

## **Terms and Conditions of the Extracurricular Program in EEB I Berkendael**

The Extracurricular activities working group (EAWG) of the European School Brussels I Berkendael site, in close collaboration with EEB1 Berkendael, offers a wide range of quality extracurricular activities to children from nursery and primary. The aim is to provide a range of extracurricular activities in a friendly and fun environment, to enrich the lives of kids at our school through exploring languages, arts, sports etc.

### **I Registration, payment and enrolment**

The extracurricular activities are open to members of the APEEE Brussels I who have paid their annual fee.

The registration for the extracurricular program is done through the following link:

<https://services.uccleparents.org/>

Priority is given to children already enrolled in an activity in the current year.

Once enrolment is confirmed, the course fee is due within 2 weeks. The EAWG will ask parents to withdraw their children from the course if the deadline for payment has not been respected.

The EAWG reserves the right to cancel classes if the minimum number of children is not reached or for other administrative reasons.

Enrolled pupils have a two-week period in which they can change classes, provided there is a place in the desired class. Changes will not be permitted afterwards.

Parents may decide to enrol their children in an activity beyond the two enrolment phases, provided there are available places. The deadline of 2 weeks for payment will apply.

### **II Organization of the activities**

Activities for pupils are organised in age groups:

1. for M1 & M2 children
2. for P1-P5 children
3. for P4-P5 children
4. for all grades

The number of children per language class is limited to 10 children. The number of children for the maternelle groups is maximum 10. For sports activities (eg basketball, capoeira etc) at both levels, the number of children per class is maximum 15.

The classes may also be organized based on the pupils' level of previous knowledge, introducing beginners and advanced level for a particular activity (e.g. languages).

If the demand for a specific activity is high enough, the EAWG will try to organise a second group. In this case, payment is only due after the confirmation of the place.

For classes starting at 15h, the schoolteachers bring the children to a designated pick-up point, where the extracurricular teachers pick them up. The extracurricular Coordinator and teachers are not responsible for children who have been mistakenly sent to the garderie OIB or put on the bus. The parents are required to notify the schoolteachers of the extracurricular activities of their children via the Agenda and the badges.

After the end of the activity, the extracurricular teachers accompany the children to the garderie OIB or to the pick-up point.

For classes starting at 16h, the extracurricular teachers gather the children from the garderie OIB, with the help of the Coordinator if needed, and after the end of the class they bring them back to garderie OIB or to the pick-up point.

The Extracurricular Coordinator collaborates closely with the schoolteachers and garderie OIB personnel for the smooth transfer of children.

### **III Schedule of the activities**

Beginning of the activities: 8 October 2018

End of the activities: 21 June 2019

Total number of weeks with extracurricular activities: 27

Calendar of the activities \_ <http://www.uccleparents.org/berkendael/periscolaire-inscriptions/?lang=en>

Extracurricular activities take place after school on:

- Mondays from 15h00 till 17h00 (piano until 18h)
- Tuesdays from 15h00 till 17h00 (guitar until 17h and piano until 18h)
- Thursdays from 15h00 till 17h00 (guitar and piano until 18h)
- Fridays from 14h00 till 17h00 (guitar until 17h00 and piano until 17h00)

### **IV Refund policy**

If children are absent on the day of their extra-curricular activity or drop out in the course of the school year, no refunds are given. If extracurricular teachers are absent due to an emergency, the EAWG will try to find a replacement. If no replacement is found, an additional class of the same activity will be organised in another week. If this doesn't happen, a refund will be granted upon request by the affected parent.

Once a child is enrolled in the activity(ies) and have paid the fees, a "no-refund" policy will be implemented. However, a change to another activity may be considered upon request by the parent(s) and pupils within 2 weeks from the start of the extracurricular activity. After that, a change to another activity will no longer be possible.

## **V Communication with parents about the extracurricular programme**

The extracurricular programme is a partnership between the parents and the APEEE Services, represented by the Coordinator, for the wellbeing of the children. The cooperation of parents is essential for the success of the program and the progress children make in the various activities.

Once a year the EAWG organizes an information session, when parents meet the teachers and have the opportunity to receive information from the teachers about their pedagogical choices (website and info session), organization and content of classes and of the progress of their child.

An opinion survey is circulated among parents once a year in order to monitor and assess the satisfaction from the programme, as well as to gather comments and ideas for further improvement.

Open classes may be organized as well, depending on interest and on the type of activity.

Pictures of children participating in extracurricular activities are taken only for the purposes of informing parents and will not be shared on public websites, facebook or other platforms, but sent exclusively via email. For information activities such as presentations, the EAWG may use pictures where the faces of children are not seen.

## **VI Code of conduct**

During extracurricular activities, as in school and community life, respecting a few rules is needed in order to learn, play, and grow well together.

Parents are required to explain to their children, especially to those in nursery, what it means to be enrolled in an activity. Parents must ensure that the child understands and is actually interested in participating.

Parents are required to inform the Coordinator immediately if their child is absent, by sending an email to [periscolaire.berkendael@gmail.com](mailto:periscolaire.berkendael@gmail.com).

Children who expressly refuse to attend their activity are not forced to go and parents will be asked to find a solution themselves. Neither the Extracurricular Coordinator, nor the extracurricular or school staff will act as child minders in such situations.

To the best of their ability, the children will look after their belongings themselves. Neither the Extracurricular Coordinator, nor the extracurricular teachers will be responsible for lost items or should be asked to look for them.

The parents of children who repeatedly disturb the classes or do not show up will be asked to withdraw them from the programme.

And for the little ones:

<b>I have the right to ...</b>	<b>I have the obligation to ...</b>
Enrol in the activity	Be up to date with payment until the requested due date
Attend the activity	Participate actively in the activity – inform the coordinator/teacher in case of absence
Have a good quality lesson	Follow the rules of good behaviour
Have adequate materials	Respect the materials and treat them appropriately
Be respected	Respect the teacher and the other children
Not to understand	Try my hardest to understand with the help of the teacher
Not to succeed	Keep trying hard to succeed
To be tired	Tell the teacher and follow his advice
Not to be in the mood	Respect other children who are in the mood
Go to the toilet	Ask permission from the monitor