



“Living together, learning together, working together”

NURSERY AND PRIMARY CYCLE

GENERAL INFORMATION BOOKLET

2020-2021

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,

Considering that quality learning is fostered by good collaboration between parents and the teaching team, this brochure gives keys to a better understanding of the school's organization and the role of each of its actors.

The job of parenting is something that is rediscovered and learned every day. We the parents, the teaching and administrative team, all share the common goal of a successful education for our pupils. From nursery school to the end of schooling, there are many opportunities for exchange between the educational team and the parents.

This is why I invite you to regularly visit the www.eeb1.eu website, which is an excellent source of information in addition to the information you will find in this brochure.

After a second school semester in the grip of the COVID-19 pandemic, which we all managed to overcome together as well as possible, and the implementation of effective distance learning (with special thanks to your support and cooperation during this difficult period), our efforts for the year 2020-2021 will focus more specifically on bringing the pupils who need it **up to speed**.

Of course, the pupil's well-being, the reinforcement of learning, notably through the development of differentiation and harmonization, the use of Office 365 tools, maintaining high quality tutoring and the strengthening of our KiVa project will also be maintained as priorities.

I would also like to take the opportunity of this letter to underline an essential point of good communication between parents and the educational team. I would like to ask you to always give priority to meeting your child's teacher in case of a problem of any kind. This is the reference person who will be able to direct you to other members of the team if necessary.

And it is always the children who must remain our main concern.

In order to keep improving the collaboration between parents and the school, I encourage you to participate in different reflection and decision-making bodies such as the class representation, Management - APEEE meetings, the Education Council, the School Council, the Administrative Board. Your presence is essential and always much appreciated.

We already wish you a good school year 2020-2021 and hope to have the opportunity to meet you at the information meetings and events planned for the new school year.

Simona Cajhen
Deputy Director
Nursery and primary cycles

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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 the event 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 2020-2021 SCHOOL HOLIDAYS

Beginning of the school year	03.09.2020
All Saints	26.10.2020-30.10.2020 inclusive
Christmas and New Year	23.12.2020 - 06.01.2021 inclusive
Carnival	15.02.2021-19.02.2021 inclusive
Easter	29.03.2021-09.04.2021 inclusive
Ascension	10.05.2021-14.05.2021 inclusive
Pentecost	24.05.2021
Last day of school	02.07.2021

Please note the following points:

- Teacher training day will take place on **Monday, 2nd November 2020**. There will be no classes held on that day.
- **Tuesday, 3rd November 2020** - nursery and primary pupils do not have school:

The **Nursery cycle's** Early Education curriculum organises parent/teacher meetings; the first will take place on **Tuesday, 3rd November 2020**. That's when you'll meet your child's teacher 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 will be held on **Tuesday, 3rd November 2020**, in order for the teacher to verbally summarise the pupil's cross-disciplinary skills to his/her parents.

START OF THE NEW SCHOOL YEAR

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

Welcome to new pupils and their parents: A welcome meeting will be held on Wednesday, 2nd September 2020. Parents will receive the relevant information by e-mail.

Start of classes: Thursday, 3rd September 2020 is the start date for all nursery and primary classes.

Parents - Teachers Information Meetings (Detailed information will be sent by mail to the parents)

- pour les classes MAT et P1 : mercredi, 2 septembre 2020
- pour les classes P2 et P3 : mardi, 22 septembre 2020
- pour les classes P4 et P5 : jeudi, 24 septembre 2020

SCHOOL ACCESS

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

Cyclists and motor cyclists **must dismount at the barrier and leave their bicycles, mopeds and motorbikes in the designated areas next to the entry gates.** Bicycles, scooters, skateboards, and rollerblades **may not be used on-site or on the road around the school during the school day.**

Outside normal school hours, pupils and their parents may not remain on school grounds.

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

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

We would like to 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	07.45 - 08.30 15.40 - 16.15 12.20 - 13.00 (Wed MAT to P5; Fri: MAT to P2)	<ul style="list-style-type: none"> For nursery/primary cycle pupils as well as their parents / brother(s) / sister(s) Visitors must present themselves to the guards at the main gate to obtain a visitor badge
Vert Chasseur		<ul style="list-style-type: none"> All the pupils and their parents as from 7.45 Visitors must present themselves to the guards to obtain a visitor badge

SUPERVISION

Supervision of pupils on the Uccle site begins at 7.40 for the pupils arriving by school bus (there is no supervision before this time).

CLASS SCHEDULE

Uccle site	Nursery, 1 st and 2 nd year primary	3 rd , 4 th & 5 th 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.**

For security reasons, Nursery and Primary pupils may not leave the school alone. In case they do not go home by school bus, they always have to be picked up by their parents either in school (Nursery, P1 and P2 pupils) or at one of the parents' gates (P3 to P5 pupils).

On Fridays, parents who have children that are not enrolled in day care 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 ones in Nursery at 12h30. Room S.0.01 is closed at 12h20.

For security reasons, 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**.

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

Pupils who take the school buses must board directly and stay in the bus until it leaves.

SCHOOL FEES FOR THE NURSERY AND PRIMARY CYCLES

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 fees above have been approved by the School's Administrative Board. **These school fees are compulsory and must be paid by parents of children in Categories I, II and III. These fees are due even if the pupil leaves the school during the school year and they cannot be reimbursed.**

Upon receipt of the itemised bill, the amount needs to be paid within 30 days.

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: cristina.pop@eursc.eu indicating the exact date of this change.

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

EDUCATIONAL MATERIAL

Agenda:

At the start of the school year, each nursery and primary pupil receives an *agenda* to mark down homework assignments and items to bring to school, as well as other useful information. **This agenda is the official means of communication between the school, teachers and families.** Please consult it daily. The school invoices parents for the agenda (see 'fees' above). One single copy shall be provided to each pupil. Parents with shared custody of their child/children are requested to make sure that the child shows the agenda to both parents for them to sign. In case your child loses the agenda, you can buy a new one for 4 EUR in room S.1.34 ERASMUS.

Intermath:

The booklets are distributed by the teachers. The school invoices parents for Intermath (see 'fees' above).

Educational visits:

The curriculum for 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. They are invoiced directly by the school (see school fees above). An additional individual activity might possibly be organized by the class teacher. In this case, a separate payment will be requested by the class teacher.

Sports and Swimming :

A European school sports kit is required for all pupils of Nursery and Primary school (T-shirt and short which can be personalized).

A school swimming cap is required for all pupils of Primary school.

The gym kit and swimming cap have to be ordered via the following web shop:

<https://www.jakosportshop.be/c-4512615/european-school-brussels-i/>.

The first delivery is free of shipping costs. If you wish so, you can also order other items which may be subject to additional shipping costs.

In the field “Code de reduction” please, fill in “EEB1” in order to obtain the reduction.

You will also be able to order a cotton t-shirt under the link:

<https://www.jakosportshop.be/a-56550651/european-school-brussels-i/t-shirt-team-with-logo-european-school-brussels-i/>.

Please order in time so that your child can start gym classes with the required clothing. Please note that it will no longer be possible to buy gym clothes in the school.

For any questions or claims, please contact Jako’s client service directly.

You will also find the information concerning the ordering of gym clothes on the school’s website:

<https://www.eeb1.com/en/general-information-en-2/>.

PUPILS’ BADGES (NUR-P1-P2)

The parents of pupils in nursery and the first two years of primary school should make sure that, from the first day of school, a badge is affixed to the lapel of their child's coat with their surname and first name, full address, home, mobile and office telephone number(s) and is clearly marked with what the child has to do after school (picked up by parents - day care/garderie - bus number and bus stop). The badges and plastic wallets to put them in are available in the Erasmus building for 2 € (office S.1.34).

LOST AND FOUND

All lost and found objects are handed in to EUREKA, located in the basement of the Erasmus Building. You will find information on their hours of operation 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 of the level concerned.

School trips planned for the 2020-2021 school year

Year	Place	Duration	Approx. price €
1 st year primary	Farm classes	3 x 1 day	83
2 nd year primary	Seaside classes	4 days	320
3 rd year primary	Environmental classes	5 days	320
4 th year primary	Snow classes	9 days	890
5 th year primary	Language trip France	5 days	460
	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 health insurance, parents’ employer, etc.) will be handed out by the class teacher to pupils 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 which parents sign for agreement in the enrolment file of their child. It applies to all cycles, nursery included.

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 schedule given to them at the beginning of the school year.

In case a pupil has more than 10% of absences his promotion to the next year may be compromised.

Late arrival

Pupils (and parents of Nursery, P1 and P2 pupils) who arrive late should go to the Secretariat, room S.1.34 on the 1st floor of the Erasmus building, **before joining the classroom**, to obtain permission to enter class.

Early leaving

Medical appointments should be made outside school hours because of the disruption caused to classes and the additional administrative and security charge. 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**. In this case, Nursery, P1 and P2 pupils are picked up by their parents in the school (classroom/playground). P3 to P5 pupils go alone to the exit VERT CHASSEUR where they are picked up by their parents. Pupils may leave school only during a break or between two lessons, preferably when the class is with the class teacher (to be checked with the class teacher beforehand).

Requests should be made by email both to the primary secretariat (stephanie.depraetere@eursc.eu AND beate.tellmann@eursc.eu) and to 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).

Medical appointments have to always be justified by a medical certificate.

It is not possible to leave earlier the day(s) before a school holiday.

2) Justification

If a pupil is prevented from attending school by illness-health, the legal representative should inform the school. This notification is essential for efficient monitoring of a child's attendance:

- **from the first day:** by telephone
- **by the second day:** in writing to the class teacher, the L2 teacher, and copying in the secretaries (stephanie.depraetere@eursc.eu; beate.tellmann@eursc.eu).
- **As from the third day:** a medical certificate must be provided and handed in to the class teacher the day your child comes back to school. This is also the case for any absence the day(s) before or after a school holiday.

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, even if only for a period, can only be justified for certified medical reasons.

VALUABLE OBJECTS

Valuables, mobile phones, electronic games, etc. have no place at school and will therefore stay at home. The school declines all responsibility in the event of theft, loss or deterioration.

Mobile phones are not allowed on school campus for pupils of Nursery and Primary school (even during the breaks or after school). Pupils for whom a mobile phone is essential (for example because they take the school bus to go home and have to contact their parents), will keep their phone switched off at the bottom of the school bag throughout the school day and until they are on their school bus.

For any urgent communication, pupils and parents can contact the secretariat of the Nursery and Primary school (02 / 373.87.15 and 02 / 373.87.12).

PRIVACY AND DATA PROTECTION

Information concerning the policy of the European schools related to data protection can be found on the school website: <https://www.eeb1.com/declarations-de-confidentialite/>

The privacy policy also applies to the use of photos and videos on the school campus and in the context of school trips and must be respected at all times by parents and teachers, but also by pupils.

Thus, during excursions or school trips, it is prohibited for accompanying parents to film or take pictures of pupils or teachers.

In case of doubt or for any question relating to the data protection policy applicable in the European School of Brussels I, please contact our Data Protection Officer: UCC-DPO-CORRESPONDENT@eursc.eu

END OF SCHOOL YEAR

Attendance of lessons is compulsory until the very last school day.
If your child leaves the school permanently, please inform Ms. EVRARD in writing **before 15th June** of the current school year: hélène.evrard@eursc.eu.

The school reports are published on the last day of school.

The school prepares leaving certificates the week after the last day of school. They are sent to the leaving families under the condition that all outstanding school fees are paid and that all borrowed books have been returned to the school library.

REQUESTS FOR A SUBJECT / LANGUAGE CHANGE

According to art. 47 e of the GR, it is not possible to request a change of section (L1) or L2.

A change of Language 1 may only be authorized by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.

In very exceptional cases, for an L2 or religion/ethics change, a motivated request has to be introduced by the legal representatives in written, to the Deputy Head in charge of Primary school (through the secretariat : beate.tellmann@eursc.eu).

Any change of course (L2, religion/ethics) has to be requested before 31st May of the school year preceding the school year in which the change will apply. The decision for the change is taken during the class councils end of June for the following school year.

Change of L2:

“Revision of the Decisions of the Board of Governors concerning the organization of studies and courses in the European Schools, [2011-01-D-33-en-9](#)”

2.2 Change of languages

a. Normally no changes are envisaged in language choices, **except on entry to year 6**, (...)

A language 2 change may exceptionally be possible for the next school year if the following conditions are met :

- The school receives an official written request containing a detailed and clear description of the reasons (**before May 31st** of the current school year)
- Justifiable reasons established by the School (= language test)
- Deliberation of the class Council at the end of the school year

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

VISIT OF A PUPIL IN HIS FORMER CLASS

Visits of former pupils are possible from October 1st to May 31st of each school year. A request must be sent to the secretariat of Nursery and Primary school (beate.tellmann@eursc.eu) at **least 2 weeks prior**.

The pupils visiting their former class agree to participate in lessons as do their classmates. If a visiting pupil disturbs the lessons, the parents must immediately come and pick him/her up from school.

COMMUNICATION BETWEEN THE DIFFERENT PEOPLE INVOLVED IN SCHOOL LIFE

Approved by the Education Council of Nursery and Primary on 2nd 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. Parents are not allowed to directly address a pupil if not their own child.
2. If the problem persists, a meeting may be organised between the Deputy Director and the persons concerned, to which a support participant may also be invited.
3. The next stage is a follow-up meeting between the Deputy Director and those 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 at : <http://www.eeb1.com/en/kiva-2/>

SMS MY SCHOOL

The European school has a tool (SMS MY SCHOOL) which makes it possible to reach parents of pupils individually or by class, course, level.

SMS MY SCHOOL is accessible via the following link: <https://sms.eursc.eu/> (also on the school website www.eeb1.eu). **Please, check your junk mail box regularly, since the communications sent by SMS My School may end up here.**

It contains the following information: timetable, list of teachers, absences, reports and newsletters, contact details,...

When logging in for the first time or if you forget your password, you must enter the email address provided at the moment you enrolled your child(ren) in the school. Then click on "having trouble logging in". You will quickly receive an email which will allow you to change your password (check your junk mail box, if necessary). Please note that the password is personal and cannot be transmitted to students.

WEBSITE OF THE SCHOOL

Many useful information can be found by parents on our website which is regularly updated: www.eeb1.eu.

We are working closely with the Parents Association (APEEE) (<http://www.uccleparents.org>) whose essential role in the European Schools cannot be overstated.

In addition, general information concerning the European School can be found on www.eursc.eu.

Teachers' appointment hours

No individual appointments can be made with teachers on the first day of term or during general parents meetings. 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 upon 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 receive parents **by appointment only**.

The secretariat of the Deputy Director 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 a child's psychological difficulties (emotional, behavioural, social, familial) flagged by parents, teachers or the pupils themselves;
- Intervention in collaboration with the pedagogical team, parents and external experts;
- Recommendations provided for pupil and his/her family regarding specialists, external services;
- Prevention;
- Involvement in monitoring certain SEI (Intensive Educational Support) pupils

The school psychologist does not provide treatment or regular monitoring within school.

Mrs Szewczuk may be reached by phone at 02/373 88 68 or via e-mail: violetta.szewczuk@eursc.eu.

MEDICAL SERVICE

A sick child must stay home and can only come back to school if symptom- and fever free for at least 24 hours.

1) Infirmary

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

If a child must take specific medicine(s) during school hours, nurses will require a medical prescription in order to administer it. 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 (warts/callouses), 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's medical service, all pupils of 2nd year nursery and 1st, 3rd and 5th primary years shall receive a medical examination during the 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 to help the child better adapt to school life as well as domestically and socially.

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: 02/373.86.35.

For obvious safety reasons, all parents of new pupils must return the 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, you need to inform the school infirmary in writing, and provide a medical prescription, giving details of the illness and the medicine or treatment required, as well as whether the child can administer this himself/herself and the treatment to be given in case of emergency.

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

SCHOOL INSURANCE

Mr. Nikola JACQUES is available for any questions related to the school insurance. He may be contacted by e-mail nikola.jacques@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’ glasses 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, to be paid directly 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

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 DAY CARE

The European Commission organises a private after school *day care* for children (between 4 and 12 years of age) of the statutory staff of the European Institutions.

This garderie is spread over different sites: Beaulieu, Cole, Genève, Van Maerlant, Palmerston, Wilson, Barnepark and on the school's sites Uccle* and Berkendael*.

The *day care* is open every day from the end of classes 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, teachers training days and school report days.

**The garderie on the school's site also welcomes* (subject to availability) children of the staff working in the school.

For all information concerning how to enrol, please contact the enrolment office: 02/295.09.45, email: OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

General address of the website of the Commission day care:

<https://myintracomm.ec.europa.eu/staff/FR/family/children/afterschool-centre/brussels/Pages/index.aspx>

AdP (Association des Parents - Crèches et Garderies): for the representation of parents whose children attend day care 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.

More information: www.yammer.com/adp-creche-garderie.

APEEE SERVICES

APEEE-Services: Extra-curricular activities, day-care, canteen, transport and lockers.

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

APEEE Services				
Role	Name	Tel.	E-mail	Building
APEEE-Services coordinatrice	Mme P. De Smedt	02 373 86 52	coordination@apeee-bxl1-services.be	Prévert
Cantine	M. T. Dillen	02 37 38 670	cantine@apeee-bxl1-services.be	Van Houtte
Casiers	M. N. Hennequin	02 37 38 768	casiers@apeee-bxl1-services.be	Prévert
Transport	M. F. Herinckx	02 374 70 46	transport@apeee-bxl1-services.be	Conciergerie RdC
CESAME (extra-curricular activities, garderie, swimming team)	M. R. Rizzo (day-care, swimming)	02 375 31 35	garderie@apeee-bxl1-services.be	Prévert
	Mme D. Récalde Mme C. Chacun	02 375 31 35	cesame@apeee-bxl1-services.be	

You can find all related information to these services on the common [APEEE](http://www.uccleparents.org/) website: <http://www.uccleparents.org/>

For all services it is COMPULSORY to create an account or to reconnect to your account via <https://services.uccleparents.org/node/1> in order to note your choice or to check your orders :

- For Transport, check the stop requested for the return trip.
- For the Canteen: check the days your child is enrolled for a hot meal.
- For Césame's day care: register your child (only for children in Kindergarten, P1 and P2), if necessary.
- For extra scholar activities, you will receive an email as soon as the enrolments start.

CESAME GARDERIE (APEEE Services)

FRIDAY AFTERNOONS ONLY, for nursery, P1 and P2 pupils :

Nursery, P1 and P2 pupils who cannot be picked up by their parents and who will not take a bus at 12h35 to a day care centre organised by the OIB will have the option of registering to the Césame day care providing there is space available. The children of Césame garderie are picked up by their parents either at 15h45 at the gate of Vert Chasseur or brought to their bus by the garderie's animator.

The service of the return buses at 16h00 is organized as during the other days of the week. The stops are the same as on Mondays Tuesday and Thursday evenings.

You can find all practical information under "Cesame - Garderie" : <http://www.uccleparents.org/>

TRANSPORTS OFFICE (APEEE Service)

Bus timetables, 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) in the Transport section. Someone from the transport office is available by phone (02/374.70.46) from 7.30 until 17.45 except on Wednesdays when they close at 14.15.

APEEE

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

APEEE				
Role	Name	Tel.	E-mail	Building
APEEE Administration and Finance Officer	Mme S.Gray	02 373 86 63	info@uccleparents.org	Prévert
APEEE Communication officer	Mme G. Cominotti		communication@uccleparents.org	Prévert

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

Contacts list

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



Download our contact list

Website of the School: www.eeb1.eu