

APEEE IV

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**Practical guide**  
**2024 - 2025**

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EXTRACURRICULAR  
ACTIVITIES

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# Our team



**STEPHANIE BALDELLI**

Manager of extracurricular activities

[periscolaire@bru4.eu](mailto:periscolaire@bru4.eu)

02 474 10 92

And of course our many monitors and supervisors.

To find out more about them:

<https://www.bru4.eu/en/extracurricular/our-teachers/>



**MARIE CAZABAN**

Extracurricular activities Assistant

[periscolaire@bru4.eu](mailto:periscolaire@bru4.eu)

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# WHAT IS AN ORDINARY DAY LIKE ?

## STEP 1

End of the school day



The main teacher of your child brings children to the extracurricular activities meeting point

## STEP 2

Meeting point

**15:00**

The children meet their monitors at the meeting point

## STEP 3

Activities

The children participate in the activity, which they are registered for

## STEP 4

End of activities

**16:00**

The monitors/supervisors accompany the children to :

**After-school care Laeken**



**Parent**

# TIMETABLE

## NURSERY AND PRIMARY

Extracurricular activities are organized every day for nursery, primary and children of EEB4.

Activities last around 50 minutes, except on Wednesdays - they last 1.5 hours.

	MON	TUE	WED	THU	FRI
LUNCH			12:40-13:20PM		
Session 1			13:30-15:00 PM		12:50-13:50PM
Session 2					14:00-15:00PM
Session 3	15:10-16:10 PM	15:10-16:10 PM		15:10-16:10 PM	15:10-16:10 PM

Only Nursery and P1-P2

Extracurricular activities are organized every day for EEB4' pupils.

An activity lasts in average 1:20.

# TIMETABLE SECONDARY

	MON	TUE	WED	THU	FRI
<b>LUNCH</b>	<b>12:30- 13:25PM</b>	<b>12:30- 13:25PM</b>		<b>12:30- 13:25PM</b>	
<b>Session 1</b>		<b>13:30- 14:25PM</b>	<b>13:00- 14:20 PM**</b>		
<b>Session 2</b>					
<b>Session 3*</b>					
<b>Session 4</b>	<b>16:10- 17:30 PM</b>	<b>16:10- 17:30 PM</b>		<b>16:10- 17:30 PM</b>	<b>16:10- 17:30 PM</b>

\*If your child wishes to participate in an activity at 15:10 (as per the P3-P5 program), please contact the extracurricular service to check availability.

\*\* To be confirmed at the beginning of the school year.

# SOME IMPORTANT DAYS



23 SEPTEMBER  
2024

**Launch of extracurricular activities for nursery, primary pupils and secondary students.**



4 + 5  
NOVEMBER  
2024

**No extracurricular activities**

*4 November 2024 : Pedagogical day  
5 November 2024 : School report oral day*



20 DECEMBER  
2024

**No extracurricular activities**



11 APRIL 2025

**No extracurricular activities**



13 JUNE  
2025

**End of extracurricular activities for all pupils**

# REGISTRATION

## HOW TO REGISTER?

For your information, registrations are based on a "*first-come-first-served*" basis.

**Our online registration system : <https://services.apeee-bxl4.be/en/welcome.html>**

1. Log in to your APEEE account or create one if you are new parents.
2. Check if the information in your profile is still up to date and correct it if needed
3. Renew your APEEE membership fee. One membership per family and per school year is mandatory and has to be paid. The payment of the membership opens access to our services.
4. Having carefully read the extracurricular activities rules, register your child to our service for the school year 2024-2025
5. Click on "create an order"
6. Once your enrolment request is submitted, you will receive an email regarding the status of your order.  
To familiarize yourself with the different statuses, please refer to page 10 of this guide.





# INDIVIDUAL TUTORING AND TRIAL LESSONS

## Individual tutoring:

The extracurricular service offers the possibility of taking music, language or other individual lessons with our teachers. They can choose between a 30 min or 1 hour lesson.

To discover our offer, please visit : [Our private lessons](#)

To register your child, please follow the procedure described previously.

If a pupil wishes to try out a course or a musical instrument, he can take part to a trial lesson of 30 min.

To do so, you have to buy a trial ticket on the registration site, they are limited to 3 per school year. Please specify when ordering which music teacher you have chosen.

For any questions, please contact the extracurricular office.

[periscolaire@bru4.eu](mailto:periscolaire@bru4.eu)

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## ONCE ENROLLED :

Once you have registered, you will receive a confirmation by email stating that your order is either:

**Being processed** : Your registration is currently being analyzed. Your status will soon change to one of the following 3 statuses, depending on the situation.

**On waiting list** : The activity is full or the minimum number required has not been reached.

**Awaiting payment**: The activity has been launched by the extracurricular office and we are waiting for your payment to confirm your order.

**Cancelled**: The activity has been cancelled by the APEEE or by your request to cancel the registration.

**Refused**: The chosen activity is full so you are invited to choose another activity.

**In order of payment** : Your child has its place for the chosen activity, you are in order of payment , so he can start his extracurricular activity.

If you wish to **modify or cancel** your order, please contact the extracurricular office by email ([periscolaire@bru4.eu](mailto:periscolaire@bru4.eu)) :

As a reminder, the **APEEE does not reimburse any activity after it has started**

# COORDINATION WITH THE TRANSPORT SERVICE

***Warning, the transport service does not organise school bus on Wednesday afternoons, nor on other days after 16:10.***

If your child is enrolled to the transport service, it is possible to use the second departure bus, leaving at 16:10, right after the extracurricular activities, subject to seats availability. If you want your child to use this service, simply choose “*return by bus / Retour en bus*” in the “*Followed by*” section upon enrolling your child to his/her extracurricular activity.

The transport service will then add your child to the lists for the second bus departure and this information will be visible mid-September on your APEEE account in your transport order.

Please note that the second departure bus lines are designed according to the subscriptions received for students in secondary. This means that your bus stop might not exist on this second departure. If so, the Transport service will contact you and arrange for an alternative stop.

# USEFUL INFORMATION

## BEFORE the extracurricular activities

### MONDAY, TUESDAY, THURSDAY AND FRIDAY

- If your child is in **nursery** :

His/her teacher takes the children to the *salle commune des maternelles* where they are taken care of by our team of supervisors. Each monitor will meet their group at 15:10 on Monday, Tuesday, and Thursday, and at 12:50 on Friday.

- If your child is in **primary** :

His/her teacher accompanies the children to the meeting point which is *under the canteen's building*. They go next to the sign of their activities and will be taken care of by supervisors until the monitor picks his group at 15:00 on Monday, Tuesday and Thursday and on Friday at 12:50 (P1-P2) and at 15:00 (P3-P5).

- If your child is in **secondary** :

The pupils go by themselves *under the canteen* where the monitor is waiting for them at 16:10 on Monday, Tuesday, Thursday and Friday.



On Fridays, meals are taken before the 12:50 activity.



On Friday, children in nursery or primary must be registered in 2 activities or 1 activity and APEEE supervision, or OIB garderie (on the school premises).

**No child can be left unsupervised on the school site.**

## WEDNESDAY



If your child is in nursery or primary and is not enrolled in after-school day care (OIB), in order to take part to an activity, you must register him/her to :

- **hot meal supervision:** a hot meal served under the supervision of the extracurricular activities supervisors
- **lunch supervision:** he/she can eat a sandwich under the supervision of the extracurricular activities

**If your child is in nursery or primary and is enrolled in after-school day care (OIB):**

The hot meal is included in your OIB registration. Your child goes to the canteen with the day care educators from the OIB and joins the extracurricular activities afterwards.

**If you have chosen a lunch supervision (with or without a hot meal) :**

- **If your child is in nursery :**

The teacher takes the pupils to the *salle commune des maternelles* where our team of supervisors will take them and bring them to the canteen. After the lunch, the supervisors accompany them to their activities.

- **If your child is in primary :**

The teacher takes the pupils to the meeting point where a supervisor is waiting for them. They all go then to the canteen, on the 2nd floor, where they will eat our meal with our supervisors.

# **AFTER the extracurricular activities**

**At the end of the activities taking place at school** : the monitors or supervisors accompany the children to :

- At the bus stop (towards home or central gardereries)
- At the gate (meeting point with parents)
- At the APEEE supervision (only on Wednesdays and Fridays)
- At the after-school garderie on the school premises (Laeken garderie)

**Those taking place outside the school** : the parents are kindly asked to pick up her/his child where she/he has her/his activity.

# APEEE Supervision

The extracurricular service provides supervision for children from nursery to S1 on :

- **Wednesdays** from **13:30 to 17:30** and
- **Fridays** from **12:50 to 17:30**

It is available to children participating or not in extracurricular activities. Children can be registered for either Wednesday, Friday, or both days.

## 1. Supervision before / after activities:

You can enroll your child in the following cases:

- They participate in an activity and you cannot pick them up at the end of the activity.
- They participate in an activity that starts later

## 2. Supervision without activities:

You can enroll your child if they do not participate in any activities and you are unable to pick them up at the end of the school day.

## Supervision Team:

The children are supervised by the team of monitors from the extracurricular service. They are free to engage in activities of their choice during the supervision period, such as doing homework or playing. Materials will be provided for their use.





## EXTRACURRICULAR ACTIVITIES SERVICE

## STAY IN TOUCH

The extracurricular office is located in the school,  
in the J building (basement).

We are open from Monday to Friday from 9:30 until  
18:00.

For more information, please contact us at:



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