

RULES OF PROCEDURE

“El Faro”

ARTICLE 1

After-school class El Faro

1.1 Objectives of the after-school class El Faro

The after-school class El Faro has been set up with the collaboration between the EUIPO and the European School in order to provide parents working at the European Office alternative care of their children during working hours, when the schedule school has finished.

1.2 Beneficiaries

Primarily intended for dependent children of the staff of the Office. (children of EUIPO staff will have priority in enrolment.

For other parents who are not EUIPO staff, the registration of their children in the after-school class El Faro is subject to places available after the enrollment of EUIPO staff's children and the European School.

ARTICLE 2

Enrolments

2.1 Age

The after-school class El Faro is available from Infants until age 12.

2.2 Enrollment dates

Enrollments for after-school class should be made at the end of the previous year at around 1-15 in June.

2.3 Modalities of enrollment

The after-school class El Faro is available throughout the school year, there are only two modes of registration: full-time and part-time.

The initial registration will involve, in principle, stay throughout the school year except in major causes.

Students can be enroll at any time as long as it is full months.

Registration will take as minimum three months.

Any change of mode of assistance will be possible only with prior notice for full months.

Students do not include at registered, or may attend the after-school class El Faro until confirmation by the service.

To do this, they must be properly completed and signed each of the necessary documents for registration of the student:

Students whose parents work for EUIPO:

1. Enrolment form.
2. Annex to the application form.
3. Direct debit form (EUIPO staff)

(Documents available on the INTRANET of the EUIPO)

Students whose parents DO NOT work for EUIPO:

1. Enrolment form.
2. Direct debit form (students not EUIPO)

(Documents available at school website)

Registration must be signed by a parent, person who have the guardianship or legal guardian.

2.4 Fees

For the EUIPO staff's children, the monthly amount will be determined by the Department of Human Resources / Health and Welfare "of EUIPO based on annual net income and family status.

The documents necessary to apply this fee as well as the debit document will be available on the intranet of the EUIPO.

For students whose parents DO NOT work for EUIPO, the amount of fees are on the debit document available on the website of the European School.

The Payment of monthly fees is domiciled

Any change or withdrawn must be communicated to the European School in writing well in advance to elfaro@escuelaeuropea.org

The enrollments and withdrawals will be in full months.

2.5 Changes

Any change in family or professional situation of the parents must necessarily be notified in writing to the educational coordinator in the term of 15 days.

ARTICLE 3

Service operation.

3.1 Timetable

Monday, Tuesday and Thursday: from 16:15h to 18:30h

Wednesday and Friday: from 13:00h to 18:30h

3.2 Comedor

First day and last day of class, plus Wednesdays and Fridays at 13:15h (included in the fee).

3.3 Snack

Every day at 16:30h.

3.4 Workshops or excursions

These activities are included in the fee for those inscriptions that have Wednesday in the chosen mode of registration.

There are about eight workshops or excursions during the school year. Day of workshop or excursion: Wednesday.

Workshops will be made inside the school.

The excursions will be notified via e-mail. Parents must register their children to authorize the departure. They are not allowed last-minute requests outside the registration period.

Arrival excursions: the students will go back to the classrooms of El faro where they will be collected as usual.

Students will not be given off the bus for safety reasons.

3.5 Special days

First and last day of class, short days before Christmas and Easter, and delivery reports. Included in the monthly fee for all service user .

3.6 Extracurricular activities

Managed by another external service. Compatible with after-school class El Faro.

The full-time fee includes one of these activities.

3.7 Mobile usage rules

For security reasons and data protection the use the mobile is not allowed neither in the classroom or the outdoor common areas.

3.8 Tablets usage rules

Students can use tablets to do homework.

The use of tablet is not allowed for leisure activities

3.9 Notifications

Notifications must be given before 12 am, except major causes.

It is compulsory to communicate the non-attendance of students to elfaro@escuelaeuropea.org or tlf 965.26.04.56

Notifications will be answered in the schedule coordination. If there is no response you should call El Faro (in schedule coordination) or the emergency telephone of the monitors (during after-school class).

TIMETABLE AND TELEPHONES

COORDINATION EL FARO

Monday, Tuesday ,Thursday: 12:00h to 16:00h

Wednesday ,Friday: 11:00h to 17:30h

Phone: 965.26.04.56

AFTER-SCHOOL CLASS EL FARO

Monday, Tuesday, Thursday: 16:15h to 18:30h

Wednesday, Friday: de 13:00h a 18:30h

Phone: 696.41.81.75

3.10 Pick up time students

Children can be picked up by Parents or authorized persons at any time during the afternoon.

For the welfare of your children and to avoid interruptions during their activities, we ask parents to avoid going within the room. A monitor will bring you the children to the door.

If the student will be picked up by someone different than the usual person, whether it is a parent of the school as if it is a person from outside of the school it is compulsory to send us via e-mail or telephone the full name(name and surname) and ID number of the authorized person. Otherwise, the student will not be delivered to that person.

3.11 Delays in the pick up time

The time limit to pick the children up is 18: 30h

The person picking up the student must sign a registration form to take it into account.

3.12 Acceptance of the Rules of Procedure

The enrollment form implies parental acceptance of this Rules of Procedure.

Parents or guardians claim to have received this Rules of Procedure and undertake to respect it.

Also, they authorize the publication in "the cloud" videos and photos that are made of the activities and outside activities/excursions of El Faro, whose access is limited only to parents and guardians themselves.

If you do not agree, you must notify by e-mail to elfaro@escuelaeuropea.org

ARTICLE 4

4.1 Entry into force

This Rules of Procedure will enter into force on the 2018-2019.