



Uccle

Schola Europaea • Bruxelles I

“Living together, learning together, working together”

**NURSERY AND PRIMARY CYCLE**

**GENERAL INFORMATION BOOKLET**

**2018-2019**

*The mission of the European School Brussels I: To provide a quality multilingual and multicultural education in a safe and nurturing learning environment. Based on trust and respect, our school celebrates diversity and recognizes the value of effort, critical thinking and cooperation to achieve excellence.*

*Orig.: FR*

Dear Parents,

Welcome to the new 2018-2019 school year!

In this booklet, you will find useful and important information concerning all aspects of school life. Please read it carefully in order to ensure the best possible integration of your child in his or her class.

Regular updates and urgent messages from the Management are published on the school website [www.eeb1.eu](http://www.eeb1.eu); we advise you to consult it on a regular basis.

The general objectives for 2018-2019 are as follows:

- provide a broad, high quality education from the nursery cycle to the Baccalaureate;
- reinforce a spirit of tolerance, cooperation, dialogue and respect, both within and outside the school community;
- develop a high level of knowledge, both in the pupil's mother tongue and in foreign languages;
- allow pupils to affirm their own cultural identity, the basis of their future development as European citizens;
- develop open-mindedness towards the outside world through participation in local, European and international level projects.

More practical priorities involve issues such as security, allocation of classrooms and the use of shared space, equipping the classrooms, and closer collaboration within sections and cycles.

Additional priorities for the nursery and primary cycles will focus on the wellbeing of pupils, strengthening learning, particularly through the development of differentiation and harmonisation, maintaining high quality educational support and implementation of our KiVa project.

Your participation in the different bodies for policy advice and decision-making for our school (class representation, management meetings - APEEE, Education Councils, School Advisory Council, Administrative Board), as well as the input provided by numerous voluntary parents, is very much appreciated.

We hope that 2018-2019 shall be a fruitful year for you and your family and that we have the opportunity to meet you at the various information meetings and special events held during the course of the year.

Simona Cajhen  
Deputy Director

Antonia RUIZ ESTURLA  
Director

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### **SCHOOL WEBSITE: <http://www.eeb1.eu>**

The school website includes up to date and detailed information on all aspects of school life. Important messages from the management will also be posted on the site in case of an emergency. Please consult the website on a regular basis.

*Une version française de ce document est disponible sur le site web de l'école.  
Eine deutsche Übersetzung dieses Dokuments ist auf der Schulwebsite verfügbar.*

## CALENDAR OF 2018-2019 SCHOOL HOLIDAYS

Beginning of the school year	: 05.09.2018
All Saints	: 29.10.2018 - 02.11.2018 inclusive
Christmas and New Year	: 24.12.2018 - 07.01.2019 inclusive
Carnival	: 25.02.2019-01.03.2019 inclusive
Easter	: 15.04.2019-26.04.2019 inclusive
Labour Day	: 01.05.2019
Ascension	: 27.05.2019-31.05.2019 inclusive
Pentecost	: 10.06.2019
Last day of school	: 05.07.2019

\* \* \* \* \*

Please note the following points:

- The teacher training day will take place on **Monday 5<sup>th</sup> November 2018**. There will be no school for pupils on this day.
- **Tuesday 6<sup>th</sup> November 2018** - nursery and primary pupils do not have school:

The **Nursery cycle's** Early Education curriculum organises one parent/teacher meeting. The school will organise the first meeting on Tuesday 6<sup>th</sup> November 2018. On this particular day you shall meet the teacher of your child to discuss his/her development and progress in relation to the various skills acquired in the curriculum.

Following the decision by the Board of Governors for the European Schools, the first part of the **Primary cycle** report consists of an individual meeting between the class teacher and the parents of primary pupils years 1 to 5. This meeting shall be held on Tuesday 6<sup>th</sup> November; the teacher verbally summarises the cross-disciplinary competences of the pupil to his/her parents.

## START OF THE NEW SCHOOL YEAR

**Tests and entrance exams:** the families concerned will be contacted individually by the school.

**Welcome for new pupils and their parents:** A welcome meeting shall be held on Tuesday 4<sup>th</sup> September 2018. The parents shall receive the relevant information by e-mail.

**Start of classes:**

**Wednesday 5<sup>th</sup> September 2018** for all nursery and primary classes, except for the 1<sup>st</sup> year primary German section; they begin on Thursday 6<sup>th</sup> September 2018.

## ACCESS TO SCHOOL

Access to school by car is not authorized.  
Parents must park their cars outside the school.

Cyclists and motor cyclists **must dismount at the barrier** and leave their bikes, mopeds and motorbikes in the areas provided to that effect. Bicycles, scooters, skateboards and rollerblades may not be used on site nor on the road going round the edge of the school during the school day.

Outside normal school hours, pupils and their parents are not allowed to remain on the school premises.

Only parents who have an appointment with a member of staff may enter the site during school hours, upon written invitation to be shown to the security guards when arriving at school. Parents will have to register and be issued with a visitor's badge which must be worn visibly at all times.

For the various evening events organised by the Management team, the entrance and exit is via Av. du Vert Chasseur unless otherwise stated in the invitation for the event. Parents will receive specific information on this subject.

May we remind you that parents attending school events outside normal school hours must supervise their own children at all times. The school cannot be held responsible for the children during this time.

UCCLE	OPENING TIMES	ARRANGEMENTS
Small gate - Chaussée de Waterloo	07.55 - 08.30 15.35 - 16.15 12.20 - 13.00 (Wed) 11.50 - 12.50 12h00-12h20 (Fri: Mat/P1/P2)	<ul style="list-style-type: none"> <li>For nursery/primary cycle pupils as well as their parents / brother(s) / sister(s)</li> <li>Visitors must present themselves to the guards at the main gate to obtain a visitor badge</li> </ul>
Vert Chasseur		<ul style="list-style-type: none"> <li>All the pupils and their parents as from 7.45</li> <li>Visitors must present themselves to the guards to obtain a visitor badge</li> </ul>

## SURVEILLANCE

Surveillance of pupils on the Uccle site is organised from 7.40 (there is no surveillance before this time).

## SCHOOL TIMETABLE

Uccle site	Nursery, 1 <sup>st</sup> and 2 <sup>nd</sup> year primary	3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> year primary
Monday, Tuesday & Thursday	8.15-15.45	8.15-15.45
Wednesday	8.15-12.30	8.15-12.30
Friday	8.15-12.20 (MAT) 8.15-11.50 (P1 and P2) afternoon: no lessons	8.15-15.45

Pupils are supervised during the lunch break (lunch and free time). Pupils are also supervised **20 minutes before and after lessons**.

**On Fridays**, parents who have children who are not enrolled in the garderie in P1/P2 as well as in Nursery are asked to first **pick up** their elder children **in S.0.01 at 12h20 at the latest** and then their younger children in Nursery at 12h20. **Room S.0.01 will close at 12h20.**

Parents who bring their Nursery, P1 and P2 children to school in the morning and collect them in the afternoons are encouraged to **leave the site promptly afterwards (for security reasons).**

Please note that as soon as lessons end, pupils are no longer covered by the school insurance.

Pupils who take the school buses must go directly to their bus and stay in the bus until the busses leave.

## SCHOOL CHARGES FOR THE NURSERY AND PRIMARY CYCLE

Items	Nursery (€)	Primary (€)
School agenda	4.00	4.00
Photocopies and printing	31.62	31.62
Intermath	-	26.00
School insurance	6.50	6.50
Educational visits	75.00	75.00

The above tariffs have been approved by the School's Administrative Board. **These school charges are compulsory and must be paid by parents of children in Categories I, II and III.**

On receipt of the itemised bill, the amount should be paid within 30 days of the date of receipt of the bill to account number BE 20 3100 9205 0056 "*Ecole européenne de Bruxelles I - Economat*".

Parents are requested to inform the school's Administration in writing of any change regarding their employer or their employment status, to the following e-mail address: [bernard.di-nobile@eursc.eu](mailto:bernard.di-nobile@eursc.eu) indicating the exact date of this change.

Any change of information in the personal data of the family (phone numbers, address, etc.) must be communicated to Ms. Evrard: [helene.evrard@eursc.eu](mailto:helene.evrard@eursc.eu).

### Educational material

**Agenda:** At the start of the school year, each nursery and primary pupil receives an *agenda* in which is noted work to be done and items to bring to school, as well as all other useful information. **This agenda is the official means of communication between the school, the teachers and the families.** Please consult it on a daily basis. The school invoices parents for the agenda (see charges above). One single copy shall be provided to each pupil. Parents with shared custody of their child/children are requested to pay particular attention and to ensure that the child shows the agenda to both parents for them both to sign.

**Intermath:** the booklets are distributed by the teachers. The school invoices parents for Intermath (see charges above).

**Educational visits:** The curriculum for the nursery and primary cycles attaches great importance to environmental studies and learning by observation and practice. It is with this in mind that educational visits and excursions are organised during the year. This is invoiced directly by the school (see school charges above).

**Sport:** A European school sports kit is required. It has to be ordered via the following webshop: <http://1078.dieusaertsportshop.be>. Please order in time so that your child can start gym lessons with the demanded clothes. Please note that it will no longer be possible to buy gym suits in the school.

**Swimming P1-P5:** A school swimming cap is required. It has to be ordered via the following webshop: <http://1078.dieusaertsportshop.be>. Please order in time so that your child can start gym lessons

with the demanded clothes. Please note that it will no longer be possible to buy gym suits in the school.

### Pupils' badges

The parents of pupils in the nursery and the first two years of the primary school should make sure that, from the first day of school, a badge is fixed to the lapel of their child's coat with their surname and first name, full address, home, mobile and office telephone number(s) and clearly marked with the bus number and bus stop. The badges and the plastic wallets to put them in are sold for 2 € from office S0.02 in the Erasmus building.

### Lost and found articles

All lost and found articles are handed in to EUREKA, located in the basement of the Erasmus Building. You will find information on opening times on the school website via the APEEE link: <http://www.uccleparents.org/?lang=en>.

## EDUCATIONAL TRIPS

The school organises educational trips (*classes transplantées*) for the primary classes. All educational trips are organised by the 'Voyages scolaires' Coordinator.

1. In P1 and P2, the trips do not exceed three overnight stays.
2. In P3, the environmental classes are organised for all the classes, for a maximum of five days in summer.
3. Snow classes are organised for all 4<sup>th</sup> year classes in winter.
4. In P5, the language trips are organised for all the pupils, generally in spring.

### School trips planned for the 2018-2019 school year

Year	Place	Duration	Approx. price €
1 <sup>st</sup> year primary	Farm classes 3 days-2 nights	3 days	165
	Farm classes 3 x 1 day	3 days	75
2 <sup>nd</sup> year primary	Seaside classes	4 days	320
3 <sup>rd</sup> year primary	Environmental classes	5 days	320
4 <sup>th</sup> year primary	Snow classes	9 days	890
5 <sup>th</sup> year primary	Language trip France	5 days	440
	Language trip England		680
	Language trip Germany		450

**Please note that class trips are part of the school curriculum.** Absences are regulated by art. 30 of the General rules of the European schools.

The trip attendance certificate (for the health insurance, parents' employer, etc.) will be handed out to the pupils during the week after the trip.

## ABSENCES

The reference document concerning absences is the General Rules of the European Schools, Art. 28 and 30 - Regular attendance of lessons.

### 1) General Remarks

A pupil's enrolment in nursery or primary implies the obligation to participate in all classes which are part of the curriculum and to do what is requested in terms of work.

Pupils should attend classes regularly and punctually according to the school calendar and the timetable given to them at the beginning of the school year.

Pupils (and parents of Nursery, P1 and P2 pupils) who arrive late should go to the Secretariat, room S.0.02 on the ground floor of the Erasmus building, to obtain permission to enter class.

Medical appointments should be made outside school hours because of the disruption caused to classes and the additional administration. If unavoidable, requests for absences must be made at least two working days beforehand. **It is not possible to request an absence for the same day**. Requests should be made by email both to the primary secretariat ([stephanie.depraetere@eursc.eu](mailto:stephanie.depraetere@eursc.eu); [beate.tellmann@eursc.eu](mailto:beate.tellmann@eursc.eu)) and the class teacher. At the same time, there must be a clear note in the child's agenda (in one of the vehicular languages: EN, FR, DE).

### 2) Justification

If a pupil is prevented by ill-health from attending school, the head of the family should inform the school by telephone from the first day and in writing by the second day at the latest (to: the class teacher, the L2 teacher and in copy the secretaries ([stephanie.depraetere@eursc.eu](mailto:stephanie.depraetere@eursc.eu); [beate.tellmann@eursc.eu](mailto:beate.tellmann@eursc.eu))). As from the third day, parents must provide the school with a medical certificate.

This notification is essential if an efficient check is to be kept on a child's attendance. After more than two consecutive days, **a medical certificate must be provided**.

### 3) Permission for absence on personal grounds

Permission for absence must be requested **at least seven days in advance and in writing** from the secretariat of the Deputy Director.

Except in cases of *force majeure*, permission for absence may not be granted for the week preceding or the week following school holiday periods or public holidays (Art. 30, 3c. iv. of the General Rules).

Please note that absences before and after school holidays can only be justified by certified medical reasons.

## REQUESTS FOR A SUBJECT CHANGE

The general Rules of the European Schools, Revision of the Decisions of the Board of Governors concerning the organization of studies and courses in the European Schools, page 7, (<https://www.eursc.eu/BasicTexts/2011-01-D-33-en-9.pdf>) state the following:

### 2.2 *Change of languages*

*The provisions set out above under points a and b apply solely to requests for changes of Languages 2, 3 and 4. Requests to change Language 1 will be dealt with in accordance with the arrangements laid down in Article 47(e) of the General Rules. It should be remembered that determination of L1 at the time of the child's enrolment is definitive in principle.*



a. Normally no changes are envisaged in language choices, **except on entry to year 6**, when the following changes are possible:

#### Change of L2

- for a given language, change from a lower to a higher level (e.g. change from L4 to L3)
  - for a given language, change from a higher to a lower level (e.g. from L2 to L3) in justified cases.
- b. Should a change of language at any age or level be requested, the decision lies with the Director, subject to the following conditions:
- The existence of a reasoned written request from the parents, guardians or from the pupil himself/herself if over the age of 18.
  - Deliberation and judgment by the Class Council on the request.
  - Clear evidence established by the School of the pupil's ability to follow the course requested. In the case of a change of L2, careful consideration must be given to the role of L2 as a medium for teaching other subjects. When a change of L2 is approved before year 6, the new L2 becomes the medium for the teaching of history, geography and economics. When a change of L2 is approved on entry to year 6, the old L2 remains the medium of teaching for history, geography and economics.
  - The absence of significant administrative obstacles to the change requested.
  - The applicant will be notified of the decision and the reasons for it.

Nevertheless, I can imagine a language 2 change for the school year 2018-2019 if the following conditions are met :

- The school receives an official reasoned written request with detailed and clear description of the reasons (before 31<sup>st</sup> May 2018)
- Evidences established by the School (= language test)
- Checking the administrative obstacles
- Deliberation of the class Council (end of June 2018)

The final decision is taken during the Class councils in June and the decision will be communicated to the parents during the first week of July.

### VISIT OF A FORMER PUPIL

Visits of former pupils are possible from 1st October to 31st May of each school year. A request has to be addressed to the secretariat of Nursery and Primary school ([beate.tellmann@eursc.eu](mailto:beate.tellmann@eursc.eu)) at least 2 weeks before.

### COMMUNICATION BETWEEN THE DIFFERENT PEOPLE INVOLVED IN SCHOOL LIFE

*Approved by the Education Council of Nursery and Primary on 2<sup>nd</sup> December 2008*

The vast majority of cases are resolved through constructive dialogue, explanation, common sense and a professional attitude.

1. The first step is to contact the person/s concerned, usually the class teacher.
2. If the problem persists, a meeting may be organised between the Deputy Director and the persons concerned, to which a support person may also be invited.
3. The next stage is a follow-up meeting between the Deputy Director and the people involved.
4. In cases where the situation is still not resolved, the school Director may then be called upon to intervene.

The school has a KiVa team working on harassment in school. All information concerning the KiVa Project is available on the school's website under the link: <http://www.eeb1.com/en/kiva-2/>

## Teachers' appointment hours

No appointments can be made with teachers on the first day of term. Parents will receive a list of appointment hours for each teacher at a later date. Requests for an appointment are made via the child's agenda. The location of the meeting is agreed with the teacher. A written invitation from the teacher is essential in order to be able to access the school site.

## Office hours

The school secretariat and administration are open to parents from 8.00 to 10.00 and from 14.00 to 16.00, except on Wednesdays when they are open from 8.00 to 10.00. The Deputy Director can see parents **by appointment only**.

The secretariat of the Deputy Head may be contacted on: 02/373 87 15.

## School psychologist

The school psychologist, Ms Szewczuk, is available to all members of the school community as a professional psychological advisor.

### Purpose

- Evaluation of psychological difficulties of a child (emotional, behavioural, social, familial) flagged by parents, teachers or by the pupil themselves;
- Intervention in collaboration with the pedagogical team, parents and external experts;
- Signposting provided for pupil and his/her family towards specialist, external services;
- Prevention;
- Involvement in monitoring certain SEI (Intensive Educational Support) pupils

The school psychologist does not provide treatment nor regular monitoring within school.

Mrs Szewczuk may be contacted by phone 02/ 373 88 68 or by e-mail: [violetta.szewczuk@eursc.eu](mailto:violetta.szewczuk@eursc.eu).

## MEDICAL SERVICE

### 1) Infirmary

The school infirmary provides first aid in the case of any accident or serious illness occurring during the school day. If necessary the nurse phones the parents and calls for an ambulance to take the child to hospital if need be. If the child has a fever, the parents should come and collect their child from school. Only the nurses may provide information on the pupil's state of health.

When a child has to take specific medicine during school time, the nurses only administer this if they have a medical prescription. It is not the school infirmary's role to administer a course of treatment already prescribed for a child instead of the parents. Consequently, parents are asked, in conjunction with their doctor, to deal with the minor, everyday ailments such as sore throats, mouth ulcers, rashes, verrucas, cuts or sprains, which have occurred outside school. The infirmary does not lend out wheelchairs or other medical equipment.

### 2) Medical service

As part of the school medical service, all pupils of 2<sup>nd</sup> year nursery and 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> primary years shall receive a medical examination during this school year.

The aim of these medical examinations is to check the general health and overall maturity of the pupil, to keep the parents informed of the results and, where necessary, to suggest ways in which to help the child to adapt better to school life as well as domestic and social life.

If parents are opposed to this medical examination, they must write to the Deputy Director and their child's class teacher.

The medical service offered is purely preventive - early detection of physical disability and optimisation of living conditions (school buildings). The school doctor is not there to deal with a child with a high temperature or who is injured.

The school doctor receives parents by appointment only. Parents who wish to see the school doctor are requested to telephone for an appointment, tel: 02/373.86.35.

**For obvious safety reasons, all parents of new pupils must return the yellow Medical Questionnaire, duly completed, before their child's first day at school. Thank you.**

If your child suffers from a chronic or seasonal illness requiring daily medicine or treatment, could you please inform the school infirmary, in writing, and providing a medical prescription, giving details of the illness and the medicine or treatment required, whether the child can administer this himself/herself and the treatment to be given in case of emergency.

Similarly, any change in the health of your child must be communicated, in writing and without delay, to the medical service.

## SCHOOL INSURANCE

Mr. Mark Russell is available for any questions related to the school insurance. He may be contacted by e-mail [mark.russell@eursc.eu](mailto:mark.russell@eursc.eu) or by telephone: 02 373 86 03.

### Reminder of the provisions of Article 33 of the General Rules of the European Schools concerning school insurance:

*“The School shall take out a collective insurance policy to cover the civil liability of a pupil’s legal representative in all cases where action could be taken against him/her as a result of an accident caused by the pupil to other pupils, to a member of staff or to third parties.*

*This insurance policy shall also cover reimbursement to pupils who are victims of accidents, or to persons entitled under them, of expenses (medical treatment, hospitalisation, etc.) incurred and payment of lump-sum compensation under the terms of the policy, which can be consulted in the School’s Secretariat.*

*In return for such cover the pupil’s legal representatives shall pay 85% of the premium fixed by the insurance policy.*

*The insurance cover provided for in this article shall be limited to personal accidents on school premises or on the way to and from school and during an outing organised by the school.*

*Cover for damage to property and other damage occurring off school premises shall be the responsibility of pupils’ legal representatives”.*

### Article 34 of the General Rules of the European School concerning school insurance:

*“The school shall not be responsible for objects brought to school by pupils.”*

Please note that even though a parking space is provided for bicycles, scooters and motorcycles, they are left at the owner’s own risk.

Extra-curricular activities organised by CESAME (APEEE-Services) are also covered by the insurance policy.

Under certain conditions, Ethias will reimburse damage sustained to pupils’ spectacles worn at the time of an accident as follows: frames - up to 25.00 € plus the total cost of the lenses.

The parents' share of the premium amounts to 6.50 € per annum per child enrolled at the school, this sum is to be paid to the school (see “School Charges” section on page 6).

If a child has an accident at school, parents should make photocopies of all relevant bills and receipts. These copies must be attached to the detailed summary of what has been paid by the Health Insurance Scheme (*Caisse de Maladie/Mutuelle*) in order to obtain reimbursement of the outstanding amount.

**ETHIAS INSURANCE**  
Rue des Croisiers, 24  
4000 LIEGE  
Tel: 04/220.31.14  
e-mail: [info@ethias.be](mailto:info@ethias.be)

Extract from the school's insurance policy:

1. Pupils enrolled at the school are covered, according to the conditions of the policy, for accident and civil responsibility (damage to a third party), when engaged in school activities.

The contract covers accidents only to pupils on the way to and from school (even when unsupervised). Civil responsibility is therefore not covered.

2. Pupils who arrive late at school are also covered on their journey to and from school.
3. Pupils who leave school during the afternoon after their lessons but who return to school to catch the school bus are not covered by the school's insurance policy when outside the school grounds.
4. Pupils who leave school at lunchtime to go somewhere other than their home are not covered by the school's insurance policy.

## EUROPEAN COMMISSION GARDERIE

The European Commission organises a private after school *garderie* for the children of European Union officials (between 4 and 12 years of age) at Beaulieu, Cole, Genève, Van Maerlant, Palmerston, Wilson and on the school's Uccle and Berkendael sites. The *garderie*, which subject to availability also welcomes children of non-entitled parents, is open every day from the end of school until 18.45 from Monday to Thursday (18.00 on Fridays), as well as during most working days when the school is closed for holidays: All Saints, Christmas/New Year, Carnival, Ascension, Pentecost, teacher training days and school report days.

For all information concerning how to enrol, please contact the secretariat for the *garderies* tel: 02/297.26.80, e-mail: [oib-garderies-secretariat@ec.europa.eu](mailto:oib-garderies-secretariat@ec.europa.eu)

General address of the website of the Commission *garderies*:

- For Commission staff: [http://myintracomm.ec.europa.eu/hr\\_admin/fr/children\\_bxl/afterschool/Pages/index.aspx](http://myintracomm.ec.europa.eu/hr_admin/fr/children_bxl/afterschool/Pages/index.aspx)
- For other institutions: <http://myintracomm.ec.europa.eu>, then "RH et Administration", "Enfants", "Crèches et écoles", "Bruxelles", "Garderies postsecondaires".

AdP (Association des Parents - Crèches et Garderies): for the representation of parents whose children attend the *garderie* and/or outdoor childcare organised by the European Commission, as well as those who are on the waiting list. Contact: [EU-ADP-CRECHES-GARDERIES@ec.europa.eu](mailto:EU-ADP-CRECHES-GARDERIES@ec.europa.eu). More information: [www.yammer.com/adp-creche-garderie](http://www.yammer.com/adp-creche-garderie).

## CESAME GARDERIE (APEEE)

### FRIDAY AFTERNOONS ONLY:

A private *garderie*, managed by CESAME of APEEE-Services (a not-for-profit organisation), is organised until 15.45 for nursery, P1 and P2 pupils:

#### For the nursery classes:

On Fridays, the nursery children who are not collected by their parents and who take the first bus departure (bus 'V1'..) must be enrolled with the CESAME *garderie*, except if they are enrolled in the OIB *garderie*.

The nursery children who take the second bus departure (bus 'V2'..) or who are collected by their parents by 15.45 at the latest must be enrolled with the CESAME *garderie*, except if they are enrolled in the OIB *garderie*.

#### For the 1<sup>st</sup> year and 2<sup>nd</sup> year primary classes:

The 1<sup>st</sup> and 2<sup>nd</sup> year primary children who take the first bus departure (bus 'V1'...) do not have to be enrolled in the CESAME *garderie*.

The 1<sup>st</sup> and 2<sup>nd</sup> year primary children who take the second bus departure (bus 'V2'..) or who are collected by their parents by 15.45 at the latest must be enrolled with the CESAME *garderie*.

To contact by e-mail: [garderie@apeee-bxl1-services.be](mailto:garderie@apeee-bxl1-services.be); by telephone on 02/375 31 35; by fax: 02/375 33 25; or in person to Ms. Dominique RECALDE in the CESAME office, Pré-Vert building. Information on website: <http://www.uccleparents.org>

## TRANSPORT OFFICE

Bus timetables, bus routes and other useful information may be obtained from the transport office, in the Pré-Vert building under the caretaker's lodge. Information may also be found on the APEEE-Services website ([www.uccleparents.org](http://www.uccleparents.org)) in the Transport section. Someone from the transport office is available from 7.30 until 17.45 apart from Wednesday when it is until 14.15.

## APEEE

**APEEE (Parents of Pupils Association of the European School Brussels I):** For the representation of parents and educational questions. Website: <http://www.uccleparents.org/?q=en>

**APEEE-Services:** The canteen, transport, extra-curricular activities and Eurêka are managed exclusively and wholly by the ‘Services’ section (APEEE-Services) of the Association of Parents of Pupils of the European School Brussels I. The Services section is composed solely of voluntary parents.

APEEE Services employs a team of managers for the administration of the different services and who are available to help you and respond to your questions:

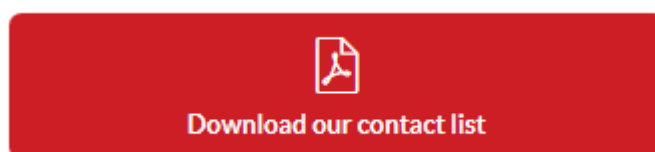
APEEE AND APEEE-SERVICES					
Role	Name	Tel.	Fax	E-mail	Building
Coordinator APEEE-Services	Ms P. De Smedt	02 373 86 52	-	<a href="mailto:coordination@apeee-bxl1-services.be">coordination@apeee-bxl1-services.be</a>	Pré-Vert
APEEE (Secretariat)	Ms E. Proficz	02 373 86 63	02 375 01 45	<a href="mailto:info@apeee-bxl1.be">info@apeee-bxl1.be</a>	Pré-Vert
Canteen	Mr T. Dillen	02 37 38 670	02 374 76 75	<a href="mailto:cantine@apeee-bxl1-services.be">cantine@apeee-bxl1-services.be</a>	Van Houtte
Transport	Mr F. Herinckx	02 374 70 46	02 374 63 27	<a href="mailto:transport@apeee-bxl1-services.be">transport@apeee-bxl1-services.be</a>	Caretakers lodge, ground floor
CESAME (Extra-curricular activities, <i>garderie</i> , swimming team)	M. Raffaele Rizzo Mme Céline Chacun	02 375 31 35	02 375 33 25	<a href="mailto:cesame@apeee-bxl1-services.be">cesame@apeee-bxl1-services.be</a> ; <a href="mailto:garderie@apeee-bxl1-services.be">garderie@apeee-bxl1-services.be</a> ;	Pré-Vert
	Ms D. Récalde	02 375 31 35	02 375 33 25	<a href="mailto:cesame@apeee-bxl1-services.be">cesame@apeee-bxl1-services.be</a>	
Casiers	M. V. Reynaerts	02 373 87 68	-	<a href="mailto:casiers@apeee-bxl1-services.be">casiers@apeee-bxl1-services.be</a>	Pré-Vert, 1 <sup>er</sup> étage

APEEE Services share the [APEEE](http://www.uccleparents.org/) website: <http://www.uccleparents.org/>

**Lost property (Eurêka):** Lost and found objects are kept in the Eureka office, on the underground level of the Erasmus building. Opening hours are posted on the [parents association website](#).

## Contacts list

The contact list of the School administration can be found under the following link: <http://www.eeb1.com/en/contact/>



Website of the School: [www.eeb1.eu](http://www.eeb1.eu)

A list with the names and email addresses of the contact persons has been sent to the parents by mail.