



«Living together, learning together, working together»

SECONDARY CYCLE

GENERAL INFORMATION BOOKLET

2021-2022

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.



Friday, 09 July 2021

Dear Pupils, Dear Parents,

In this General Information booklet for the 2021-2022 school year, you will find information on how the school is organised, the school calendar, dates for information meetings and meetings between parents and teachers, as well as links to the main documents governing life at the European School in Uccle.

This information may also be found on the website (www.eeb1.eu) and is regularly updated. In case of an emergency, the school Management is able to send a message to all the parents/legal representatives who have provided the school with their e-mail address.

Do not hesitate to contact the school if you wish to obtain additional information or an explanation. Your comments and suggestions are always welcome.

We should like to thank here all those who contribute to the smooth running of the school and in particular the Parents' Association and the Pupils' Committee, as well as the collection of services which enable the school to offer our pupils excellent study conditions and personal self-fulfilment.

We wish you an excellent school year and hope to have the opportunity to meet you at one of the events held during the 2021-2022 school year.

Best regards,

Susanne Künster
Deputy Director
in charge of secondary

Brian Goggins
Director

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

The school website includes up to date information on all aspects of school life. Important messages from the management will also be posted on the site in case of an emergency. It is therefore essential to 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.*

1. CALENDAR FOR SCHOOL HOLIDAYS

The school calendar comprises 180 days and is harmonised between the four European Schools in Brussels. The 2021-2022 calendar may be found via the following link: [school holiday calendar](#)

Please note that in accordance with the Regulations for the European Schools, no leave of absence may be granted the day directly before or after the school holidays. Such absences are considered unjustified.

2. ACCESS TO SCHOOL

Access by car is reserved for members of school personnel and persons with reduced mobility. Pupils and their parents/legal representatives park their cars outside the school, unless it is specifically mentioned on the invitation that they may park inside.

2.1. Opening times

The table below shows the opening hours of the different entrances and the arrangements in place for the different members of the school community:

Entry	Opening Hours	Special arrangements - parents/pupils
Chaussée de Waterloo Main entry:	6.00 - 17.00 (Mon, Tues, Thurs, Fri) 6.00 - 14.00 (Wed)	<ul style="list-style-type: none">• Entry exclusively reserved for secondary pupils as from 7.45.• Parents/legal representatives/visitors must show their invitation to the security guards.• Traffic is limited to school buses and deliveries.
Av. Du Vert Chasseur	7.00 - 21.30	<ul style="list-style-type: none">• Access as from 7.45.• Parents/legal representatives /visitors must show their invitation to the security guards.
Chaussée de Waterloo Small gate:	-	<ul style="list-style-type: none">• Access exclusively reserved for nursery/primary pupils and parents/legal representatives of nursery pupils.

- Cyclists and motorcyclists must enter via the Av. Du Vert Chasseur gate. For obvious security reasons, the people who come into school on a moped or a bike must go very slowly. Pedestrians always have right of way.
- Cars must limit their speed to 15 km/h.
- School transport is managed by the ASBL “*Le Comité de Transport de l’APEEE-Services*”; the manager is Mr Herinckx (tel.: 02/374.70.46, email : transport@apeee-bxl1-services.be)
- Pupils who use public transport to travel to school may download a document from the STIB website which allows them to benefit from a student rate.

3. SCHOOL CHARGES

ITEMS	COST (€)
School agenda **	4.00
Photocopies and printing	31.62
School insurance	6.50
School identity card S1-S5	4.50
School identity card S6-S7	15.00
Human Sciences European file	(S3 only <i>to be confirmed</i>)
Baccalaureate (S7 registration fee)	90.82

** compulsory for S1, S2, S3, S4 and S5

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

The amount should be paid within 15 days of receipt of the invoice, to account number BE 39 3100 9225 0019 "Ecole européenne de Bruxelles I -".

Parents/legal representatives are requested to inform the School's Deputy Director of Finance and Administration, [M. Jan BELIEN](#), in writing of any changes regarding their employer or their employment status, indicating the exact date of the change.

Any change in postal or e-mail address should be sent to [Ms Hélène Evrard](#), copied to the relevant educational advisor.

Processing of files for University applications

In April 2018 the Board of Governors approved new arrangements for careers counselling as well as a new system of payment for the management of applications for certain universities.

Pupils who require this service will need to pay the following:

- €260 for the UK university admission forms that require about four periods of work from orientation teachers (UCAS, France and others)
- €130 for processing an application that requires two periods of work from orientation teachers (The Netherlands, Art courses in the UK and others).

A letter on this shall be sent out to parents/legal representatives of S6 students, and a form will be required to filled in online.

4. ORGANISATION OF THE SECONDARY CYCLE

4.1. Book List

The book list is available from 24th June 2021 at <http://www.eeb1.com/en/book-list/>. Pupils should be in possession of the reading material they need from the start of term.

4.2. Return to school

Tests and exams

Tests and exams only concern certain 'new' pupils enrolled at the start of the 2021-2022 school year. They will be asked in writing to sit the test by the Management. They take place at the beginning of September in the study hall (Breughel building).

Welcome meeting for new families

On Tuesday 31st August 2021 at 15.15, new pupils and their parents/legal representatives are welcomed by the Cycle coordinators and the Deputy Director in charge of secondary in the gym in the Van Houtte building. They will be shown round the campus with the teachers and national representatives as well as the secondary educational advisors.

First day of term

Wednesday 1st September 2021, at 8.10. Lessons will finish at 12.30 on this day. School buses will operate from the first day of term.

Parent-Teacher Meetings

Information meetings for parents of pupils with principal class teachers

- S1 S2 S3 : Monday 27th September 2021
- S4 S5 S6 S7 : Monday 11th October 2021

Individual parent-teacher meetings

- S1 S2 S3 : Friday 12th November 2021
- S4 S5 S6 S7 : Wednesday 17th November 2021
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The meetings shall take place in the evening; further information shall be sent out by e-mail.

4.3. Appointment times for teachers

Teachers' appointment times will be sent out at the beginning of October. Requests for an appointment should be made via the pupil concerned, i.e. the school diary (*agenda*). Teachers may also be contacted by e-mail.

Teachers have been asked to send parents information on the lesson objectives, the evaluation methods of personal work, as well as the practical details relating to meetings, contacts etc, by e-mail, by 5th October 2021.

4.4. Policy on Educational Support

The provision of Educational Support of the European School Brussels 1 aims at students' academic success by promoting their self-esteem and development. The goal is to help students become self-reliant learners, be able to utilize multiple resources, understand their strengths and weaknesses, and to set realistic and achievable goals in learning process and evolution.

EEB1 will continue to strive to help each student develop their human potential and sense of dignity and self-worth. Our teaching will continue to strive to be student-centered. Everything possible will be done to help students, including those with disabilities and special educational needs, to develop their personality, talents and creativity to their full potential. The aim of

educational support is to work towards maximizing academic and social development and move towards inclusion. While we all come from different countries, educational systems and philosophies, our common goal is to see each student entrusted to us develop their full potential in an inclusive environment.

Support teachers work from the beginning of the year in collaboration with classroom teachers to identify specific needs, create a learning plan, and evaluate student achievement. Students can receive support at any time during their schooling.

EEB1 advocates a 'whole school approach' to special educational needs which involves all staff adhering to a model of best practices. The staff at the school is committed to identifying and providing for the needs of the student who attend. It is about creating a secure, accepting, collaborative and stimulating community in which everyone is valued. Through adopting the whole school approach, EEB1 can cater for students with diverse needs in a more comprehensive manner.

This approach aims at a cohesive response to diverse learning needs and solid implementation, as far as possible. Ideally, this needs to be achieved in a culture of ongoing improvement which sets high expectations, monitors students' progress and actively discusses student achievement. The goal is a student-centered education for life in the world beyond school, incorporating a European perspective. In order to optimize the teaching and learning process, it is vital to:

- set achievable targets which promote self-esteem and a positive attitude towards learning;
- encourage differentiation, supporting the learning process;
- work in partnership with students and their parents/legal representatives;
- promote collaboration among teachers;
- enable students to monitor their own learning and become independent learners on their own;

The school offers 3 types of support: general support, moderate support and intensive support (A and B).

For more information about the provision of Educational Support at EEB 1, please consult the [Educational Support Guidelines](#).

Reference can also be made to the procedural document of the Office of the Secretary General of the European Schools **2012-05-D-15-en-10 Provision of educational support in the European Schools**.

4.5. School reports and SMS

- November: Report containing information with comments and possible marks.
- January: Semester's report with the decision of the Class Council where appropriate.
- March/April: Evaluation report containing comments and marks and indicating the risk of repeating the year if applicable (before 30th April).
- July : End of year report with the decision regarding promotion to the next class

Parents/legal representatives will be informed by e-mail of the date when school reports are to be handed out. Reports are given to the pupil and are not sent by post.

The school reports (official documents with the school stamp) are distributed in January and July, The autumn and spring reports may be viewed on SMS and are not distributed by the school.

4.6. SMS INFORMATION

SMS MY SCHOOL may be accessed via the following link:

<https://sms.eurisc.eu/> (also via the school website www.eeb1.eu)

The following information may be found there: timetable, teachers' list, absences of pupils, school reports, contact details etc.

When connecting for the first time or in case you forget your password, you must put in the e-mail address sent during enrolment of your child/children at school. Then, click on '*having trouble logging in*'. You will then receive an e-mail which allows you to change the password (check your junk/spam folder if necessary).

For all information, please contact [Ms Sarah Williams](#).



your email

password

[Having problems logging-in?](#) remember email

4.7. Access to IT network services

The pupils have access to different network resources :

- a personal account,
- common disk space,
- Office 365 messages external to the school,
- five Office 365 installation licenses + use of the Office 365 portal
- network software,
- internet et WIFI.

Any pupil who has enrolled shall receive his/her access code from their Educational Advisor providing they have signed the ICT online charter (pupil + parents/legal representatives).

Access to the network is the responsibility of the school Director and supervised by a member of the educational team. The school has the means to check that the network is used appropriately for educational activities.

4.8. School timetable

Lessons begin at 8.10 and finish at 15.50. On Wednesdays, lessons generally finish at 12.30 for S1, S2, S3, S4 and S5. It is possible that lessons are set for Wednesday afternoon. The timetables are not considered final until the fourth week of term.

Apart from break-time and lunch, pupils are supervised for 20 minutes before the beginning of lessons and 20 minutes after lessons finish.

Only pupils enrolled in a support lesson, a CESAME or school activity or orchestera rehearsals are authorised to remain in school after lessons. The school insurance policy does not cover pupils who do not respect this rule if an accident occurs.

Outside the time periods shown below, the school cannot be held responsible for pupils who remain on the school premises, unless they are taking part in extra-curricular activities officially organised by the school, i.e. CESAME activities, Learning Support or any other

courses. Pupils with an hour's free time must go to the supervised study room (S1-S3), to the library or to the cafeteria (S4-S7). May we emphasise that, in the event of an accident, the school insurance policy does not cover pupils who do not comply with this rule.

S1-S2-S3:

Mornings:	8.10 - 12.30
Afternoons:	13.25 - 15.50
Wednesdays:	8.10 - 12.30

S4-S5:

Mornings:	8.10 - 13.20
Afternoons:	14.15 - 15.50
Wednesdays:	8.10 - 12.30

Some pupils may have lessons on Wednesday afternoon.

S6-S7

Classes:	8.10 - 15.50 every day
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Pupils have an hour for lunch during the 6th or 7th period.

4.9. Punctuality

Pupils must arrive on time for lessons.

- Latecomers should go to class immediately; the teacher will inform the educational advisor of the late arrival. Parents/legal representatives should send a note of explanation to the educational advisor by the following day at the latest.
- For this purpose, please use the response slips in the secondary agenda or send an e-mail to the relevant Educational Advisor.
- Sanctions will be imposed if pupils are repeatedly late.

4.10. Absence of pupils

Pupils must go to all lessons.

- Parents/legal representatives must justify any absences to his/her educational advisor.
 - It is essential to inform the educational advisor, preferably by e-mail, of the absence of a child.
 - After an absence of two days, a medical certificate must be provided, unless there are exceptional circumstances.
 - After an absence of any length, the pupil must hand in signed justification from their parents/legal representatives to the educational advisor, specifying the reason for the absence. Parents/legal representatives may also send their justification by e-mail.
- A pupil who does not feel well should go to the school infirmary (ground floor of the Breughel building). After taking care of the pupil, the nurse will decide whether they should return to class, or whether to contact the parents/legal representatives to ask them to fetch their child. Before returning home, the pupil should hand in an exit form from the infirmary to the educational advisor (or to the “*Vie Scolaire*” (R232) office in case the relevant educational advisor is not there).
- Requests for a whole day's or part of a day's absence should be submitted in advance by parents/legal representatives to the relevant educational advisor.
- For longer absences, permission should be sought from the secondary Deputy Director at least eight days in advance, putting the Educational Advisor in copy. Permission will not be granted for the week preceding or the week following school holiday periods or public holidays ([article 30.3.c.iv of the General Rules of the European Schools](#)).
- Pupils are not allowed to be absent for the day, half day or lessons which precede tests or exams.

- The educational advisors monitor the absences of pupils regularly and inform the parents/legal representatives. Moreover, parents/legal representatives are informed about the absences when school reports are distributed (January/July).
- The number of authorised and unauthorised absences may appear in the semester report.
- In case of frequent absences in S7, the Class Council will meet to assess the merit of the student's studies and may, if necessary, question the right of the student to be entered for the Baccalaureate (article 8 of the Arrangements for implementing the Regulations of the European Baccalaureate).
- Unauthorised absences and late arrivals may be punished by a detention or an official warning by the Management which is recorded on the pupil's file. If unauthorised absences continue to occur, the Discipline Council may convene to discuss the matter ([Article 30 of the General Rules of the European Schools](#)).
- In the event of an unauthorised absence for more than 15 consecutive days, the pupil is considered to have left the school and is removed from lists.

4.11. Authorising visits from former pupils

Parents/legal representatives of former pupils (= visitors) must request permission in writing in advance to the Principal Educational Advisor. Visits are only permitted between 1st October and 31st May. Visits are for one day only and must be requested at least one week in advance.

<h2>5. INTERNAL RULES</h2>

The documents listed below constitute the internal rules of the secondary cycle.

- Pupil's code of conduct
- The general organisation rules
- The management of inappropriate behaviour
- The anti-bullying policy
- The internal rules for Physical Education
- The IT Charter
- Exit cards Exit cards shall be distributed at the beginning of the school year. Please hand in the documents duly signed to the relevant educational advisor no later than 7th September 2021.
- The Communication Policy

6. COMMUNICATION

6.1. Communication with parents/legal representatives

E-mail is the preferred means of communication between the administration, the management, the teachers and the parents/legal representatives. Parents/legal representatives are requested to let the relevant [Educational Advisor](#) know of any changes to their e-mail addresses as well as [Hélène Evrard](#).

The Management cannot be held responsible for any missed information by parents/legal representatives due to an out of date e-mail address. They are not responsible for e-mails which do not reach the recipient.

6.2. Office hours

The secretariat and school administration are open to parents/legal representatives from 8.30 to 12.00 and from 13.30 to 16.00 (Monday, Tuesday, Thursday, Friday) and from 8.30 till 12.00 on Wednesday.

The Director of the school, the Deputy Director in charge of secondary, the Principal Educational Advisor as well as the Cycle Coordinators are available to see parents/legal representatives by appointment only.

6.3. Website www.eeb1.eu

You can find information relating to the internal school rules and policies, the school calendar, school trips, as well as all other useful information (contact lists, book lists etc). You may also find the link to the APEEE site (transport, canteen, CESAME, lost and found items (EUREKA)).

6.4. EEBI's Communication policy

For further information, please click on this link: [communication policy](#).

6.5. Contacts

Click on the following link: : <http://www.eeb1.com/contact-us/>

7. MEDICAL SERVICE

1) Infirmary

- The school infirmary provides first aid in case of small accidents or major discomfort occurring during the school day. If necessary, the first-aid nurse will phone the child's parents, and if needed, may call an ambulance to transfer the child to an emergency service location.
- The school infirmary is not meant to be a substitute for parents in the administration of the child's current care. In order for the nurse to devote the necessary time to children with real problems, parents must treat their children at home for all minor ailments such as: sore throat, ulcers, cold sores, verrucas, injuries, or sprains that occur outside of school according to the instructions of their attending physician.
- A child who is sick must rest at home in the hands of his or her parents, grandparents or nannies.
- If your child has a fever you will be asked to pick him/her up from school.
- In the event of a child with lice, you may be asked to take him/her home in order to avoid passing them on to other students.

2) Medical Service (Dr. Lassine and Dr. Nizette, school doctors).

European Schools follow the rules of their host country, and according to Belgian law, the medical examination is mandatory.

In accordance with school medical procedure, children in the following year levels will receive a medical examination during the school year: first, third, and fifth primary as well as second, fourth, and sixth secondary, and the last year of nursery.

The purpose of these examinations is to check the overall health and maturity of the pupil, inform parents, and, if necessary, offer help to aid in adapting to school, family, and social life.

The medical visit includes biometrics (height and weight), auditory and visual acuity control, and physical examination by the doctor (selective examination for special problems such as: scoliosis, flat feet, warts, heart murmur, foreskin constriction, etc).

No vaccinations are administered at school; please talk to your doctor or pediatrician. The basic immunization schedule is included in the school doctor's letter of notification, so that parents can learn about their child's immunization status.

During the medical visit the doctor cannot, under any circumstances, prescribe medication or write a medical certificate.

The medical service has an exclusively preventive function; early detection of physical deficiencies and optimisation of living conditions (school buildings). The school doctor does not have to examine a feverish or injured child. The school doctor does not perform curative acts, except in cases of extreme urgency (e.g. allergic shock...)

The school doctor does not replace the family physician. All examination results are communicated to the family physician by the parents (notification letter from the school doctor) to ensure a proper follow-up.

If the medical file (medical questionnaire) handed in by parents at enrolment is incomplete, the school doctor can, if necessary, call the child's doctor (designated by the parents). This is to better organize the welfare of the child whilst in school.

If you have a child with a chronic or seasonal illness that requires daily medication, kindly inform the school's infirmary in writing of the child's pathology and the medications they are taking on their own, or that we need to administer.

If there is a risk of a serious epidemic at the school, we insist on the cooperation of parents in order to identify the pupils who have been in direct contact with their child.

Parents wishing to meet the school doctor are invited to make an appointment by calling 02 / 374.94.95 (infirmary).

For obvious security reasons, parents of new students are asked to return the duly completed medical questionnaire (yellow sheets) before their child's first day of school. Thank you!

8. SCHOOL PSYCHOLOGIST

Secondary school psychologist:

Ms Yannick GLADSTEEN

Tel. 02/373 86 87

yannik.gladsteen@eursc.eu

Responsibilities

- Contact person regarding the socio-medical network
- Contact person for pupils, parents/legal representatives and staff members in case of psychological problems (does not carry out psychological monitoring)
- Prevention
- Following progress of pupils' educational support

9. CAREERS GUIDANCE SERVICE

The secondary cycle provides a careers advice service through trained teachers. This service publishes all the relevant information on the careers advice [site](#). Before contacting one of the people involved, please refer to this site.

During S5, S6 and S7, the service suggests numerous activities for the pupils and information evenings for the parents/legal representatives in order to help each pupil to build a professional career plan for themselves.

This service also supports and advises the students on what to do post-baccalaureate.

10. SCHOOL INSURANCE

Nikola Jacques is available for any questions relating to school insurance and may be contacted by e-mail Nikola.jacques@eursc.eu.

Reminder of the provisions of Articles 33 and 34 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”.

“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 school’s 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’/legal representatives’ 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).

Parents/legal representatives are reminded that, in the event of their child sustaining an accident at school, they must make photocopies of all relevant bills and receipts. These copies must be attached to the detailed account from the Health Insurance Scheme (*Caisse de Maladie/Mutuelle*) in order to obtain the reimbursement of the outstanding amount.

ETHIAS INSURANCE

Rue des Croisiers, 24
4000 LIEGE
Tel: 04/220.31.14
E-mail: info@ethias.be

May we bring your attention to the extract from the school’s insurance policy below:

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.

11. APEEE AND APEEE SERVICES

APEEE (Association des Parents d'Elèves de l'Ecole Européenne Bruxelles I) :

For the representation of parents and educational questions, Eurêka and the calculators.
Website : [APEEE](http://apeee.org)

APEEE					
Role	Nom	Tel.	Fax	E-mail	Building
APEEE (secretariat)	Ms S. Gray	02 373 86 63	02 375 01 45	info@ucclparents.org	Prévert
APEEE Communication	Ms G. Cominotti	02 373 86 63	02 375 01 45	communication@ucclparents.org	Prévert

APEEE-Services : The services : extra-curricular activities, canteen, transport, and lockers.

Every service is managed by someone employed by the APEEE-Services and is available to help you and respond to your questions.

APEEE Services					
Role	Name	Tel.	Fax	E-mail	Building
APEEE-Services Coordinator	Ms P. De Smedt	02 373 86 52	-	coordination@apeee-bxl1-services.be	Prévert
Canteen	Mr T. Dillen	02 37 38 670	02 374 76 75	cantine@apeee-bxl1-services.be	Van Houtte
Lockers	Mr N. Hennequin	02 37 38 768	02 375 33 25	casiers@apeee-bxl1-services.be	Prévert
Transport	Mr F. Herinckx	02 374 70 46	02 374 63 27	transport@apeee-bxl1-services.be	Caretakers lodge ground floor
CESAME (Extra-curricular activities, garderie, swimming team)	Mr R. Rizzo	02 375 31 35	02 375 33 25	garderie@apeee-bxl1-services.be	Prévert
	Ms D. Récalde Ms C. Chacun	02 375 31 35	02 375 33 25	cesame@apeee-bxl1-services.be	

APEEE-Services shares a website with APEEE : <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](#).

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