

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 3 OCTOBER 2011.

- Pupils enrolled in an activity should report **DIRECTLY** to the course supervisor at the specified time and place.
- If an activity session is cancelled by A.P.E.E.E. or by the teacher for any reason, whenever possible the pupils will be contacted in advance.
- In the event of absence by the pupil, please give as much notice as possible to the teacher.
- Pupils are expected to observe the school rules and to behave in an appropriate manner during participation in extracurricular activities.
- Food may only be consumed in places authorized by the school.

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 session, the course supervisor assumes all responsibility for surveillance.
- Valuable objects should not be left in the cloakrooms/changing room.
- It is important that pupils arrive on time and are collected punctually at the end of the activity session.
- 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.
- During the activity session, parents are asked not to remain in the school building and especially not in the classroom where the activity is taking place.
- Parents are requested to use the main entrance when entering and leaving the school and not to open/close other security doors.

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.

ENROLMENT PROCEDURE: only by Internet on the A.P.E.E.E. Periscolaire Web site

The payment must be made by credit card. A confirmation will be sent to you by E-mail.

If places are available, late inscription may be possible. In all such cases please contact the A.P.E.E.E. secretariat. The fees which will then apply are as follows:

For inscription between October-December, 100% of fees are payable.

For inscription between January-Easter 75% of fees are payable.

For inscription between from Easter break 50% of fees are payable.

REIMBURSEMENT

- ✓ *Will only be possible within the first 2 weeks after the start of the course.*
- ✓ *The organizers reserve the right to cancel or change the activities.*
- ✓ *In the case of cancellation of the activity, the fees paid will be refunded.*

- *October-December, 100% refundable.*
- *January-Easter 75% refundable.*
- *From Easter break 50% refundable.*

- ✓ *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 misbehavior, 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 enroll.*
- *Payment will be requested once, at the start of the year, split into three installments (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.*
- *Cancellation of lessons by the teacher will be recuperated according to mutual agreement between the teacher and the parent.*
- *In the event of absence by the pupil, please give 24 hours notice to the teacher and to the A.P.E.E.E. secretariat. Any recuperation is at the 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.*
- *In the case of withdrawal from course during a term, no refund will be made for that term unless there are exceptional and justified circumstances.*
- *In the case of withdrawal from course for subsequent term/s, a minimum of two weeks' notice is required before the end of the current term. In this case, the transfer will not be sent to the bank but a cancellation fee of 30 € will be retained to cover administrative costs.*

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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