



“Living together, learning together, working together”

NURSERY AND PRIMARY CYCLE

GENERAL INFORMATION BOOKLET

2022-2023

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.com 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 also 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 improve, in the best way possible, the collaboration between parents and the school, I invite 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 by you.

We already wish you a good school year 2022-2023 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.com>

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 2022-2023 SCHOOL HOLIDAYS

Beginning of the school year	05/09/2022
All Saints	31/10/2022 - 04/11/2022 inclus/inclusive
Christmas and New Year	22/12/2022 - 06/01/2023 inclus/inclusive
Carnival	20/02/2023 - 24/02/2023 inclus/inclusive
Easter	03/04/2023 - 17/04/2023 inclus/inclusive
Labour Day	01/05/2023
Ascension	15/05/2023 - 09/05/2023 inclus/inclusive
Pentecost	29/05/2023
Last day of school	07/07/2023

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Please note the following points:

- Teacher training day will take place on **Monday, 7th November 2022**. There will be no classes held on that day.
- **Tuesday, 8th November 2022** - 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, 8th November 2022**. 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, 8th November 2022**, in order for the teacher to verbally summarise the pupil's cross-disciplinary skills to his/her parents.

START OF THE NEW SCHOOL YEAR

Admission Tests: the families concerned will be contacted by the school individually.

Welcome to new pupils and their parents: A welcome meeting will be held on **Thursday, 1st September 2022**. Parents will receive the relevant information by e-mail.

Start of classes: **Monday, 5th September 2022** is the start date for all nursery and primary classes.

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

- MAT and P1 classes: Thursday, 1st September 2022
- P2 and P3 classes: Tuesday, 20th September 2022
- P4 et P5 classes: Thursday, 22nd September 2022

SCHOOL ACCESS

ACCESS AND PARENTS BADGES

The access to school is subject to restrictions by health/hygiene measures due to the Covid 19 pandemic and may be completely prohibited at certain times.

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 or left on-site or on the road around the school during the school day**.

Nursery, P1 and P2 parents must be in possession of a parents badge in order to be able to access the school **at the start and the end of the school day**. The badge is valid until the end of P2. You can find all necessary information concerning badges and how to get one on the website of the school: <https://www.eeb1.com/en/access-badge-for-parents/>

During school hours, access to school is only possible for parents of nursery, P1 and P2 pupils who come to pick up their child with an authorization from the secretaries to be requested **at least two school days beforehand** to the secretaries (UCC-SECRETARIAT-NUR-PRI@eursc.eu) and to be shown to the guards at the entry of the school (**access only through the OPSTAL entry**).

Any other person coming to pick up a nursery child (e.g. grand-parents) needs to have a personal badge or an exceptional authorization, to be requested to the secretaries (UCC-SECRETARIAT-NUR-PRI@eursc.eu) **at least two school days beforehand**.

For the various evening events organised by the management team, entry and exit is via Chaussée de Waterloo, unless stated otherwise in the invitation for the event. In this case, parents will receive specific information on the subject. During times with restricted access to school, all meetings will take place on TEAMS only.

UCCLE	ACCESS TIME OF THE GATES	ARRANGEMENTS
Small gate - Chaussée de Waterloo	07.45 - 08.30 15.30 - 16.15 12.20 - 13.00 (Wed MAT to P5) 11h50 - 12.30 (Fri: MAT to P2)	<ul style="list-style-type: none">For nursery/primary cycle pupils
OPSTAL Opstalweg	07.45 - 08.30 15.30 - 17.00 12.20 - 13.30 (Wed MAT to P5) 11h50 - 17.00 (Fri MAT to P2)	<ul style="list-style-type: none">All Nursery and Primary pupilsFor any access during the school day, outside of the opening time of the small gate of Waterloo, on presentation of an authorization

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). In case of loss, a new badge is available in the secretary's office 1st floor Erasmus (S.1.36).

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

SUPERVISION

Pupils are supervised **20 minutes before and after lessons.**

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).

Pupils are supervised during the breaks and lunch time (lunch and free time).

For security reasons, Nursery and Primary pupils may not leave the school alone.

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

In case they do not go home by school bus, pupils are picked up by their parents:

Nursery pupils: in the Fabiola school yard

P1 and P2 pupils: in room S.0.01 ERASMUS building.

P3 to P5 pupils: at the small gate Chaussée de Waterloo or the Opstal gate (to be detailed in the agenda for the whole school year - a spontaneous change is not possible, except if clearly indicated by the parents in the agenda on the page of the day concerned).

The presence of pupils and parents outside of school hours is not permitted on the school site. Parents coming to pick up their nursery, P1 and P2 children are asked to **leave the site immediately and not to stay in the school yards or playgrounds.**

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

SCHOOL FEES FOR THE NURSERY AND PRIMARY CYCLES

Items	Nursery (€)	Primary (€)
School agenda	4,50	4,50
Photocopies and printing	30,00	30,00
Intermath	-	30,00
School insurance	6,50	6,50
Educational visits	90,00	90,00

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: crisrina.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 the following address: UCC-ENROLMENTS@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 of loss of the diary, the amount of 4,50 € must be paid by bank transfer to the account BE39 3100 9225 0019 with the indication "AGENDA + NAME and first name of the child". The agenda can then be collected from the secretariat (S.1.36, 1st floor ERASME), on presentation of the proof of payment.

Intermath:

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

In case of loss of the Intermath books, the amount of 13 € must be paid by bank transfer to the account BE39 3100 9225 0019 with the indication "INTERMATH + NAME and first name of the child". The diary can then be collected from the secretariat (S.1.36, 1st floor ERASME), on presentation of the proof of payment.

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 in organic cotton and the swimming cap have to be ordered via the following web shop: <https://www.jakosportshop.be/c-4512615/european-school-brussels-i/>.

Please note that shipping costs of 6,95 € apply to each order which is why we advise to group orders (Shipping is free as from 40 €).

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

You will also be able to order a blue organic 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 before September so that your child can start gym classes with the required clothing as from the start of gym and swimming lessons, at the beginning of the school year. Please note that it will not 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/>.

VALUABLE OBJECTS

It is important that the child's name is written on all his clothes and on all the objects he brings to school, in order to have a better chance of the object / clothing to return to its owner if lost. Lost objects can be picked up by the pupils in Eurêka during their opening hours (see p. 17).

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.

EDUCATIONAL TRIPS

The school organises educational trips (*classes transplantées*) for the primary classes. All educational trips are organised by the *trip* Coordinator of the level concerned.

School trips planned for the 2022-2023 school year

Year	Place	Duration	Approx. price €
1 st year primary	Farm classes	2 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	470 €
	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. A pupil who does not participate in a class trip will attend lessons in a class of the inferior level of his/her language section.

Full payment of costs guarantees the pupil's participation in the trip.

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 will immediately go to their **classroom**. Any late arrival has to be justified by the legal representatives and will be registered by the teacher.

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.**

It is not possible to leave earlier the day(s) before or to arrive late on the first day after a school holiday.

Nursery, P1 and P2 pupils are picked up by their parents in the school yard. **Parents are not authorized to enter the buildings.**

P3 to P5 pupils go alone to the exit OPSTAL 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 (UCC-SECRETARIAT-NUR-PRI@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.

2) Justification

If a pupil is prevented from attending school by illness-health, the legal representative should inform the school **first thing in the morning**. This notification is essential for efficient organisation of the school activities:

- **As from the first day**: by email to the class teacher and L2 teacher and the secretaries' office;
- **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.

Absences before and after school holidays must be justified by a medical certificate.

3) Permission for absence on personal grounds

Permission for absence must be requested **at least seven days in advance** and with a justification in writing and addressed to 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).

COVID 19

Any absences in relation with Covid 19 (symptoms, quarantine, tests) has to be reported to the following address: UCC-COVID19-NOTIFICATION@eursc.eu and to be justified by a medical/quarantine certificate.

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

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: UCC-ENROLMENTS@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.

COMMUNICATION BETWEEN THE DIFFERENT PEOPLE INVOLVED IN SCHOOL LIFE

1. DIALOGUE

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 persons who are 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/>

2. COMMUNICATION

The agenda is the main communication tool between parents and school. For any communication requiring a faster response, the teachers or services concerned can be contacted by email.

For any urgent communication, pupils and parents have the possibility to contact the secretariat of the nursery and primary school by phone (02 / 373.87.15 and 02 / 373.87.12).

Please, always indicate the NAME, First Name, Cycle, Level, Section and class (ex.: P5 ENa) in any communication to the administration.

3. TEACHERS APPOINTMENT HOURS

No individual appointments can be made with teachers on the first day of term or during general parents' meetings. An appointment can be requested via the child's agenda or by email to the teacher concerned.

4. 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. Please, also look up your junk mail box since our messages sent through SMS end up there, sometimes.

SMS MY SCHOOL is accessible via the following link: <https://sms.eurasc.eu/> (also on the school website www.eeb1.com).

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

Please note: The information available to parents is only up-to-date during the month of October of each school year.

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.

If you still can't sign in, you can ask for help at LIST-UCC-SKU-SMS@eursc.eu. Please, always indicate your child's NAME, First Name, Cycle, Level, Section and class (ex.: P5 ENa) in any communication.

5. O365 - EDUCATIONAL INTERFACE

Every pupil has a personal access to O365, a username (6 first letters of the last name + 2 first letters of the first name @student.eursc.eu) and a password. The username and password is sent to new pupils in the beginning of the school year, through the email address of their parents (please, also check your junk mails).

O365 and TEAMS are used to share homework and documents and in case of periods of distance learning when the school is closed.

In case parents/pupils encounter problems with login in, they can contact the address UCC-ICT@eursc.eu. Please, always indicate your child's NAME, First Name, Cycle, Level, Section and class (ex.: P5 ENa) in any communication.

6. WEBSITE OF THE SCHOOL

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

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.com.

7. 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, it is prohibited for parents to film or take pictures of pupils or teachers without their consent. This applies also to accompanying persons during excursions or class trips.

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

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 (48 in case of Covid).

You can find all necessary information concerning the nurses' station of the school on the school website:

<https://www.eeb1.com/en/infirmary/>

Any absences in relation with Covid 19 (symptoms, quarantine, tests) has to be reported to the following address: UCC-COVID19-NOTIFICATION@eursc.eu and to be justified by a medical/quarantine certificate.

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 and also on the school website: <https://www.eeb1.com/en/infirmary/>.

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: Cole, Genève, Van Maerlant, Wilson, Barnepark and on the school's site Uccle*.

“Garderie inter-sites EEB1 (Uccle-Berkendael)”: Only families whose children are separated on Uccle AND Berkendael sites may enroll their children in the garderie 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

For general questions:

Secretariat: Tel.: +32 2 29 79159 - OIB-GARDERIES-SECRETARIAT@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 (Parents' Association of the European School Brussels I):

For parents' representation, educational issues and EURÊKA (lost property).

 Website: <http://www.uccleparents.org/>

CONTACTS APEEE				
Function	Name	Tel.	E-mail	Building
APEEE Head of Administration and Finance	Ms S. Gray	02 373 86 63	info@uccleparents.org	Pré Vert
APEEE Head of Information and Communication	Ms G. Cominotti		communication@uccleparents. org	Pré Vert
APEEE Compliance and Administrative Officer	Ms F. Taylor		administration@uccleparents. org	Pré Vert

EURÊKA (Lost and Found): Lost properties are kept in the EURÊKA premises in the basement of the Erasmus building. You will find EURÊKA's access instructions and opening hours on the APEEE website.

It is important that the child's name is written on all his clothes and on all the objects he brings to school, in order to have a better chance of the object / clothing to return to its owner.


APEEE SERVICES
APEEE-Services:

Extra-curricular activities, garderie, canteen, transport and lockers (only for Secondary).

Each service is under the responsibility of a manager employed by the APEEE-Services who is at your disposal to help you with registrations and answer your questions.

CONTACTS APEEE SERVICES				
Function	Name	Tel.	E-mail	Building
APEEE-Services Director	Ms P. De Smedt	02 373 86 52	coordination@apeee-bxl1- services.be	Pré Vert
APEEE-Services Canteen	M. T. Dillen	02 373 86 70	cantine@apeee-bxl1-services.be	Van Houtte
APEEE-Services Lockers	M. N. Hennequin	02 373 87 68	casiers@apeee-bxl1-services.be	Pré Vert
APEEE-Services Transport	M. F. Herinckx	02 374 70 46	transport@apeee-bxl1- services.be	Conciergerie RdC
APEEE-Services CÉSAME (Extracurricular activities, daycare, swimming team)	M. R. Rizzo (daycare, swimming)	02 375 31 35	garderie@apeee-bxl1- services.be	Pré Vert
	Ms D. Récalde Ms C. Chacun	02 375 31 35	cesame@apeee-bxl1-services.be	

Information about all these services can be found on the joint website with the APEEE:
<http://www.uccleparents.org/>

For all services it is **IMPERATIVE** to create an account or to connect to your account via <https://services.uccleparents.org> in order to indicate your choices or to check your orders:

- For Transport, check the requested stop for the return trip.
- For the Canteen: check the registration days for your child for the hot meal
- For the Césame Garderie: register your child (only for children in Maternelle, P1 and P2), if necessary.

For extracurricular activities, you will receive an email when registration is open.

CÉSAME GARDERIE (APEEE Services)

FRIDAY AFTERNOON ONLY, for Maternelle, P1 and P2 pupils:

Pupils from Maternelle, P1 and P2 who cannot be picked up by their parents and who do not take a 12.35 bus to one of the garderies organised by the OIB have the option of enrolling in the Césame Garderie (subject to availability). Children from the Césame Garderie are picked up by their parents either at 15.45 at the Opstal gate or taken to their bus by the garderie staff.

The "return" bus service at 16.00 runs as on the other days of the week. The stops are the same as on Monday, Tuesday and Thursday evenings.

Practical information: <http://www.uccleparents.org> under the heading "Césame -Garderie".

TRANSPORT OFFICE (APEEE Services)

Timetables, routes and other practical information are available at the Transport office, next to the Pré Vert building. They can also be consulted on the APEEE Services website (www.uccleparents.org) under the heading "Transport".

A telephone service (02/374.70.46) is available from 7.30 until 17.45., except on Wednesdays when it is available until 14.15.