

## INFORMATION TO PARENTS OF CHILDREN ATTENDING THE AFTER-SCHOOL CENTRE OF THE EUROPEAN COMMISSION AT BERKENDAEL, IXELLES, LAEKEN, UCCLE, WOLUWE

The after-school childcare centre is a place of care for children after school. The [Paedagogical Guidelines](#) focuses on relaxation, fun, play, contact and well-being.

The importance of “free time” for the child is one of the principles which guide the work.

### Organisation

- After the classes, children are directed by the educators either to an agreed meeting point at the school or to the buses;
- The children are grouped by age;
- Children take the snack provided by the Garderie with the exception of children who have food allergies, in which case the snack will be provided by the parents;
- Lunch on Wednesday is included in the service provided by the Garderie as well as the first day of the school year;
- In addition to playtime, children have the opportunity to do their homework in the study room, under the supervision of an educator;
- Specific security measures have been put in place [in Ixelles](#) and Woluwe.

### Opening hours

- Monday, Tuesday and Thursday: the Garderie begins after school.
- Wednesday: All the children of the Garderie eat their lunch in the school premises;
- Friday: The Garderie starts after lunch or after school.

The Garderie closes at 18.45 from Monday to Thursday and at **18.00 on Fridays** ([see Regulation: Title 4, Chapter 1, Article 40](#)).

### School Holidays

- During July, August and the Easter holidays the summer outdoor care (Garderie Aérée) is organised. Prior enrolment is required via [KiddyWeb](#);
- During other school holidays, excluding Commission official holidays, a Garderie is also ensured from 8.00 to 18.45, and from 08.00 to 18.00 on Fridays. Enrolment for these days is also done via [KiddyWeb](#), prior to each holiday. These Garderie days are often organised on the “central” sites.
- There is no Commission Garderie on the 9<sup>th</sup> of May.

### THE SECURITY OF YOUR CHILDREN IS OUR PRIORITY!

- When an authorised person picks up a child, they **must inform the educator**;
- **The educators are in no way allowed to hand over a child to anybody who has not been previously authorised by the parents**;
- Parents are **required** to update all their information relating to their child (children) in [KiddyWeb](#), including authorisations;  
Any **change and/or unforeseen request relating to the authorisations** must be communicated by e-mail to the functional e-mailbox [OIB-GARDERIES-SECRETARIAT@ec.europa.eu](mailto:OIB-GARDERIES-SECRETARIAT@ec.europa.eu) (after 5.30 pm, please contact 02/29 66 733)
- Requests to change authorisations by telephone will not be taken into account for security reasons.