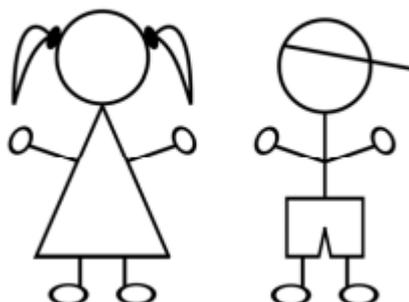




EUROPEAN COMMISSION
OFFICE FOR INFRASTRUCTURE AND LOGISTICS – BRUSSELS

CS – Childcare Services
OIB.CS.3 – Administration of childcare services

Practical arrangements for the after-school childcare centre 2023-2024



Dates to remember:

Information	Dates
Official enrolment period for after-school childcare	8 March to 5 April 2023
European Schools place confirmation	5 May 2023
Deadline for requesting a change of after-school site	12 May 2023
Confirmation after-school place	mid-June 2023
Deadline for cancelation	30 June 2023

INTRODUCTION

(Note: this is a translation of the French version which prevails in case of doubt)

This document provides information on how to enrol your child in the after-school childcare centres of the European Commission in Brussels for the school year 2023-2024. This procedure is managed by the Childcare services department of the Office of Infrastructure and logistics - Brussels (OIB), and in compliance with the rules in force (dated 16/06/2014).

<https://myintracomm.ec.europa.eu/staff/Documents/family/children/afterschool-centre/brussels/afterschoolchildcare-rules-en.pdf>

The service concerns **children aged between 4 and 12** (born between 2019 and 2011) during the 2023-2024 school year, i.e.:

Types of schools	Dates
Children attending French-speaking Belgian schools	From Monday 28 August 2023 to Friday 5 July 2024
Children attending Dutch-speaking Belgian schools	From Friday 1 September 2023 to Friday 28 June 2024
Children attending European schools	From Wednesday 6 September 2023 to Friday 5 July 2024

Parents may choose the OIB childcare centre located on the European School site attended by their child (children) or on a site located close to the Institutions' offices (i.e. a central site). The after-school childcare facilities in Brussel are located on 11 sites (see addresses on the last page of this document).

OIB is not always able to guarantee a place, nor your preferred choice (first site indicated). Depending on the number of requests received, and the feasibility of organising groups on the sites, the OIB may propose an alternative site. Indeed, for some sites, applications exceed the maximum capacity, and this may lead to some requests being placed on a waiting list, even if these requests were made within the deadline.

Parents must enrol their children every year, in an after-school childcare facility (via the Kiddyweb application) as re-enrolment is not automatic.

The following abbreviations within this document refer to:

- EC European Commission
- OIB Office for Infrastructure and Logistics Brussels
- CS Childcare Services (ex-CPE : OIB Early Childhood services)

Special features for 2023:

Genève: Since the availability of a space for the afterschool childcare centre on the Geneve site was not confirmed at the time of the launch of this registration campaign, we are not in a position to guarantee the service offered on this site.

Parents of children who are currently registered on this site and who wish to continue on the same site for 2023-2024, can nevertheless choose it but **must choose and tick a second site** in Kiddyweb. No new registrations can be accepted on this site (except for siblings).

Van Maerlant: For 2023-2024 school year, enrolment applications from P1 to S2 will be possible on this site. **Parents must choose and tick also a second site in Kiddyweb.**

EEB1 inter-site afterschool centre (Uccle-Berkendael): S1 and S2 children who attend Uccle campus will be able to enroll in the Berkendael afterschool childcare campus only if they have a sibling in Berkendael.

Barnepark: For children aged from 4 to 6 (Nursery level). As from P1 (not before), priority will be given to children previously enrolled in Barnepark site to attend COLE site.

Belgian school children: Given the disparities between the school calendars of European schools and Belgian schools, the afterschool childcare service for children enrolled in Belgian schools will be centralized on a single site (**Wilson**), in order to ensure the best service possible for children.

ELIGIBILITY CRITERIA

As stipulated in Article 3 of the Regulation, after-school childcare centres are available for children of the European institutions' statutory staff and who are aged from **4 to 12 years** under certain conditions:

ARTICLE 3

The after-school centre is intended for children who live in the household of a parent in active employment or a similar¹ situation and who is an official or other servant² of the European Union benefiting from a contract of six months or more; a Seconded National Expert in a European institution, Agency or any other body having signed a financial agreement with the CPE³. In order to be eligible, contract staff and SNEs must have a contract for a period equal to or greater than six months. This condition must be met at the time of enrolment of the child and maintained throughout the school year for which enrolment at the after-school centre has been requested.

¹ Persons seconded in the interests of the service

² Within the meaning of Article 1 of the Conditions of Employment of Other Servants of the European Union.

³ See the list published on My Intracomm (https://myintracomm.ec.europa.eu/staff/Documents/family/children/afterschool-centre/brussels/list-institutions-agencies_fr.pdf)

ENROLMENT PROCEDURE

Enrolment requests must be submitted via the **Kiddyweb** application:

<https://webgate.ec.europa.eu/kiddyweb/home.public>

Access to the application is secured by EU Login. Only one parent (the paying parent) has access to the child's file and, consequently, is the only one able to enrol and modify the data of the file.

For parents with no access to the application (none of the parents of the household), an enrolment form can be sent upon written request to the Enrolment Service by email:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

The official enrolment period is from 8 March to 5 April 2023

Any enrolment received after 5 April 2023 will be automatically placed on a waiting list, including re-enrolment requests.

Parents, who are enrolling their child for the first time in Kiddyweb, must create their child's profile in the application first, only then will they be able to enrol the child (it is imperative to include a mobile phone number with an international format – example: +32 888 8888). **The creation of a profile does not mean the child has been enrolled!**

To enrol your child at the after-school childcare facility in Kiddyweb, after you created his profile:

- 1) click on “Enrol my child at After School facility”
- 2) choose the child's name
- 3) click on 'NEXT'
- 4) complete the information under the different tabs
- 5) save

When the application for registration has been saved in Kiddyweb, the parent will receive an email informing him/her that the application has been saved and detailing the list of supporting documents to be provided. Kiddyweb automatically generates two PDF files (enrolment file and Annex II); both documents prove your enrolment registration via Kiddyweb.

If you do not receive these two PDF files, please email the enrolment team by email:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

SUPPORTING DOCUMENTS

Children “enrolled” in after-school childcare facility until the end of the 2022-2023 school year will be considered as “re-enrolment” and **do not need to provide supporting documents**. Enrolment in Kiddyweb is sufficient.

For new enrolments:

Parents must provide all the supporting documents, by email only, as soon as they are registered in Kiddyweb to:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

Children who have “withdraw” during the 2022-2023 school year will be considered as new registrations and parents must provide the supporting documents when registering in Kiddyweb for the 2023-2024 school year.

We will not be able to deal with any enrolment request before the receipt of a complete file (i.e: with all supporting documents). The priority criterion is the date when the complete file is received.

The file shall include all the necessary information on the child’s family and must contain the **following relevant supporting documents**:

- The enrolment file (PDF generated by Kiddyweb);
- The medical form attached in Annex II (PDF generated by Kiddyweb);
- The birth certificate of the child;
- The financial documents attesting income (for the calculation of the parental contribution). More specifically, you must provide:

Regarding the income of the “[Paying parent](#)”:

- ✓ The most recent salary slip
and, for SNEs,
- ✓ SNE Benefits/allowances 2023
and, in case of « single parent »:
- ✓ A copy of the ‘family composition’ declared in Sysper2 and, when applicable, a court judgement specifying the amount of maintenance payments (where no maintenance payment is received, a sworn statement signed by the paying parent certifying this).

Regarding the income of the “[second household member](#)” (Spouse or partner):

- ✓ The most recent salary slip;
and, for SNEs,
- ✓ SNE Benefits/allowances 2023
or
- ✓ A copy of the most recent tax assessment (only for self-employed)
or
- ✓ An unemployment certificate specifying the amount of monthly allowance (for people who receive unemployment benefits);
or
- ✓ An attestation/certificate of studies in progress (for unpaid students);
and

- ✓ When applicable, a court judgement specifying the amount of maintenance payments received or paid from/to other sources (where no maintenance payment is received or paid, a signed sworn statement certifying this).

PRIORITIES FOR ADMISSION AND PROCESSING OF APPLICATIONS

According to the current regulation, **enrolments are first managed by priority and, for equal priority, by date of arrival of the application** (subject to receipt of the complete file with all the supporting documents).

a) Priority is given to re-enrolments

Is considered re-enrolment: the enrolment, done within the deadline, of a child who is already attending the after-school centre during the 2022-2023 academic year until the end of the school year, provided that he/she continues to meet the conditions in Article 3.

b) In the case of new enrolments:

The order of file processing is fixed by the **date of receipt of the complete file**. Registrations are accepted according to the **places available and in the order of priority as defined below**.

Priority is given according to the situation of the assessed parent on the date of submission of the complete application for enrolment (i.e. with all the required supporting documents sent by e-mail to the functional mailbox: OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu) and in accordance with the rules set out above.

Priority 1: Child of a single parent⁴

Priority 2: Child who already has a sibling at the after-school childcare centre.

Priority 3: Child(ren) whose care is provided by a household of two people subject to the Staff Regulations of the European Union or to the Conditions of Employment of Other Servants of the European Union.

Priority 4: Child(ren) whose care is provided by a parent who is subject to the Staff Regulations of Officials or the Conditions of Employment of Other Servants of the European Union and another member of the household but who is not covered by the Staff Regulations of Officials or the Conditions of Employment of Other Servants of the European Union and who either:

- is in gainful employment or
- is a full-time student or
- is actively seeking employment.

Priority 5: All other cases provided that they continue to meet the conditions of Article 3.

Priority 6: Child(ren) of a Seconded National Expert (SNE)

⁴ “Single parent”: personal circumstances such that, de facto, the parent has sole responsibility for the child on a daily basis.

N.B.: Depending on the allocation of the European school, if you have not obtained your first choice of school, as long as your child is registered on time (before 5 April 2023), we will accept requests for change of afterschool site until May **12 May 2023**. Parents are requested to inform the enrolment team (by e-mail) before this date:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

Requests for site changes during the school year will not be accepted.

MEDICAL REMARKS

It is important that at the time of registration (via the KiddyWeb application), parents indicate any information regarding possible problems of either a medical nature or other particular need of the child. It is only upon presentation of a medical certificate that the educators will have the right to administer treatment to the child. Please update this information whenever necessary.

CS is not in a position to manage individual dietary restrictions. No substitute shall be provided for children with severe allergies or for whom a food restriction has been reported. In accordance with the Regulation, it is up to the parents concerned to provide the meal/snack corresponding to the need of their child(ren).

In case of an accident, the specific emergency service (22222 or 112) will be contacted immediately, and if necessary, the child will be directly transported by ambulance to a hospital and the paying parent will be contacted. If the parent is unavailable, the administration will contact another person from the list of authorisations as identified by the parent (authorisation tab in Kiddyweb).

Federal nuclear emergency plan and iodine administration

In the event of a nuclear accident, iodine administration has a protective effect on the thyroid, avoiding long-term complications. If you are concerned that your child may experience side-effects with iodine intake, we would ask you to discuss this with your own doctor, and if confirmed, please inform us and send a medical certificate to the medical service at the functional mailbox OIB-CS2-MEDICAL@ec.europa.eu. A skin reaction to the local use of products such as the isobath is not considered a side-effect to the oral intake of iodine.

If your child is currently attending an afterschool childcare centre and you have already provided this information to the functional mailbox mentioned above, it is no longer necessary to provide it again.

REGISTRATION CONFIRMATION AND WAITING LIST

An email will be sent to the paying parent in **mid-June**, informing him/her:

- Either that their child is accepted and specifying the childcare facility where he can be accommodated,
- Or that he/she is placed in a waiting list.

Depending on the requests by age category, CS might allocate a place in a facility other than the first choice site or other than those requested.

Cancellation: If parents no longer wish their child to attend the after-school facilities please inform the Enrolment team in writing: OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu) **by 30 June 2023 at the latest.**

A place accepted in an afterschool facility is valid for the entire academic year. The places available after cancellation will be offered to children on the waiting list.

Children who have not obtained a place in the afterschool childcare centre or whose parents have refused the place offered will be placed on a waiting list; requests will be dealt with in the following order:

Waiting list No 1: Enrolment files submitted ‘within the deadline’ (until 5/04/2023);

Waiting list No 2: Enrolment files submitted ‘after the deadline’ (from 6/04/2023);

GENERAL REMARKS

Please be aware that, although there is a close cooperation between the Commission and the Parents’ Associations of the European Schools (APEEE), the respective competencies of these entities are distinct. Neither the school nor the APEEEs are responsible for after-school childcare organized by the OIB.

In this context, parents’ attention is drawn to the fact that **the transport of children to the childcare centres falls exclusively within the competence of APEEEs.** The European Commission does not provide transportation. Therefore, if the child is registered on a central site, it is the parent's responsibility to contact the APEEE/transport service of his/her school.

For children attending Belgian schools, OIB does not organise transport or support between the school and the assigned after-school site (Wilson).

For all operational questions related to the after-school childcare centres (meals, study, lost items, access cards, etc.), please contact the secretariat directly via the functional mailbox: OIB-GARDERIES-SECRETARIAT@ec.europa.eu

List of after-school childcare facilities of the EC:

Sites	Adresses
COLE	Rue du Cornet, 43 1040 Brussels (Close to Place Jourdan)
Wilson	Rue J.W. Wilson, 20 1000 Brussels (close to Square Ambiorix)
Van Maerlant (only for children from P1 to S2)	Rue Van Maerlant, 18 1000 Brussels (Close to Metro Maalbeek)
Barnepark (only for children from Nursery)	Chaussée de Wavre 214D 1000 Brussels (Close to the European Parliament and the Science Museum)
Genève	Rue de Genève, 1140 Brussels <i>(to be confirmed)</i>
Uccle	European school of Uccle (EEB1) Avenue du Vert Chasseur, 46 1180 Brussels
Berkendael	European school of Berkendael (EEB1) Rue Berkendael, 70-74 1190 Brussels
Woluwe	European school of Woluwe (EEB2) Avenue Oscar Jespers, 75 1200 Brussels
Evere	European school of Evere (EEB2) Avenue du Bourget, 30 1130 Brussels
Ixelles	European school of Ixelles (EEB3) Boulevard du Triomphe, 135 1050 Brussels
Laeken	European school of Laeken (EEB4) Drève Sainte-Anne 86 1020 Brussels