



Guidelines in relation to the use of the access badge

1. The access badge is **strictly personal**. It can be used only by the person whose name is written on it.
2. The access badge is for parents and relatives authorised to pick up a child at the **end of the classes** (mostly in nursery and primary), from the **garderie** (after school child-minding service) or from the **périscolaire** (extracurricular activities of APEEE) of Berkendael only.
 - ⊗ Parents whose children go to the persiscolaire of Uccle do not need an access badge as children are accompanied to the entrance by members of the staff.
 - ⊗ Parents of pupils who use **public transports**, the **school transport** organised by the APEEE, as well as parents of **autonomous pupils** (going to school on foot, by bike, being collected at a meeting point outside school) **do not need an access badge**.
 - ⊗ Parents going to a parent-teacher **meeting on site**, **do not need an access badge**.
3. The access badge must be **worn visibly** when you are on the school premises.
4. The access badge must be **scanned when entering and leaving school**. Badge readers are located at the entrances Opstal and Chaussée de Waterloo.
5. If the access badge is **lost or stolen**, its owner must **inform** the school **immediately** (ucc-badges@eursc.eu) so it can be deactivated, and must **order a new one** at the price of 15 eur.
6. The access badge is valid for the **entire school period during** which your child needs to be collected from school.

! If the situation changes (E.g.: The pupil starts using the school transport, the public transport, changes school, etc.), the owner of the access badge must **inform the school immediately so the** badge can be deactivated.



Price and order

The **price** of the badge has been fixed to **15,00€**.

In order to manage the orders of access badges in the best way possible, we would like to kindly ask you to follow these instructions:

- Please, make the **payment** to the account number indicated in the order form **as soon as possible** after sending the order form.
- Please, indicate the First name and SURNAME **of the pupil** for whom you require the access badge as indicated in the order form in the **communication field of the bank transfer**.
- The **number** of badges per family is **limited to three**.
- In case you are ordering more than one access badge, a form must be introduced for each person requesting a badge. It is not possible to group the orders.
- **A parent/guardian** may have **one individual badge only** for the total number of children they have registered in the school. In this case please indicate in the payment communication the **name and grade of the youngest child**.
- In case you are ordering more than one access badge, we would like to kindly ask you to make one bank transfer for all badges. It will ease the work of the accountancy department.
- In case the badge is lost or stolen, a new badge must be ordered at the price of 15,00€



Order form

! When filling the form please **clearly indicate the site** the child frequents.

E.g.: It is possible that a child has classes in Uccle and goes to Berkendael Garderie in the afternoon. In this case you have to tick both cases.

! When filling the form please **clearly indicate the access required**. There are 3 types of access:

1) **Parent/guardian access** – for picking up children in M1, M2, P1 and P2 - allows parent/guardian to pick up children as soon as school classes are over, at the time indicated in the schedule of each school day;

2) **OIB (childcare/Garderie) access** - for picking up children from M1 up till S2 - allows parent/guardian to pick up children that are registered with OIB Garderies in Uccle or Berkendael. Pick up times range in the interval between the time classes are over and the end of the day as established by OIB and communicated to parents directly by OIB. Badges are programmed to follow this afternoon schedule.

3) **Extracurricular (périscolaire) access** - for picking up children from M1 up till S2 - allows parents/guardian to pick up children that are registered in an extracurricular (périscolaire) activity with the APEEE (Association des Parents d'Élèves de l'École européenne Bruxelles 1) in Berkendael. Pick up times range in the interval between the time classes are over and the end of the activities. Badges are programmed to follow this afternoon schedule.

! Please note that **multiple access can be selected**:

E.g: If the child is picked up at parent/guardian access and a few times per week is registered with OIB Garderie.

E.g: If the child is picked up at parent/guardian access and a few times per week is registered with APEEE périscolaire in Berkendael.

Distribution of the access badge

Badges will be **picked up from the guards' lodges** once the new **school year starts**. You will receive further details by email once your badge is ready and the payment is received.