

# **EXTRACURRICULAR SERVICE**

## **RULES OF PROCEDURE**

**SCHOOL YEAR 2024-2025**



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## 1. General dispositions

The Parents Association of the European School Brussels IV (APEEE BRU IV) is an international association with educational aims and to providing a range of services for students attending the European school Brussels IV. The APEEE is an international non-profit association with no external subsidies or financial support.

The APEEE offers three services: transport, canteen, and extracurricular activities. The APEEE is managed by an Administrative Board and an Executive Committee composed of volunteer parents. The day-to-day management and operations are administered by a team of qualified people available to parents for questions relating to enrolment and any other request concerning the services. The APEEE aims to offer a professional service, adapted to the needs and attentions of the whole school community of the European School Brussels IV-Laeken.

The present rules define the administrative procedures and the code of conduct for all users of the APEEE services – pupils, persons exercising parental authority, as well as their legal representatives, teachers and administrative staff of the school, persons working for the APEEE services. These persons are also required to comply with the charters of the APEEE service available on the association's website.

Please note, therefore, that enrolment in any APEEE service will be treated as an agreement to adhere to these regulations in their entirety. Rules are published on the website and are accessible throughout the academic year.

Once children are enrolled in one of the APEEE services, the parents/persons exercising parental authority accept that the management of the service concerned and of the APEEE together with the responsible member of the APEEE Board, can impose sanctions on pupils, persons exercising parental authority or their representatives, who are likely to cause damage or provoke incidents that put the security of other pupils or any other person in danger.

The APEEE's liability is incurred the moment the child is taken in charge by the APEEE.

As part of its tasks, the APEEE service needs to have access to personal data. The service hereby declares that it recognises the confidentiality of the said data and consequently undertakes to take all precautions as part of its remit to preserve the physical and logical security of this data and protect the confidentiality of the information to which it has access, and in particular to prevent it from being communicated to persons not expressly authorised to receive this information, thus avoiding the misuse or fraudulent use of this data.

In accordance with the European regulation on the protection of personal data, you may exercise your rights of access, verification, rectification, or deletion of your data by contacting us at: [data-](#)



[protection-officer@bru4.eu](mailto:protection-officer@bru4.eu).

## 2. Membership fee

To use an APEEE service, parents must become members of the APEEE by paying an annual membership fee.

To do so, please go to [our online registration system](#) and register as a member of the APEEE. Each household must subscribe to an annual APEEE membership fee. In the case of shared custody, the parents will have to create two separate APEEE orders and thus each subscribe to a membership fee. The membership fee is valid for a whole school year and must be renewed for each new school year.

Parents or persons exercising parental authority, who have not paid their annual membership fee, will not be able to register to our services.

It may take up to two weeks for payment to be processed. It can take a few days for the payment to be visible and identifiable by our services, depending on the location of the bank account.

Once you have completed this registration, you will be able to proceed to the registration for each service.

The details of the account numbers for each service are to be found on the APEEE website: [www.bru4.eu](http://www.bru4.eu)

Parents or persons exercising parental authority are responsible for ensuring that their personal information is updated in their profile.

## 3. Enrolment

### 3.1. Registration Procedure

Registration for extracurricular activities is typically open before the end of the previous school year and is temporarily suspended for two weeks prior to the start of activities. However, it is possible to register your child throughout the year if spaces are still available.

The specific dates and related conditions are published on the APEEE website under the Extracurricular section: [www.bru4.eu](http://www.bru4.eu).

To register, please use the [APEEE's online registration system](#).

Detailed instructions on how to register your child for extracurricular activities can be found in the [practical guide](#) available on the APEEE website.

Please refer to the website for further information and updates regarding the registration process.

Just like the membership fee, registrations must be renewed every new school year and cover the entire school year.



Each child must be registered separately as each registration is individual and non-transferable between families.

Once an enrolment request has been made, it will appear “being processed” until the extracurricular activities service has analysed it and changed its status. Unless the maximum number of participants has been reached, then the status of the order automatically changes to ‘on waiting list’. This status means that a new registration request can be made for another activity on the same day.

Registrations will only be considered final once payment for the activities has been received within the specified deadline stated on the payment request. Failure to make payment on time may result in the loss of the child's place in the activity.

All registrations will be processed on a "first-come, first-served" basis. Registrations with completed payments received within 30 days from the start of registration will be used to adjust the activity program, taking into account the minimum required number of participants for each activity. However, it is possible to continue registering for activities throughout the school year, subject to availability.

The minimum and maximum number of children may vary depending on the activity.

The APEEE reserves the right to refuse extracurricular registration for families with outstanding payments in other services (such as canteen and transportation services) as well as the annual membership fee of the association.

Furthermore, the APEEE reserves the right to suspend or cancel the subscription during the current year due to non-payment of the amounts due and to pursue its rights in court.

### 3.2. Trial classes

Before registering for an annual activity or a private course, children have the opportunity to take a trial class, subject to availability.

- Trial class for private courses: To schedule a trial class with one or more teachers, please contact the extracurricular service to obtain their contact information. Once the appointment is set, you can place an order for a private trial class on the registration website, specifying the chosen teacher and the date of the trial class.
- Trial class for group activities: First, please contact the extracurricular service to inquire about availability in the chosen activity. If there are available spots, you can then place an order for a group trial class on the registration website, including a comment specifying the activity and the date of the trial class.

Each child is entitled to participate in a **maximum of 3 trial classes** (for 3 different activities).

### 3.3. Wednesday Midday Supervision



For nursery and primary school pupils:

On Wednesdays, if you wish to enrol your child in an extracurricular activity and they do not attend the Laeken garderie (OIB), they must be under the supervision of the extracurricular team. You have the following options:

- Midday supervision: The child brings their own packed lunch.
- Midday supervision with hot meal: The child will have a hot meal prepared by the cafeteria.

The price for Wednesday midday supervision, with or without a meal, is not included in the activity fees. Therefore, registration should be done on the registration website under the extracurricular section. The Wednesday midday meal is not offered as part of the regular cafeteria subscription for students.

For secondary school students:

- Non-mandatory supervision: The hot meal can be added directly to the cafeteria registration for students.

### 3.4. Afternoon option

During registration, parents must choose what their child will do after the activity, in the 'followed by' section :

#### *3.4.1. Return with the school bus to home or central garderies*

Attention: The transport service does not provide bus service on Wednesday afternoons and on other days after 4:10 PM.

If a child is registered to the transport service, it is possible to use the second bus departure (4.10pm), subject to available places. To use this service, when registering, select 'return by bus' in the 'followed by' section.

After the start of the school year, the Transport service will add the child to the lists for the second bus departure. This information will be visible before the start of extracurricular activities in the transport order on the APEEE account.

Please note that second departures are organised according to the enrolments received for secondary school students. It is therefore possible that the stop used for the first departure will not be used for the second departure or that there are no more places on the bus. If this is the case, the Transport service will contact these families to suggest alternative stops.

#### *3.4.2. Supervision organized by the extracurricular service (Wednesday and Friday afternoons)*



The extracurricular service offers supervision for children from nursery to S1 on Wednesdays from 1:30 PM to 5:30 PM and Fridays from 12:50 PM to 5:30 PM. Children can be enrolled for either Wednesday, Friday, or both days, regardless of whether they participate in any extracurricular activities.

During the registration process, parents will have two options to choose from:

- Supervision with activities: This option is aimed at children participating in one or more activities that day and they join it before and/or after the activity.
- Supervision without activities: This option is for children who do not participate in any extracurricular activities that day.

Parents should pick up their child(ren) no later than 5:30 PM.

#### *3.4.3. Laeken Garderie (OIB)*

Children are accompanied by the extracurricular team to their respective garderie (OIB) groups on the school premises.

#### *3.4.4. Parent*

Parents, or any other authorised adult, picking up their child(ren) after the activities must wait at gate 88. Children are brought to the school gate by a team of supervisors.

If a parent does not see their child at the gate, they are asked to inform the APEEE supervisors wearing pink jackets. They will contact a member of the 'extracurricular office' team to locate the child.

It is necessary that the names of all adults authorised to collect the child, as well as their telephone numbers and e-mail addresses, are noted in the online registration system. It is their responsibility to ensure that they can be contacted quickly in the event of an emergency.

It is essential that parents update this information themselves on their parent profile ('Your details' tab, 'My adults' category), as soon as any changes occur.

### 3.5 Friday afternoon for nursery students and 1st and 2nd primary students

For nursery and 1st and 2nd primary school children, the extracurricular service offers activities from 12:50 pm., after the children have eaten in the canteen with their class.

No child can remain unsupervised on the school site, therefore, it is essential that children are registered in either two extracurricular activities, or in an activity and supervision of the APEEE or in OIB garderie (on the school site).



## 4. Cancellation, Refund, and Activity Change Policy

### 4.1. Change of activity at parents' initiative

Depending on the places available in the activities, students may change activities once a year.

This request for a change must be justified and sent to the extracurricular service by e-mail to the following address: [periscolaire@bru4.eu](mailto:periscolaire@bru4.eu). It will only be taken into account if it does not compromise the continuity of the activity. The office will also consult the activity's instructor before making any decision.

If the transfer is accepted, the extracurricular service will confirm it by e-mail and specify the date on which the child can join the new activity. The change will also appear in the online registration system. Please allow 7 days for the change of activity to take effect. A supplement may be charged if the price of the new activity is higher than that of the activity initially selected; if it is lower, no refund will be given.

Please note that enrolments are strictly personal; it is therefore not possible to transfer a place allocated to one pupil to another.

### 4.2. Change of activity or cancellation by the extracurricular service

The APEEE reserves the right to cancel, change activity or reassign children to another activity.

For example, in order for an activity to be confirmed, a minimum number of students must be enrolled. However, in exceptional circumstances, the extracurricular service may decide to start an activity even if this minimum number has not been reached, in order to see if it increases in the first few weeks of the activity. If enrolments do not increase, the service may decide to interrupt the activity.

In such cases, parents will be notified and offered a change of activities (subject to availability) or cancellation of the registration, which will be refunded on a pro rata basis.

### 4.3. Cancellation and refund policy

In the event of cancellation by you after the extracurricular activities have started, the full amount of the activity will be due and no refund will be made, except in the following exceptional cases:

- If the child leaves the school;
- If a medical certificate justifies the impossibility of continuing the activity until the end of the school year;
- If the child can no longer attend the activity due to a change in the school timetable during the month of September.





In the above cases, the withdrawal of the child from the activity must be notified by e-mail to [periscolaire@bru4.eu](mailto:periscolaire@bru4.eu) with acknowledgement of receipt from the extracurricular office at least 15 days before the effective date of withdrawal. Otherwise, no refund will be made, and the user will be required to pay the remaining balance.

Without prejudice to the above paragraph, no subsequent enrolment will be granted until users have paid the amounts relating to the various services used.

In the event of a refund, the amounts will be refunded pro rata temporis for the period concerned.

## 5. Group activities

Only students registered for an extracurricular activity and the APEEE team are authorised to be present during the activity.

The start and end dates of activities are announced on the APEEE website.

As a reminder, the minimum and maximum number of children may vary depending on the activity.

The extracurricular service can offer activities such as workshops or courses during the school holidays, except when the school is closed for the summer.

If parents wish to get in touch with an instructor, they should make a request to the extracurricular office, which will then pass on the instructor's e-mail with their agreement.

### 5.1. The extracurricular activities service's calendar

Extracurricular activities generally start a few weeks after the start of the school year and finish around mid-June. The exact dates are announced on the APEEE website.

No extracurricular activities are organised on the Fridays preceding the Christmas and Easter holidays.

A Summer camp for secondary students is organised during the last two weeks of the school year (end of June - beginning of July).

### 5.2. Visits to an activity by parents

Parents are not authorised to enter the school site and therefore cannot take part in nor visit any activities.

However, before the end of the school year, the extracurricular service organises a festive "Performing Arts Day", during which the monitors give performances with their students or offer open classes. Parents can also meet the instructors who are present.



### 5.3. Absence of teachers or students

If an instructor is unexpectedly absent, the APEEE will do its utmost to find a replacement instructor for the activity or will propose an alternative activity. The priority is to enable students to remain in their group. Parents will be informed in the event of repeated changes to an activity.

If a student has been absent from 5 consecutive sessions of the same activity without informing the extracurricular service in advance, they are deemed to have given up their place, which will be offered to someone else. No reimbursement will be made. In certain exceptional cases, the APEEE reserves the right not to follow this rule.

### 5.4. After the activity

At the end of the activities, the students are accompanied by their instructor or an APEEE supervisor, depending on the choice made by the parents at the time of registration:

- To their bus, if they are registered,
- To the meeting point with parents,
- At the OIB garderie on the school site,
- At the APEEE supervision centre (Wednesdays and Fridays),

The responsibility of the extracurricular service ends when the pupil is handed over to the garderie, the bus or has left the school with the authorised person.

The class journal is a communication tool for matters relating to school education. It is not consulted by the extracurricular service. Parents are therefore asked not to use it to communicate information to the extracurricular service.

Only secondary school students with permission from the school or in writing from their parents may go home unaccompanied, both for activities on the school site and for activities away from the school.

After the end of the activities, if a child is not collected in time by an authorised person, the latter will be held responsible and fined. The rates are €15 for the first 15 minutes and €10 for every 15 minutes thereafter. This policy is in line with that implemented for OIB garderies.

### 5.5 Distribution of Images and Videos

Photos and videos may be taken during activities and courses, to share with parents the memorable moments experienced by the children and to promote our offer. The images will be mainly used to communicate with parents whose children are taking part in the same activity. Some of them may also be used for internal and external communication purposes (on the APEEE website and social media, on promotional brochures for new parents, etc.). In these cases, the children's faces will be hidden.



## 6. Private lessons

### 6.1. Organisation of private lessons

All private lessons take place at the school and lesson times are to be agreed individually with the teacher.

The list of teachers offering private lessons can be found on the APEEE website, on the private lessons page.

Before enrolling for a private lesson, parents should contact the extracurricular office to receive the details of the teacher(s) chosen. Once an agreement has been reached with the teacher about the time slot for the lesson, the parents must contact the extracurricular office.

The extracurricular service offers the possibility of a 30-minute trial lesson with the teacher(s) of your choice. The time slot must be agreed with the teacher, following the procedure explained above. On the registration site, choose 'private trial lesson'. When ordering, parents should indicate in the 'comments' box which teacher has been chosen for the trial lesson and the time and date on which it will take place.

An annual subscription offers 30 sessions of either 30 minutes or 1 hour. It is also possible to sign up for a private lesson during the school year. From November, a subscription of 20 sessions will be offered and from February, a subscription of 10 sessions.

For private music lessons, students must bring their own instrument (except for drum and piano lessons).

### 6.2. Absence of teachers or students

If the teacher is unable to continue the lesson, he/she will inform the parents and make arrangements with them to make up the lesson.

In the event of a student's absence (school trip, pedagogical day, illness), parents are asked to cancel the lesson with the teacher by 5.00 pm the day before the lesson at the latest. Otherwise, the lesson will be considered as having been given and will be counted.

In addition, when the school is closed in exceptional circumstances, alternative solutions may be proposed in order to continue learning.

## 7. Fees and payments

Payment, due for the whole school year, must be made to the extracurricular centre's bank account within two weeks of the request for payment, indicating only the structured communication used in the APEEE's online registration system.



**Please note: We would stress the importance of using the structured communication number given to you on the payment notice and the specific bank account for the service concerned.**

After 2 payment reminders, the extracurricular service reserves the right to refuse a pupil's enrolment and to offer the place to another pupil on the waiting list.

In the event of non-payment, the APEEE reserves the right to block access to services, after sending two reminders, until full payment has been received for all services subscribed to. Parents remain indebted for payment of the balance for the rest of the year.

For students joining an activity after the start of the school year, there are three charging periods:

- 1st term: from the start of the activities until the 1<sup>st</sup> half of December, the amount will correspond to the total price of the activity,
- 2nd term: from the 2<sup>nd</sup> half of December to the 1<sup>st</sup> half of March, 2/3 of the registration fee will be due.
- 3rd term: from the 2<sup>nd</sup> half of March until the end of the extracurricular activities, 1/3 of the registration fee will be due.

The price of activities may vary from one activity to another, as it is calculated on the basis of the number of participants, the cost of the instructors, the equipment required, the duration of the activities and any transport costs. For activities that take place outside school, transport to the activity site is organised by the extracurricular service.

On written request to the APEEE and in exceptional cases, parents may be granted the possibility of deferred payment. If deferred payment is granted, a payment plan with a maximum of 3 instalments will be drawn up.

A certificate of participation in activities can be issued on request if required.

However, as the APEEE is not a sports club, nor affiliated to a sports federation, it is not able to complete documents requesting assistance from mutual insurance companies for sports-related expenses. Only the forms for courses (ski trip, summer camp) can be completed.

In the event of non-payment, the APEEE reserves the right to block access to services, after sending two reminders, until full payment has been received for all services subscribed to. Parents remain liable for payment of the balance for the remainder of the year.

## **8. Safety and code of conduct**

### 8.1. Safety and discipline

The school rules apply to all services provided by the APEEE, including extracurricular activities. Children are expected to show good citizenship and respect the equipment made available to them and not to touch that of the school. Any damage to equipment caused by a student during an activity will be billed to the parents.



The APEEE follows the procedures and safety measures put in place by the school, particularly in the event of a child being reported lost.

Students are also responsible for their own belongings, in particular any valuables they bring to the activity. For any lost or forgotten items, please contact the Eureka service: [eureka@bru4.eu](mailto:eureka@bru4.eu). The APEEE is not responsible for lost or stolen items or damage to students' equipment.

Students are asked to comply with the code of conduct and to follow the instructions of the monitor and the APEEE. Students registered for activities must wait for their instructor at the meeting point and must not enter the activity room without permission. The APEEE cannot be held responsible if a child does not show up for an extracurricular activity.

For sports activities, students must wear appropriate shoes and clothing.

Harassment is not tolerated under any circumstances. Any incident of bullying will be reported immediately to the extracurricular committee, which will take appropriate action.

Bringing dangerous objects (knives, penknives, lasers, etc.) to the activity, apart from those permitted for medical reasons, is strictly forbidden for students and extracurricular instructors.

In addition, the extracurricular activities committee and/or the extracurricular office reserve(s) the right to take disciplinary action, up to and including exclusion from the activity until the end of the year, against children who fail to comply with these provisions, particularly if they are responsible for incidents that put the safety of other children, the instructor, or any other person at risk. It should be noted that exclusion from the service does not entitle the holder to a refund of the subscription or to cancellation of the subscription fee.

## 8.2. Specific needs

A policy of equal treatment is applied as far as possible by the APEEE services. Please let us know if your child has any special needs so that we can assess the possibility of providing an appropriate service.

The APEEE fully applies a policy of inclusion.

However, if no satisfactory solution for the child's health is possible on this basis, and after discussion with the parents, the extracurricular service reserves the right to refuse the child's enrolment if it considers that its staff are unable to ensure the child's safety and well-being or that of the other students during the activities.

## 8.3. Illness and accidents

Children are covered by the school's insurance as long as they are on the school site. Outside the school, they are covered by the insurance of the partner with which the APEEE works.

Parents are required to inform the extracurricular service if the student suffers from an illness or chronic symptoms (allergy, asthma, diabetes, etc.).



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

In the event of an accident or injury during an activity, the extracurricular service will first contact the school infirmary (during opening hours) and inform the parents by telephone or e-mail. Outside infirmary opening hours, the extracurricular activities office will contact the emergency services depending on the situation and inform parents by telephone.

#### 8.4. Monitors, guides, and supervisors

Activities for nursery section pupils include the presence of a supervisor.

A supervisor is also always present with the children during bus journeys to activities taking place outside school.

When they start work, monitors and supervisors are briefed on their duties by the extracurricular office. Particular attention is paid to the measures put in place to guarantee the safety of pupils before, during and after activities. A monitor/supervisor charter is given to them at the beginning of the year.

Before the start of the new school year, all supervisors, guides, and monitors must submit a model 2 criminal record to the extracurricular office, in accordance with Belgian legislation. This document is specific to activities relating to education, youth work, animation, and the supervision of minors.

Only the extracurricular office is authorised to give instructions to supervisors, guides, and monitors.

### 9. Regulation change

This document may be amended during the school year.

In case of disputes, this regulation is exclusively governed by the Belgian law and only subject to the courts of Brussels.

Only the French version of these rules will serve as a reference in a court of law.