



After-school care  
Parents Association  
European School of Strasbourg



# RÈGLEMENT INTÉRIEUR

Valid from  
01/09/2022 to 31/08/2023

[portail-animation.ufcv.fr](http://portail-animation.ufcv.fr)



**Ufcv Grand Est**  
1, Job  
67100 STRASBOURG

**Ufcv at the EES**  
2, Peter Schwarber Street  
67000 STRASBOURG

[perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr)

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### **COMPULSORY MEMBERSHIP APE-EES**

**The Parents' Association of the European School of Strasbourg has entrusted the management of the after-school care (hereafter referred to as the périscolaire) and leisure activities to the Ufcv.**

**The services offered by Ufcv are exclusively reserved for APE-EES members.**

**Registration for activities, be it périscolaire, Lunch Box, Wednesdays and/or Holiday Programmes, will only be taken into account once the membership fee of 30€ per year and per family has been paid to the APE-EES.**

**Payment is online via the APE-EES website: [www.ape-ees.eu](http://www.ape-ees.eu)**

**Membership verification is done automatically upon receipt of the file.**

# 1. The Ufcv



Present at the European School of Strasbourg since August 1, 2019, the Ufcv is the provider and manager of the périscolaire services as well as the leisure activities and Lunch Box at the request of the Parents Association.

Founded in 1907, the Ufcv is a national association recognized for its services to the public. Its purpose is to encourage, promote and develop socio-educational, cultural and social activities, as well as training and integration actions. As a major player in the social economy, it favors the improvement of living conditions for a more united society. As a popular education association, the Ufcv is approved as an educational association complementary to public education. Secular and pluralist, it fights against all forms of sectarianism and exclusion.

## After school care provided at the school serves three basic functions:

- ① It is **essential** to parents, especially those who work full time, to have an **Afterschool care** provider. The Ufcv ensures that all material as well as pedagogical needs of the children are met and that the wellbeing of the children comes first.
- ② **Extra-curricular activities** proposed during the Afterschool care period is a great opportunity to take advantage of the time and space offered by Ufcv, at the school, to experience activities adapted to their ages and likely to interest them.
- ③ **An educational service** that promotes the development of the socialization of children in Périscolaire in continuity with the other actors of popular education (family, school in particular, and the extracurricular).

The Ufcv's educational project is based on democratic values, elaborated and implemented by the adults, and promotes access to **citizenship** for the children who participate in the leisure centers.

This educational project can be downloaded from our website **portal-animation.ufcv.fr** or consulted at the centers. The educational project frames the pedagogical projects of the leisure center directors.

**Ufcv in the region :**  
**Ufcv Grand Est**  
**1 Job Street**  
**67 100 STRASBOURG**  
[www.ufcv.fr](http://www.ufcv.fr)

## 2. Opening hours



The various types of after-school activities are services provided by the Parents' Association and delegated to the Ufcv. As a result, the after-school services are only available to members of the APE-EES.

These rules are an integral part of the educational project of each of the two associations. Vacation offers of activities are declared to the Direction Départementale de la Cohésion Sociale and are subject to the regulations in force.

Access to the after school services is reserved for all children between the ages of 4 (in M1, moyenne section de la maternelle) and 12 years old, plus secondary school students for the LunchBox only. All drop-in sessions take place on the premises of the European School of Strasbourg.

There are 4 types of care:

### 1 "ACCUEIL PÉRISCOLAIRE"

- Afternoon after school care
  - < This program is held on Mondays, Tuesdays, Thursdays and Fridays, from 3:05 pm to 6:15 pm, for children in grades M1 to P5.
- Wednesdays after school (canteen/lunchbox/home lunch)
  - < Every Wednesday, children from M1 to P5, are welcomed from 2:00 pm to 6:00 pm
  - <

In order to allow the educational activities to run smoothly, children cannot be picked-up before **4.30 pm**.

### 2 LUNCHBOX

The LunchBox program operates during school hours for children in grades M1 to S4.

This option is offered on :

- Mondays, Tuesdays, Thursdays and Fridays from 11:30 am to 1:30 pm
- Wednesdays from 12:30 to 2:00 pm

### 3 EXTRACURRICULAR ACTIVITIES

These activities are planned by the after school management and run by the service providers as part of the extracurricular program me. **Registration is therefore made directly with the activity provider.** They take place separately during the afternoon after school care, and the planning is established by the after-school care management team.

For the year 2022/2023, the Ufcv and the APE EES provide information, pricing and contacts on their respective websites: [www.portail-animation.ufcv.fr](http://www.portail-animation.ufcv.fr) and/or [www.ap-e-es.eu](http://www.ap-e-es.eu)

**Please note: all registrations for extracurricular activities must be made in advance to the evening after-school service.**

#### 4 SCHOOL VACATION CARE

During the school vacations, the Ufcv offers a vacation program from 8am to 6pm, Monday to Friday, for children from M1 to S1 (4 to 12 years old)

For the 2022/2023 school year, the periods selected are as follows (*subject to sufficient enrollment*):

- Autumn vacations: from October 24 to November 04, 2022
- Winter vacations: from February 13 to February 24, 2023
- Spring break: April 17 to April 28, 2023
- Summer vacations: from 10 to 21 July 2022 and from 21 to 25 August 2023

**Children must arrive between 8 and 9am in the morning and be picked up only between 5 and 6pm in the evening.**

### 3. How we operate



#### ➔ STAFF AND MANAGEMENT

The coordinator manages the planning and supervises the team at the school. She can be reached by e-mail at [direction.peri.ees@ufcv.fr](mailto:direction.peri.ees@ufcv.fr)

Children in M1 and M2 are taken care of by a "kindergarten" team, and children in P1 to P5 (+ S1 to S4 for the Lunch Box) are taken care of by a "Primary school" team.

The animation team has the qualifications required by the norms for the supervision of children doing activities of an educational character (*ACMCE*).

The functioning of the périscolaire services is defined by its pedagogical project which is available to families on the Ufcv website and can be requested by e-mail.

**For all administrative questions related to billing, absence, registration and payment, families can contact the after school care administration at the school, by sending an e-mail to: [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr)**

**For any problems or complaints concerning the daily running of the after school care, families can address an e-mail to: [direction.peri.ees@ufcv.fr](mailto:direction.peri.ees@ufcv.fr)**

#### ➔ PICK UP OF CHILDREN

Your child(ren) can only leave the after school care grounds under the following conditions:

- ✓ **The legal guardian(s) comes to pick up**

- ✓ **For children under 6 years of age:** only authorized persons may pick up the child, provided that the legal guardians have filled out an authorization form designating the authorized person. No child under 6 years old can leave alone or accompanied by a minor.
- ✓ **For children over 6 years old:** they can leave the grounds alone or with an authorized person. The legal guardians must fill out an authorization form.

The information filled in on the registration form can be changed during the year by sending an e-mail to [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr) .

### ➔ **EARLY PICK UPS DURING VACATION WEEKS**

Early pick-ups, outside normal pick up hours, must be requested from the after school administration team and must remain exceptional, for the proper conduct of activities. For safety reasons, the gates and/or doors of the grounds are closed at all times, except at the time of arrival and departure.

### ➔ **TRANSPORT**

*Subject to a normal sanitary situation.*

During outings, children may be required to move around.

Depending on the distance, duration and type of activity, different means of transport can be used: public transport, minibus, tourist bus, train, staff car in case of force majeure...

The Ufcv certifies that the means of transport used will be checked (state of the vehicle, insurance, safety devices, etc.) in order to respect the specific regulations related to group camps for minors and the transport of minors.

When transportation is not provided by Ufcv (for outings), parents are required to drive and pick up.

The Ufcv cannot be held responsible for accidents that occur during a trip to and from the European School.

### ➔ **INDIVIDUALIZED CARE PLAN (ICP)**

Only children whose health allows them to eat without special considerations or strong allergies can be welcomed at the canteen.

However, children with **food allergies**, excluding illnesses that would be too complex to implement, will have the possibility of taking a packed lunch, provided that an individualized care plan has been formalized, and under the conditions specified by the latter.

Parents remain responsible for providing their children with a complete first aid kit (including all the medications listed in the ICP). They are responsible for ensuring the validity of the medication and for informing the Ufcv of any changes in their child's health.

### In the absence of an ICP:

No medication, whether one-time or long-term, will be administered to children by the staff in the absence of an individualized care plan drawn up beforehand. The administration of medication during meal times is done by the parents (unless a member of the animation team is able to manage the situation) and must be exceptional. It will only be done with the agreement of the Ufcv at the request of the parents, and in view of a prescription.

### ➔ INSURANCE

Whilst attending the after school care program, the children are under the responsibility of the Ufcv. As such, and for all the proposed activities, they are covered by an accident and liability insurance. The legislation in force requires that the legal guardians be informed of their interest in taking out an additional civil liability insurance policy.

### ➔ THEFT AND DAMAGE

The possession of valuable objects is forbidden (jewels, telephones, game consoles etc). The Ufcv declines all responsibility in case of loss, theft or damage of such goods. In the case of voluntary damage by the child (premises, equipment...), the family of the responsible child will be asked to cover the cost of repairing the damage.

### ➔ HEALTH AND SAFETY

If a child shows signs of illness or in case of a minor incident or accident, Ufcv will notify the parents.

If, following an accident or a serious illness, the child's condition is serious, the staff will call the emergency services and then notify the parents.

No medication, whether one-off or long-term, will be administered to children by the staff in the absence of a prescription. Parents must provide the animation team with the prescription and the medication on arrival at the center.

It is forbidden for a child to hold or take medication alone.

### ➔ THE APE-EES AND YOUR FAMILY

The APE-EES may need to contact you for various reasons throughout the year. For this reason, the APE-EES reserves the right to logg telephone numbers, e-mail and postal addresses indicated in the registration files for the duration of your membership of the association.

### ➔ SECURITY

For security reasons, parents are not allowed access to the premises. The children are brought to the door of the extracurricular center by an activity leader.

## 4. How to sign up



### ➔ ADMINISTRATIVE REGISTRATION

The application for registration of the child is made for the school year (September<sup>1</sup>, 2022 to August 31, 2023), by the parents or the person having legal custody, by downloading the annual administrative file available online on the website [www.portail-animation.ufcv.fr](http://www.portail-animation.ufcv.fr) or by requesting it by e-mail at [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr).

NEW - Online sign-up via the new APE-EES website to be launched at the end of May.

The complete file (administrative file + health form + authorization forms), must be sent by e-mail to [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr).

**No child will be accepted until an acknowledgement of receipt of the complete file has been issued by the Ufcv.**

**The Ufcv reserves the right to refuse families who have outstanding bills from previous years.**

### ➔ ACTIVATION OF THE PERSONAL SPACE ON THE FAMILY PORTAL

After acceptance of the application, an email will be sent to the families asking them to confirm their email address(es) and transmitting the link to the creation of a password to access their personal space

*Warning: emails can be found in spam*

### ➔ REGISTRATION OF DAYS BY INTERNET

Families make reservations for the desired days online on the website [www.portail-animation.ufcv.fr](http://www.portail-animation.ufcv.fr) (See procedure "Reserve").

Reservations for occasional attendance must be made by e-mail no later than 6:00 p.m. the day before: [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr)



In each of these situations, the acceptance of the reservation by the Ufcv is conditioned by the current capacities, the children to adult ratio as defined by the Protection of Children and Youth and the **SDJES: Departmental Service for Youth and Sports**. This is why families are advised to plan ahead as much as possible when requesting care.

## WEDNESDAY - AFTER SCHOOL - LUNCHBOX

The reservation periods are as follows:

- ✓ Quarter 1: October 1 to December 31, 2022
- ✓ Quarter 2: January 1 to March 31, 2023
- ✓ Quarter 3: April 1 to June 30, 2023

### ➔ HOW TO BOOK

On the family portal and on the registration form " Rubrique n°2 accueil ".  
The reservation commits you to pay the totality of the package.

#### ✓ SPECIAL CASE: THE MONTH OF SEPTEMBER

**ATTENTION: operation only in September!**

**During the month of September, while waiting for everyone's schedule to be fixed, changes can be made during the month by sending an e-mail to [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr)**

**The billing for the month of September will take into account the maximum number of attendances per week which will define the package to be paid for the month.**

**As of October, no changes will be possible except in the cases mentioned below.**

### ➔ HOW TO MODIFY ?

The change of package is possible once a quarter and must be done at the latest in the month before the beginning of the next quarter.

This request must be made by e-mail to [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr)

Examples:

- ✓ Request to be made before the end of September to modify the <sup>1st</sup> Quarter (October to December)
- ✓ Request to be made before the end of December to modify the <sup>2nd</sup> Quarter (January to March)

- ✓ Request to be made before the end of March to modify the 3<sup>rd</sup> Quarter (*April to June*)

### ➔ ABSENCE

Reserved days are charged.

For organizational and security reasons, **please** send us an email to inform us of your child's absence, in addition to notifying the school, by sending an email to: [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr).

**Days of justified absence will not be billed if they are longer than 4 consecutive days.**

In case of illness of the child, a medical certificate must be sent to the director or to the Ufcv (e-mail or hand delivery).

**Any absence or cancellation after the deadline will be billed.**

**When a class is temporarily closed for health reasons, there is no prorated refund of the monthly fee.**

## SCHOOL VACATIONS

### ➔ REGISTRATION

In the month prior to the beginning of each school vacation period, families will receive an e-mail containing the activity program that will announce the opening of the family portal for online registration.

On the family portal, registrations must be made at least 10 days before the beginning of the vacation period (exception for the August holiday week which must be booked before 20 July 2023)

**For school vacations, registration is by the day.**

### ➔ CANCELLATION

Cancellations are possible up to 12 days before the start of the vacation period.

### ➔ ABSENCE

All absences must be declared by e-mail: [perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr) (with proof of illness, serious event in the family, etc.).

Days of justified absence will not be billed if they are **more than 3 consecutive days**.

## 5. Family participation



The amount paid by the families covers all the means deployed for an optimal and secure care of the children.

This financial contribution corresponds to the cost of running the service. Both the Ufcv and the APE-EES are non-profit associations.

The family contributions are defined by the APE-EES Association according to the vote of a price scale composed of several family quotient brackets.

### ➔ DETERMINATION OF THE TARIFF BANDS

The rate brackets are determined according to the net income of the household with dependent children:

- ✓ **General case:** total net taxable household income (2022 opinion on 2021 income) divided by 12 (months), then divided by the number of tax shares
- ✓ **For European officials, diplomatic corps and international organizations:** annual income indicated on the December 2021 payslip or other document mentioning the annual income, divided by 12 (months), then divided by the number of tax shares
- ✓ **For families new to France:** the income indicated on the last 3 payslips divided by 3 (months), then divided by the number of tax shares

If one of the 2 parents does not have a professional activity, you must send the Ufcv a certificate of honor of his "Unemployed" situation or a certificate of unemployment benefit.

When the family situation changes (divorce, separation), we update the file taking into account only the income of the parent in charge of paying the bills (with proof of separation / divorce).

To know the number of tax units, please refer to the table below:

Number of children	Married/partnered couple	Living alone Single parent family	Single/divorced or living common-law	Widow(er)
1	2.5 shares	2 shares	1,5 part	2.5 shares
2	3 parts	2.5 shares	2 shares	3 parts
3	4 shares	3.5 shares	3 parts	4 shares
4 and more	5 shares	4.5 shares	4 shares	5 shares

**In the absence of proof of income and the number of dependent children, the highest rate will be applied.**

For after-school care, LunchBox and Wednesdays, the amounts indicated below are monthly rates.

For school vacations, the amounts indicated below are daily rates.

➔ **TARIFF GRIDS**

After-school care in the evening M1 to P5 Kindergarten + Primary	T1 monthly	T2 monthly	T3 monthly	T4 monthly	T5 monthly	T6 monthly	T7 monthly	T8 monthly
Income Reference	< 500 €	501 € 1000 €	1001 € 1500 €	1501 € 2000 €	2001 € 2500 €	2501 € 3000 €	3001 € 3500 €	> 3500€
Package 1 evening/week	12,73€	15,91€	19,10€	24,40€	29,70€	37,12€	47,75€	62,60€
Package 2 evenings/week	25,46€	29,70€	36,06€	45,61€	56,22€	71,07€	91,22€	118,80€
Package 3 evenings/week	36,06€	43,49€	51,97€	63,64€	79,04€	100,77€	130,47€	168,66€
Package 4 evenings/week	44,55€	54,10€	64,70€	80,62€	100,77€	126,23€	164,42€	213,22€
Occasional to the presence	8,48€	9,54€	10,60€	11,66€	14,85€	18,03€	21,21€	25,45€

LunchBox M1 to P5 Kindergarten + Primary	T1 to T3 monthly	T4 and T5 monthly	T6 to T8 monthly
Income Reference	< 1500 €	1501 € à 2500 €	> 2501 €
1 day/week package	12,14€	12,96€	14,49€
2 days/week package	24,08€	25,71€	29,07€
3 days/week package	36,21€	38,66€	43,56€
4 days/week package	45,09€	51,41€	58,14€
5 days/week package	60,18€	64,37€	72,63€
Occasional to the presence	3,50€	3,72€	4,25€

Secondary LunchBox S1 to S4	T1 to T3 monthly	T4 and T5 monthly	T6 to T8 monthly
Income Reference	< 1500 €	1501 € à 2500 €	> 2501 €
1 day/week package	6,12€	7,14€	8,16€
2 days/week package	12,24€	14,28€	16,32€
3 days/week package	18,36€	21,42€	24,48€
4 days/week package	24,48€	28,56€	32,64€
5 days/week package	30,60€	36,72€	40,80€
Occasional to the presence	1,53€	1,84€	2,04€

Monthly Wednesday 4 - 12 years (M & P)	T1 & T2 monthly	T3 monthly	T4 monthly	T5 monthly	T6 monthly	T7 monthly	T8 monthly
Income Reference	< 1000 €	1001€ 1500 €	1501 € 2000 €	2001 € 2500 €	2501 € 3000 €	3001 € 3500 €	> 3500 €
Flat rate per attendance	18,04€	21,47€	28,75€	36,00€	46,78€	62,37€	81,47€
Occasional fee per attendance	9,18€	10,40€	12,65€	16,12€	18,46€	21,95€	27,64€

Vacations per week (Kindergarten Primary & Secondary S1)	T1 to T3 monthly	T4 to T6 monthly	T7 to T8 monthly
Income Reference	< 1500 €	1501 € à 2500 €	> 2501 €
5-day week package from 08h - 18h	28,00€	32,00€	36,00€

Families with more than one child enrolled in the after-school program (LunchBox, after-school care in the evenings and Wednesdays) benefit from a 10% reduction from the second child onwards.

Invoices are sent to families every month in arrears.

The invoice must be paid within 15 days.

The invoice can be paid by the following means:

- ✓ By credit card on the website, in your personal space
- ✓ By direct debit from the family's bank or postal account
- ✓ By ANCV or CESU check  
*No refund is possible with this method of payment. The remaining amount will be charged to the next invoice.*
- ✓ By bank check

**For children from outside the European School of Strasbourg, payment for the week of the "Accueil de Loisirs" (school vacations) must be made at the time of registration.**

In case of financial difficulty, we ask you to get in touch with the after-school care management: [direction.peri.ees@ufcv.fr](mailto:direction.peri.ees@ufcv.fr)

➔ **COMPLAINTS**

Any invoice related complaints must be made within 3 weeks of receiving the invoice, either **by e-mail** addressed initially to the on-site coordinator, [direction.peri.ees@ufcv.fr](mailto:direction.peri.ees@ufcv.fr), or **by mail** or by uploading it directly on the website to the attention of the Regional Delegate of Ufcv Grand Est.

The application must contain all the documents necessary to review the situation.

### ➔ **LITIGATION**

In case of unpaid bills, Ufcv reserves the right to block the reservation space and to transmit the family's file to a litigation organization referred by Ufcv services.

In the event of disputes, the claim will be managed by a litigation body, for which the total costs fall upon the family (fixed amount of 40€).

The costs associated with any rejected payment will be billed in full to the family by Ufcv.

The APE-EES is informed of all contentious situations.

## 6. Termination of contract

The child can not/no longer be welcomed at the different times in the following cases:

- ✓ Lack of membership of the APE
- ✓ Incomplete file
- ✓ Repeated failure to pay on time
- ✓ Repeated misconduct or impropriety towards others or equipment
- ✓ Repeated delays by the family

## 7. Late pick up fee



As the periscolaire closes at 6:15 pm, we allow a 15 minute tolerance.

**Any late arrival after 6:31 pm will result in a surcharge of 10€ per ¼ hour started and per family.**

After a maximum of 30 minutes, the receptionist will be obliged by law to contact the central police station, which will proceed with the organization of an emergency reception for the child.

Any incident of the above will be reported to APE-EES immediately.

## 8. Acceptance of the rules of procedure



The act of signing up a child to one of the APE-EES offers implies the acceptance of the present rules of procedure.

This by-law repeals and replaces all previous provisions.

It applies as of 1 September 2022.

## 9. Useful contacts



For all questions related to activity programs, children's absences, reservation methods, billing and any other administrative questions:

[perisco.ees@ufcv.fr](mailto:perisco.ees@ufcv.fr)

Complaints / specific problems : Responsible for the after school care team and organization :

[direction.peri.ees@ufcv.fr](mailto:direction.peri.ees@ufcv.fr)