

# ES Mol After-School Care

The Parents Association (PA) of the European School in Mol (ES Mol) represents the parents of pupils of the ES Mol. One of the objectives of the PA is to organise extracurricular activities for these pupils. The After-School Care (Care) is such an activity. This service is available **only** for members of the PA.

The Care is offered on every official school day after school has finished until 18:00. Additional activities are offered for registered children to provide variety and leisure. The intention is not to teach proficiency in these activities. The places in the activities are limited; therefore, children may not attend more than one activity per day nor can they do the same activity on more than one day per week.

Care is reaching its maximum capacity because of constraints in staff and rooms. It is primarily intended for pupils who, after their classes have ended, have to wait for the departure of their bus or their parents. Use of the Care for the sole purpose of attending a certain activity is strongly discouraged. Use of the Care incurs fees depending on weekday and possible additional activity. The current fee schedule is published on the After-School Care web pages (<http://www.paesmol.eu/services/daycare>).

To apply for admission to the Care a registration form needs to be filled in. Proper registration is necessary - not only for legal reasons (acc. to "Kind en Gezin") - but also to enable the PA to contact a representative of a child in case of unforeseen events, such as sickness or accident. To be able to offer each child the proper individual care we need to be informed about possible health problems, like allergies, or other special needs. For these reasons the registration form should even be filled in if you plan to use the Care only occasionally.

Registration can be done on-line from any computer with access to the PA web pages or in person during office hours of the secretariat of the PA. It has to be done before the beginning of the new school year. To keep our contact information up-to-date and to facilitate changes in the chosen activities this registration process is repeated once -halfway through the school year- in January.

Under exceptional circumstances, i.e. a serious incident preventing timely pick-up of a child, children will be accepted into the Care without full registration. The legal representative is expected to contact the management of the Care or the secretariat of the primary school to inform them about her/his inability to collect the child (contact information at the end of the document). Necessary information includes, as a bare minimum, the name of the child, the name of the representative and a contact telephone number. A child without proper registration will be accepted **once** into the Care. Any following time the child will have to wait outside the Care facilities until its legal representative comes to collect it.

Once your registration is received and the availability of possibly chosen activities has been verified an invoice detailing the inscriptions and fees will be send out. The invoice must be paid within 14 days after receipt. If payments have not been received in time a notification of late payment will be send out. If no payment has been received after the second notification we will reserve the right to take legal action. Payments before receipt of the invoice do not entitle the payer to any services. For

any overpayment the PA will charge a processing fee of €5 for any refunds. Fees will only be refunded if a course is completely cancelled. A refund will be paid pro-rata. If occasional classes are cancelled no money will be refunded.

Children must be collected by 18:00. In exceptional situations if you can not pick up the child in time you have to inform the Care immediately. Be aware that the school premises are closed after 18:00. If a child has not been picked up by the time the Care closes and we were not notified, the Care responsible shall first contact the persons mentioned in the enrolment form. If this is not possible the police will be informed. Collection of a child later than 18:00 will be charged with a fine of at least 10 €

In principle the PA is not responsible for the belongings of the children attending the day care centre. Therefore the PA does not accept any claim for refund.

**From the above follows:**

- Families wanting to use the After-School Care must be members of the PA with no overdue fees.
- For a child to be accepted into the After-School Care proper registration must be provided.
- A child will not be accepted more than once into the After-School Care without full registration.
- Registrations will only be accepted if no overdue fees have accumulated.
- Do not pay before receipt of an invoice.
- Activity places are distributed on a first-come-first-served basis.
- A child may not be registered for more than one activity per day or the same activity on more than one day per week.
- We reserve the right to exclude any person from the After-School Care who does not comply with directives given by the staff of the Care.
- Care closes at **18:00** every day. The European School closes at 18:00.
- A fine of at least 10 € will be charged for late pick up of a child after **18:00**.
- **Refund Policy:** A refund will be paid pro-rata only if a periodic course is completely cancelled. No refunds for occasional classes.

- Accounts are payable net within 15 days after the posting date
- Any amount where there is failure to pay on the due date shall automatically and without notice be subject to a modified interest rate of 10% / year from the due date.
- If, after five working days, there has not been compliance with the demands made by registered mail, in addition to the modified interest rate, the amount of each overdue bill shall automatically be increased by 10% compensation with a minimum of € 50.
- When any dispute occurs, it is governed by Belgian law and the Courts of the District of Antwerp, Department of Turnhout jurisdiction.

**Important contact information:**

PA office: 014 563 153 / [info@paesmol.eu](mailto:info@paesmol.eu)

After-School Care: 014 563 116 / 0488 106 855 (Mobile) / [daycare@paesmol.eu](mailto:daycare@paesmol.eu)

Direction Primary School/ Nursery: 014 563 180 / [prim@esmol.be](mailto:prim@esmol.be)