



# EXTRACURRICULAR ACTIVITIES SERVICE

## Private Teacher's Charter

- 1) Exemplary behaviour and attitude towards children, parents, teachers and supervisors
- 2) Punctuality at work: Come early to set up your premises
- 3) Come by the office to badge before your first class starts and after your last lesson of the day
- 4) Compliance with safety and hygiene rules and knowledge of the procedure to follow in the event of an accident
- 5) Respect for the premises and equipment: Return the premises and equipment in the same condition as they were before the extracurricular activity
- 6) If your student is registered at the Laeken childcare, you must pick him/her up at the childcare and bring him/her back after class
- 7) Systematic and rigorous control of attendance using the lists (A = absent and P = present)
- 8) Absence: At least 24 hours' notice should be given to the parents of the children AND the extracurricular activities office, as far as possible
- 9) In case of problem, IMMEDIATELY contact the extracurricular activities office:  
02 474 10 99 or 92 / [periscolaire@bru4.eu](mailto:periscolaire@bru4.eu)