

Extra Curricular Activities

General Conditions (to read and to accept)

Dear Parents,

These activities are reserved for the children of the European Schools of Luxembourg I and Luxembourg II.
A list of extracurricular activities for the current year can be found in the main menu.

ALL THE ACTIVITIES WILL START IN THE WEEK BEGINNING MONDAY 4 OCTOBER 2010.

- Pupils enrolled in an activity should report **DIRECTLY** to the course supervisor at the specified time and place.
- If an activity is cancelled for any reason, whenever possible the pupils will be contacted in advance.
- It is important that pupils arrive on time and are collected punctually at the end of the activity.
- To avoid inconveniencing other activities, children must not enter rooms early, or leave late.
- Students must never enter the classrooms before the course supervisor arrives.
- Parents must remain with their child until the course supervisor arrives.
- Parents are asked not to remain in the school building and especially not in the classroom where the activity is taking place.
- Food may only be consumed in places authorized by the school.
- Pupils are expected to observe the school rules and to behave in an appropriate manner during participation in extracurricular activities.

REIMBURSEMENT

- ✓ *Will only be possible in exceptional and justified circumstances within the first 2 weeks from the start of the course.*
- ✓ *The organizers reserve the right to cancel or change the activities.*
- ✓ *In the case of cancellation of the activity, 100% of the fees paid will be refunded.*
- ✓ *In the case of withdrawal from a course, 30 € will be retained to cover administrative costs.*
- ✓ *In the case of a change from one activity to another, a 15 € fee will be required.*
- ✓ *No refund will be made for occasional absences on the part of either the participant or the instructor.*
- ✓ *In the case of expulsion for misbehaviour, no refund will be made.*

SPECIAL RULES FOR MUSICAL INSTRUMENTS-PRIVATE TUITION

- ❖ Parents must register their interest with the A.P.E.E.E. secretariat. Once there is a sufficient level of interest, a teacher will be organized, and parents will be invited to enrol.
- ❖ Enrolment will take place in the usual way.
- ❖ Payment will be requested three times per year (ie. per term).
- ❖ Lessons will take place in the school.
- ❖ Parents will be put in direct contact with the teacher to arrange a suitable timetable.
- ❖ Parents must present proof of payment to the teacher before children will be admitted to the first lesson.
- ❖ Cancellation of lessons by the teacher will be recuperated according to agreement between the teacher and the parent.
- ❖ In the event of cancellation by the pupil, please give 24 hours notice to the teacher and to the A.P.E.E.E. secretariat. Any recuperation is at discretion of the teacher; no reimbursement will be possible. Except for duly certified medical reasons, a maximum of three cancellations are allowed per child/per class/per year.

PUPILS MAY NOT BE LEFT UNSUPERVISED AT SCHOOL.

- The A.P.E.E.E. is not responsible for unsupervised pupils either before or after the activities and hereby declines all responsibility for unsupervised pupils.
- For the duration of the activity the course supervisor assumes all responsibility for surveillance.
- Valuable objects should not be left in the cloakrooms/changing room.

ENROLMENT PROCEDURE: only by Internet on the Web site

The payment must be made by credit card.

A confirmation will be sent to you by E-mail.

HEALTH & SAFETY

- Participating children are insured against accident under the school scheme.
- In an emergency, course supervisors or A.P.E.E.E. representatives will act in loco parentis.
- Parents must inform the organizers of all relevant health issues prior to registration. **In certain circumstances, the organizers reserve the right to refuse inscription.**

OTHER MATTERS

Any concerns should be aired in the first instance with the course supervisor. If not satisfied, please contact the A.P.E.E.E. secretariat.

Data protection: Personal information required on registration will not be divulged without permission.

For further information please contact :

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