APEEEL2 Accueil Periscolaire Terms & Conditions 2024-2025

General rules

1. **APEEEL2 Membership** is mandatory prior to making any reservation to the Accueil Périscolaire –more information onhttps://www.apeeel2.lu/apeeel2-membership/
2. **Conditions for booking any Periscolaire activity**: your **PAMS account** must be validated, and both your **parent and children 's profiles must be up to date**. You will not be able to book an activity for your child if his/her profile is not up to date in PAMS. In this case, check the message/s at the top of the screen after you login to your PAMS account, and follow the displayed instructions – more information on https://www.apeeel2.lu/updating-your-apeeel2-profile/.
3. **Children with allergies** are welcome to the Accueil Periscolaire However, in order to make sure your child is welcomed in the best conditions, it is IMPERATIVE that parents contact our Periscolaire team **within the week following the registration date** for all logistical procedures to be put in place. For children with allergies, APEEEL2 staff must be included in **the child's PAI** (*Plan d'accompagnement individualisé*) before he/she can join the Accueil
4. Children with specific educational needs and who benefit from ISA support can register to the Accueil Periscolaire **under the condition** that parents contact our team within a week after registration, so that we can assess whether the child's needs require a special support at the Accueil. Parents should be aware that if a support is requested, the costs is not included in the annual fee and APEEEL2 is not responsible for providing the educational support assistant. Any changes which occur during the school year needs to be reported to the APEEEL2 staff.
5. All pupils must observe **the general School rules** and behave in an appropriate manner during their participation at the Accueil.
6. **In case of a pupils' inappropriate behaviour**, parents will receive a warning and APEEEL2 may decide to exclude the concerned pupil from the Accueil on a temporary basis, or for the entire school year without any right for a refund.
7. **Food** may only be consumed in places authorised by the School.

8. **Parents and children's personal information** required for registration purposes will not be divulged by APEEEL2 without permission.
9. **If a pupil is absent at the Accueil,**, parents must inform our educators by using the following email address accueilperiscolaire@apeeel2.lu as soon as possible.
10. **A minimum number of participants** is required for each day at the Accueil. If this number is not reached, APEEEL2 reserves the right to cancel the activity and refund parents.
11. **Parents are not authorized to access any of the School buildings** in compliance with the School security policy.
12. **Late collection of children** at the end of the day: If you are **more than 10 minutes late** collecting your child at the end of the day, you MUST contact our main Periscolaire coordinator Mr Yann GENDRON on **(+352) 621 169 308**. Repeated instances of late collection of your child, may result in the exclusion of your child from his/her activity/ies without a right for refund.

Accueil Periscolaire for Primary pupils not attending CPE

To comply with the School security policy, parents are not allowed in any of the School premises and Primary pupils are not authorised to stay unsupervised in any part of the School premises between the end of class and the beginning of their activity.

- All Lux2 primary pupils (from all categories) with no access to CPE, **and** participating in our activities, are allowed to register to our *Accueil Periscolaire.* As part of this service, they will and be taken in charge from the end of the school day by qualified and experienced educators as follows:
    - **Pupils will be accompanied** from the Primary playground to the *Accueil Periscolaire* classrooms located in the Nursery building.
    - **Lunch is provided on short days:** Pupils are provided with a lunch by Sodexo on Tuesdays, Thursdays, and Fridays. There is no possibility for pupils to be *tartinists*.
    - **Snacks (**provided by Sodexo**) are provided every day** including Mondays and Wednesdays.
    - **While waiting for Periscolaire activity**, pupils will be able to do their homework or creative activities, play games or even play outside under the supervision of our educators.

- **Going to Periscolaire activities**: Pupils will walk unaccompanied to their Periscolaire activities through playground areas. They will be reminded by our team to go to their activity in due time. APEEEL2 cannot be held responsible if a child has missed on lesson even though the educators have sent him/her to that class.

- **After Periscolaire activities:**
  - Pupils have the possibility of going back to *Accueil Periscolaire* until 18:00. Parents can pick up their children either after the activities or at 18:00 at the latest.
  - Pupils also have the possibility to leave to take their school buses or navettes. APEEEL2 cannot be held responsible if the child misses his/her bus or takes the wrong one even though the educators have sent him/her to the bus platform.
- Places to the "Accueil Periscolaire" service are limited.

How to enrol

- Registrations for Accueil Periscolaire 2024/2025 will start this year before the Periscolaire activities registrations on **Tuesday 19/03/24 at 10:00**
- The number of places is limited but this is important to also register on the waiting list. It will help APEEEL2 to better evaluate the needs.
- Please note that this service is only available for APEEEL2 members.
- **2 options are available for registration:**
  Option A: 5-day package from Monday to Friday. Monday & Wednesday from 16:30 until 18:00 / Tuesday, Thursday, and Friday from 12:45 until 18:00.
  Option B: Registration per day is only available for Tuesdays, Thursdays, and/or Fridays from 12:45 until 18:00.
- Our Accueil Periscolaire is linked to our Periscolaire activities. Please note the you must register your child to Periscolaire activities once registrations will open in September. Please look at the Periscolaire activities registration calendar.
  Option A: you must register your child for a minimum of 2 activities per week occurring on 2 different days.
  Option B: For each day where your child is registered to the Accueil Periscolaire, he/she must be registered to one Periscolaire activity.
- **How to book**
  - Log in to PAMS Periscolaire reservation platform PAMS Application

(apeeel2.lu)
- From the menu at the top of the screen: Go to **P*arent →Subscribe to a Course***
- Select the filters ***Type and select OTHERS*** and click on the ***Search*** button to view the service Accueil Periscolaire.
- Select option A or the day(s) when you want to book this service.
- Click on the button ***View and Subscribe*** next to the chosen day or option A to view all details about the service.
- At the bottom of the screen, a message may indicate that the activity is not yet open. Please note that IF YOU STILL HAVE THIS MESSAGE ONCE THE ACTIVITY HAS BEEN OPENED, YOUR ACCOUNT IS NOT VALIDATED.

- **Cost -** Prices include lunch and snacks.

  Accueil Periscolaire must be booked for the entire school year. Cost indicated in PAMS is therefore for the entire school year.
  Parents are requested to pay in 4 equal instalments : on the following dates: 19/03/24, 02/09/24, 05/11/24 and 07/01/25. Parents will receive an email to remind them to proceed to payment within 72 hours for the 2nd, 3rd and 4th instalment date. Failure to do so will incur the cancellation of the booking and the place being offered to another child.

  Option A
  5-day package from Monday to Friday
  Annual cost per child: 2 800€. Payment by credit card online in PAMS.

  Option B
  Registration per day (Tuesdays, Thursdays, and/or Fridays)
  Annual cost per child and per day: 840€

Additional information

- **The Accueil Periscolaire will be open from Tuesday 03/09/24 until the end of the primary school year Friday 04/07/25.** During the period where no Periscolaire activities take place (between 03/09/24 and 27/09/24 and between 24/06/25 until 04/07/25), the educators will organize different creative and sportive activities for the pupils.
- **The Accueil Periscolaire follows the school calendar, it remains closed during the school holidays.**
- For more specific details such as meeting points and organisation within the Surveillance room, please see the description of the *Surveillance Activity* in

PAMS (menu Parent →Subscribe to a Course. Select the filter *Type* and select OTHERS).

- In case of cancellation of the child's activity, the parents are required to choose another activity linked to the Accueil day.
- Children can do their homework at the Accueil if they have time. Please note that our educators only provide general supervision for the homework but are not responsible for checking if the homework has been done. Responsibility to check the quality of the homework and its execution remains with the parents.

Internal Rules for the Accueil Periscolaire

Pupils at the Accueil must follow its internal rules.

- Mobile phones and other device are not allowed.
- Children are not allowed to bring their owns toys, the educators reserve the right to confiscate them.
- The Accueil Périscolaire takes no responsibility for the loss, theft or damage to toys, clothing, money, mobile phones, jewellery or any other personal items brought in by the child.
- Respect the educators and the other children
- Be polite with the educators and the other children
- Wait for the educators in the playground at the meeting point.
- Put games, toys and material away after use
- Do not damage games, material and equipment
- Respect the programme set up by the educators : playtime, homework time and workshops.
- Always taste food and remain seated during mealtimes.
- Inform the educators when leaving and returning from the activity.

Cancellation & Refund policy for Accueil Périscolaire

1. Cancellation of a registration by APEEEL2

- In case of exceptional reasons
- In the event of a pupil's expulsion from the Accueil for misbehaviour.

2. Refund policy

Refunds will be processed directly on the credit card used for the payment of the registration. Therefore, the refunded amount will not show directly on parents' bank statements, but instead on their credit card's statement.

- **Full refund** will be granted to Parents if the reservation has been cancelled by APEEEL2, for exceptional reasons.
- **Partial refund*** will be granted to Parents in the following cases:
  - Parents have cancelled the reservation/s in their PAMS account within one week (seven days) after the 19th March 2024.. using the menu *Parent>Payment-Unsubscribe*. Past this deadline, no refund will be granted, including on grounds of parents' medical, personal, or technical issues.
  - In case of pupils with medical certificates who cover at least 2 weeks of absence from school in a rowEx.
  - In case of family move outside Luxemburg.

- **No refund will be granted in the following cases:**
  - In case of a pupil's expulsion from the Accueil for misbehaviour.
  - If the reservation has been cancelled by the Parent in his/her PAMS account past the deadline given above and the child does not have a medical certificate of long duration.
  - **APEEEL2 annual membership fee cannot be refunded** on the ground of parents not securing Accueil Periscolaire.

*: an administrative fee of 30 euros per cancelled registration to the Accueil, to a limit of 150 euros - will be retained by APEEEL2.

EEL2 security policy & responsibilities

1. APEEEL2 declines all responsibility for unsupervised pupils, either before the start or after the end of their Periscolaire activities, or on their way to their activities. During that time, parents are responsible for their children. Our educators must stay in the Accueil Periscolaire to supervise the other children.

In case of an accident

- Pupils attending the Accueil Periscolaire are insured against accident under the School scheme.
- In case of emergency, educators or APEEEL2 representatives will act in loco parentis.
- **Parents must inform APEEEL2 of all relevant health issues concerning their children, prior to registration. In certain circumstances, APEEEL2 reserves the right to refuse a registration.**

In Luxembourg, every pupil is first covered by the National Accidents Insurance system, the AAA.
The Accidents Insurance policies taken out by the School are only complementary to the overall scheme. So, whether this concerns a Lux2 or a Lux1 pupil, the AAA is the first insurance policy to be applied, followed possibly by the School's insurance.

Standard procedure to be followed by parents in case of an accident taking place on the School premises:

1. You must collect the **AAA Accident Declaration Form** from our main Periscolaire coordinator, Mr Yann Gendron.

2. At the hospital, or the doctor's office, **please ensure you declare that the accident happened on the School premises.** This will ensure the hospital, or the doctor, knows that all invoices must be sent directly to AAA. Parents should therefore not receive any payment reminders.

3. Complete the AAA Accident Declaration Form with the doctor and **email it back to Mr Gendron** on yann.gendron@apeeel2.lu who will forward it to the School administration.

4. If AAA accepts the declaration as an accident, all invoices will automatically and entirely be paid by AAA. Otherwise, parents will have to pay for all invoices themselves, and apply for a reimbursement from the "*Caisse de Maladie*" in the first instance. Subsequently, reimbursement may be obtained from subsidiary insurances.

Data Protection

Your personal data will be treated with the upmost confidentiality and according to the current legislation in data protection. In accordance with the current legislation,

you are entitled to a right of access and correction of your personal data. If you would like to exercise this right, please contact us by e-mail on office@apeeel2.lu.
APEEEL2 may however disclose personal information on its members if officially instructed by the Luxembourg authorities.

How to contact us

We strongly encourage all parents to regularly visit our Periscolaire webpage for updates and latest news on https://www.apeeel2.lu/activites-periscolaires/

By telephone on (+352) 273 224 5127 or 273 224 5128 (membership & refunds) or 273 224 5126
In case of emergency, please contact Mr Yann Gendron, our main Periscolaire coordinator on (+352) 621 169 308 .

By email on periscolaire@apeeel2.lu or yann.gendron@apeeel2.lu or office@apeeel2.lu or quitterie.pickart@apeeel2.lu (memberships & refunds)