

## Frequently asked questions on extracurricular activities in EEB-I Berkendael

### **What are the important things I should know when I enroll my child?**

In order to enroll in September (date will be communicated), please follow the steps below:

1. Go to <http://www.uccleparents.org/>
2. Click 'registration online' <https://services.uccleparents.org/>
3. Click 'Berkendael'

When you start your registration, you will be asked to create an APEEE account (unless you already have one). Only then you will be able to register for extracurricular.

Your child's place in the course is confirmed only after the enrolment phase is over. You will then receive an email notifying you if your child has been admitted to the requested course. In this email you will also receive the payment instructions if your enrolment is confirmed. The enrolments are NOT done by order of submission (there is no first come-first served). Children who were enrolled the year before have priority. If there are too many requests for a course we will do our best to open an additional slot.

Once your child is enrolled, it is very important that you notify your child's teacher about the change of schedule, and that you put the information about the course on your child's badge and in the agenda.

The on-site Coordinator is not responsible for children who refuse to attend the activity, nor for lost belongings or other personal problems.

If your child is absent, please inform us asap by writing to [periscolaire.berkendael@gmail.com](mailto:periscolaire.berkendael@gmail.com).

Please note that changes and cancellations are allowed only in the first two weeks.

If you have any questions, you can write to the Extracurricular mailbox: [periscolaire.berkendael@gmail.com](mailto:periscolaire.berkendael@gmail.com).

### **How is the price formed?**

The price is calculated using several criteria. It should cover the fee we pay to instructors, and it should allow us to have budget for a paid coordinator on site who takes care of all administrative work and supervises the activities. The price should also guarantee that we are offering good quality courses.

We are a non-profit organization (APEEE Services Asbl of EEB1), so all the sum collected goes to the activities (salaries, materials, info session, etc).

### **How are the teachers selected?**

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The teachers are either recommended to us by the school or by parents, or they send us spontaneous applications. In all cases we assess their CV and meet with them for an interview. During the year, we monitor their work and gather feedback from parents.

Our aim is to offer quality courses to our kids, which is why we look for experienced teachers who use interactive approaches, and who love their job. Extracurricular teachers are an integral part of our Berkendael community.

### **What about swimming?**

The situation with swimming pools in Brussels is very difficult: there is a shortage of pools and time slots. It is not possible for the EA Team to organize swimming as extracurricular. For Primary pupils, swimming is part of the school curricular.

### **Do all activities take place in the school?**

Yes, all activities take place in the premises of the school.

### **Why aren't there activities on Wednesdays?**

For the moment we cannot organise any activity on Wednesdays since it is not possible to provide supervision on this day. In addition, many children are already enrolled in external activities, so we estimated that the demand for extracurricular activities would be higher on other days.

### **Why are there days with many activities, and days with fewer activities? How do you choose which activity is organised on which day?**

The schedule of activities depends on the availability of teachers, and on the availability of rooms.

### **How do you choose which courses to offer?**

We take into account parents' requests and once a year we do a survey on which we base the offer for next year. We also strive to have a diversified offer between sports, languages and arts/music. We promote language learning since we believe it is the added value of the EU Schools environment.

If you're interested in a specific course that is not in the planning, please do not hesitate to write to us. If there is sufficient overall interest, we will do our best to include it in the program. Private lessons are also possible. We know how much it is appreciated by parents that extracurricular activities take place in the school, without having to transfer children around the city.

### **Can I enroll at any moment during the year?**

Yes, you can enroll your child at any moment, provided there is place available.

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The price will be adapted according to the remaining weeks of the course.

### **Why can't children who take the bus participate in the extracurricular program?**

Children who take the bus can take part in extracurricular activities, but only if they are picked up after the activity. For the moment there is no bus service after the activities (although some activities for pre-school take place on Fridays before the 15h bus).

The EA Team is working to organize a second bus on Tuesdays.

### **How can I get information about the content and organization of the classes and about my child's participation in the course?**

We publish the description of the courses on our webpage <http://www.uccleparents.org/berkendael/activites-extra-scolaires-a-berkendael/> Once a year we organize an info session where you can meet the teachers and ask questions. Teachers can also inform parents directly via email.

Questions can also be sent to our mailbox and we can inquire with the relevant teacher.

### **How do you use our personal data?**

Your data is not communicated to any external party and is used solely for the purposes of organizing the activities. Teachers may receive your phones and email addresses in order to get in touch with you regarding the participation of your children.

### **The course is not going well. What can I do?**

In case of a problem please contact us and we will address each case individually. In cases where children disturb the class frequently and/or refuse to take part in the activity, we may be obliged to request from parents to put them in another class or withdraw them from the program.

### **Who is the Extracurricular Activities Team?**

We are five volunteer parents and one part-time, on-site Coordinator and we organize and monitor the extracurricular program. 2018-2019 will be the third year, so our project is still young and developing.

We are part of the APEEE Services asbl of EEB1.

### **I would like to volunteer with the Extracurricular Activities Team, how could I do that?**

We welcome all motivated volunteers who would like to join us! You can be involved in courses coordination, in organising different events (info sessions, fête de l'école, etc), you can fundraise or prepare information material. If you have a few hours per month to spare on e-mail consultations and a couple of meetings, do not hesitate to contact us at [periscolaire.berkendael@gmail.com](mailto:periscolaire.berkendael@gmail.com)

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**Where can I find more information and the timetable?**

Please consult the Terms and Conditions and all other information at <http://www.uccleparents.org/berkendael/periscolaire-inscriptions/>