

# 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

Entries are limited to the Office (EUIPO) and the European School of Alicante staff children.

Office staff: Civil servants, Officials, Temporary, Contract Staff, National Experts on secondment, staff from other European Institutions working on secondment to the Office.

### ARTICLE 2

#### Enrolments

##### 2.1 Age

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

##### 2.2 Enrolment dates

Enrolment of students and users during the previous academic year 2021-2022 and new siblings in the service, from 16 to 31 May 2022.

New student registrations from 1 to 15 June 2022.

The term is non-extendable for service management reasons.

The information will be available on the website of the European School of Alicante and on the Euiipo Intranet.

##### 2.3 Modalities of enrolment

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

FULL TIME: Attending every weekday (Monday to Friday)

PART TIME: CHOICE 1: Attending Monday, Tuesday and Thursday.

CHOICE 2: Attending only Wednesdays

CHOICE 3: Attending only Fridays

The initial registration in this service will imply, in principle, the permanence throughout the school year except in cases of force majeure, so intermittent drop-outs coinciding with school vacations are not allowed. When the person responsible for the registration of a student requests the withdrawal of the same, it will take effect for the entire school year.

If a new registration in the service is requested, within the quarter immediately following the cancellation, user must pay all the outstanding fees from the previous quarter in which student did not use the service to make it effective, and provided there are places available.

Those losses caused by serious medical reasons, duly justified, will be subject to individualized study.

Registration will take as minimum three months.

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

**For enrolments, they must be properly completed and signed each of the necessary documents for registration of the student:**

- 1-Online enrolment form.
- 2- Direct debit form.

(Documents available on the Euipo's INTRANET for Euipo staff and on the European School's INTRANET for School staff.)

## 2.4 Fees

| PUPIL            | PART TIME | FULL TIME |
|------------------|-----------|-----------|
| First Child      | 90 €      | 150 €     |
| Additional Child | 70 €      | 120 €     |

The Payment of monthly fees is domiciled.

The unjustified return of a second receipt will imply a surcharge of 15€.

Any change or withdrawn must be communicated to the European School in writing well in advance to [ali.elfaro@partner.eursec.eu](mailto:ali.elfaro@partner.eursec.eu)

The enrollments and withdrawals will be in full months.

## 2.5 Modifications

Any change in the data provided in the admission application (allergies / intolerances, custodians, telephones, use of the bus, etc ...) must be notified in writing to the coordinator of the service regardless of whether it has been communicated to the European School of Alicante via email or by school agenda.

## **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**

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

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

Workshops will be made inside the school and be notified via e-mail. Parents must register their children through an online form. They are not allowed last-minute requests outside the registration period.

#### **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 Personal belongings**

El Faro post-school class service is not responsible for the personal belongings of the students.

#### **3.10 NOTICES**

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

It is mandatory to communicate both the NO attendance of the students and any punctual daily change that may affect the organization and good control of the service to the email [ali.elfaro@partner.eursc.eu](mailto:ali.elfaro@partner.eursc.eu) or to the phone 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: 13:30h to 18:30h

Wednesday ,Friday: 11:00h to 18:30h

**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

### **3.11 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.

### **3.12 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.

### **3.13 Acceptance of the Rules of Procedure**

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

Parents or legal guardians declare that they have read this Regulation available on the European School website 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 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 [ali.elfaro@partner.eursec.eu](mailto:ali.elfaro@partner.eursec.eu)

\*organization and operation of the El Faro post-school class may be subject to modifications depending on how the 2022-2023 academic year begins and / or develops due to COVID-19 reasons.

## **ARTICLE 4**

### **4.1 Entry into force**

This Rules of Procedure will enter into force on the 2022-2023.