

# **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 and new siblings in the service, second fortnight of May.

New student registrations first fortnight of June.

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 and drop-outs coinciding with school vacations are not allowed.

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.eursc.eu](mailto:ali.elfaro@partner.eursc.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 ...) as well as new data must be notified in writing to the coordinator of the service regardless of whether it has been communicated to the European School of Alicante or to other school services.

## **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.

Day of workshop: Wednesday.

Workshops will be made inside the school and be notified via e-mail. In some workshops, for internal organisational reasons, parents must register their children through an online form that they will receive by e-mail. Last minute requests outside the registration period are not accepted in these cases.

#### **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.

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 /NIE/PASSPORT 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

In case of delay, the pupil will be taken outside the school premises where he/she will wait accompanied by a monitor.

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

### **3.13 Rules of procedure of behaviour**

#### **RULES OF BEHAVIOUR**

- I go to the pick-up point as soon as classes are over.
- I put my belongings in the correct place.
- I do not run in the corridors.
- I behave appropriately at lunch, snack and during activities throughout the day.
- I speak politely and respectfully to monitors and classmates. I use appropriate vocabulary during my stay at El Faro.
- I ask for things "please" and say "thank you".
- I take care of class material, common material and facilities.
- I do not move around the school premises alone.
- If I need to, I use the computer correctly to do my homework.

#### **FAULTS**

##### **MINOR FAULTS**

The following are considered minor offences:

- repeatedly disobeying the instructions of the monitors.
- not addressing monitors or classmates politely.
- not using appropriate vocabulary.
- hitting, scratching, kicking, etc... at classmates.
- not using the computer for educational purposes.
- use a mobile phone or any device that can take photos during your stay at El Faro.
- in the case of Secondary students, not to return to the service immediately after finishing their extracurricular activities.

##### **SANCTIONS**

Verbal warning to the pupil. In the case of repeated offences, verbal communication to parents.

In the case of mobile phone use, if the offence is repeated a second time, the mobile phone will be confiscated from the pupil and given to the parent/guardian when the pupil leaves.

##### **SERIOUS FAULTS**

The following are considered to be serious offences:

- accumulation of three minor offences.
- fights or violent arguments.
- misappropriation of other people's property.
- deliberate deterioration or misuse of service material.

##### **SANCTIONS**

Verbal and written communication to parents.

Temporary expulsion from the service will be considered (maximum two days) depending on the seriousness of the offence.

### **3.14 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.

Likewise, they authorise the use of the images taken during the school year of the activities carried out for possible video edits for parents and/or guardians.

If you do not agree, you must notify by e-mail to [ali.elfaro@partner.eurisc.eu](mailto:ali.elfaro@partner.eurisc.eu)

## **ARTICLE 4**

### **4.1 Entry into force**

This Rules of Procedure will enter into force on the 2025-2026.