5.6. Transport

Attention: Parents are responsible for collecting pupils from activities which take place outside school and after the second bus service.

For pupils 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 pupils can take the second bus at 16:30. The monitor will take the pupils 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.

Transport for pupils of nursery or primary 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 pupils. 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 (<https://apeeeb3.be/sites/default/files/uploads/APEEE%20Ixelles%20Transport%20Regulation%20EN.pdf>).

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 pupils using the service. The regular communication flow with instructors goes also through the Office. Where necessary, parents may request a personal **contact** with the instructor.

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).

The Office will contact parents:

- by email, for any issues that relate to their individual enrolment or planned changes in the 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 IT manager via e-mail: enrolment@apeeeb3.be.
- For **general queries about the activities**, parents should contact the extracurricular activities Office preferably by email or by phone only from 10:00 to 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 until 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 the APEEE website: “contact APEEE Board” (<https://secure.apeeeb3.be/en/support>). Submissions via this system are brought to the attention of the Office as well as the Working Group. Submissions may include;
 - complaints about the functioning or the quality of the service;

- reports on specific incidents, deficiencies or failures of the service;
- challenges to decisions taken by the Office.

All submissions will be registered and answered as soon as practicable 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. Instructors

The legal obligations and responsibilities of the instructors are specified in the contracts signed with the Office. Instructors are required to provide, at the moment of recruitment or upon request, a copy of their criminal record certificate (type II) together with a certificate of good behaviour (certificat de bonne vie et moeurs).

An overview of instructors' obligations is provided here:

- In order to be and remain eligible for the activity, instructors must provide an extract of their criminal record and submit regularly a certificate of good behavior (certificate de bonne vie et moeurs) in accordance with the Belgian law;
- Instructors 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;
- Instructors must treat children with respect;
- Instructors are forbidden to display any inappropriate behavior or to have other contacts with the pupils that are not strictly linked to the performance of their services;
- Instructors must be polite and respectful towards the parents, and they have the right to be treated in the same way;
- Instructors must respect the instructions and guidance given by the Office Manager;
- Instructors must provide all the relevant educational information to be published on the APEEE website prior to the enrolments; they **can** provide feedback to the parents or at any time upon request.

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

In case of absence, the Office takes appropriate steps to replace instructors or to look for an alternative solution.

7.2 Parents

An overview of parents' obligations is provided here.

Parents:

- encourage their children to show respect for other pupils, the APEEE staff and the instructors 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 instructors with respect.

7.2. Discipline – An overview of pupils' obligations

- a) The Office has the obligation to ensure smooth operations on a daily basis. To this end, a code of conduct (<https://apeeeb3.be/presentation-16-17-18>) has been established which must be respected during activities.
- b) Pupils must participate regularly in their activities; parents will be notified in case of repeated absences of the pupil.
- c) Any repeated inappropriate behavior disturbing the progress of the activities and the good atmosphere in the class will be reported to parents and may result in suspension or expulsion of the pupil from the extracurricular activities after a prior hearing of the parents/pupil.
- d) Pupils are required to respect, both infrastructure and the supervisory and other staff. Failure to comply with this rule may result in sanctions, including a temporary suspension or exclusion from the activity.

7.3. Illness - Accidents

- a) Parents have the obligation to inform the after-school service if the pupil suffers from chronic illness or symptoms (allergy, asthma, diabetes, etc.).
- b) In principle, no medication will be administered by the after-school staff.
- c) In case of accident, the Office will first contact the infirmary of the School in line with the established Protocol (<https://apeeeb3.be/illness-accidents>); the Office and the instructor must bring the pupil to the infirmary during the service's opening hours (open until 16:15) and inform the parents by telephone or by e-mail (see above Protocol); outside the opening hours of the infirmary, the Office and the instructor will contact emergency services as appropriate and inform the parents by telephone.
- d) The APEEE staff and the Extracurricular Working Group apply fully the [APEEE Inclusion policy](#); if no satisfactory solution for the health of the pupil can be achieved on that basis and after prior hearing of the parents, the Working Group may reserve the right to refuse the enrolment of pupils if it considers that its staff is not able to ensure their safety or well-being during the activities..

7.4. Insurance - Medical Service

The insurance of the School covers possible risks for pupils also during their extracurricular activities. The Medical Service will be in charge of transmitting the insurance policy form to be completed and signed by the parent to the insurance company of the School.

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

Any instructor providing services "on an independent basis"/ "being independent" must present a copy of their personal liability insurance policy, before they take up their courses.

7.5. Sanctions

The APEEE is authorized to take any measures and to impose, where appropriate, sanctions on parents or pupils for non-respect 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, in the event that a pupil or a parent is charged with persistent violations of this Regulation and causes serious incidents that are deemed to endanger the smooth operation of the service.

Before any decision on sanctions is taken, the APEEE Office must invite the parents-pupil with a view to hearing their views.

A mediation process between the parents, the instructor and the APEEE Office may be requested by any of the parties by email to the Chair of the Working Group (email: periscolaire@apeeeb3.be and info@apeeeb3.be).

8. FINAL PROVISIONS

In the event of any legal dispute, the juge de la Paix of Ixelles has sole jurisdiction.

The APEEE Extracurricular Activities Regulation is adopted by decision of the Board via a written procedure No 13/2019 on 25 October 2019 and is applicable immediately. It can be amended or otherwise revised by a new decision of the Board at any moment.
