



Practical arrangements for the after-school childcare centre (GPS) 2022-2023

Information	Dates
Garderie registration period	From March 14th to April 11th 2022
Allocation of places for European Schools	6 May 2022
Deadline for requesting a change of Garderie site	13 may 2022
Confirmation of places	Mid June 2022
Deadline for cancellations	End of June 2022

Date: 11-03-2022

INTRODUCTION

(Note: this is a translation of the French version which prevails in case of doubt)

This document provides information on how to enrol your child in the after-school childcare service managed by OIB.CPE in Brussels, for the school year 2022-2023, and in compliance with the rules in force (dated 16/06/2014).

<https://myintracomm.ec.europa.eu/staff/Documents/family/children/afterschool-centre/brussels/afterschoolchildcare-rules-en.pdf>

The Office for Infrastructure and Logistics — Brussels (OIB) organises after-school childcare services **for children from 4 to 12 years old** (i.e. born between 2018 and 2010) for the school year 2022-2023:

- From Monday 29 August 2022 to Friday 7 July 2023 for children from Belgian schools and
- From Monday 5 September 2022 to Friday 7 July 2023 for children from European schools.

Parents can choose the OIB childcare facility on the child's European school site or a facility located closer to the institutions' offices (i.e. a 'central site'). The after-school childcare facilities in Brussels are located on 11 sites (see last page of this document).

OIB is not always in a position to guarantee a place, nor your first choice of site. Indeed, for some sites, applications exceed the maximum capacity and this may lead to some requests being placed on a waiting list, even if these requests were made within the deadline.

Parents must enrol their children every year, in an after-school childcare facility (via the Kiddyweb application) as re-enrolment is not automatic.

The following abbreviations within this document refer to:

GPS after-school childcare centre
EC European Commission
OIB Office for Infrastructure and Logistics Brussels
CPE OIB Early Childhood services

Special features for 2022:

Genève: The complete closure of the G-1 building is scheduled for June 30, 2022. An alternative solution is currently under study. However, we are not yet able to ensure service offer. Children registered on this site and who wish to continue on the same site for 2022-2023, must choose and tick a second garderie site in Kiddyweb. No new registration can be accepted on this site (except for siblings).

EEB1 inter-site garderie center (Uccle-Berkendael): Only families with siblings in both schools will be able to enroll their children in the Berkendael site.

Evere: This childcare facility will welcome nursery school and primary school children attending European school of Evere.

Barnepark: For children aged from 4 to 6. As from P1 (not before), priority will be given to children previously enrolled in Barnepark site to attend COLE site.

Belgian school children: Given the disparities between the school calendars of European schools and Belgian schools, the GPS service for children enrolled in Belgian schools will be centralized at Wilson only, in order to ensure the best service possible for children.

ELIGIBILITY CRITERIA

As stipulated in Article 3 of the Regulation, after-school childcare centres (GPS) are available for children of the European institutions' statutory staff and who are aged from **4 to 12 years** under certain conditions:

ARTICLE 3

The after-school centre is intended for children who live in the household of a parent in active employment or a similar¹ situation and who is an official or other servant² of the European Union benefiting from a contract of six months or more; a Seconded National Expert in a European institution, Agency or any other body having signed a financial agreement with the CPE³,. In order to be eligible, contract staff and SNEs must have a contract for a period equal to or greater than six months. This condition must be met at the time of enrolment of the child, and maintained throughout the school year for which enrolment at the after-school centre has been requested.

ENROLMENT PROCEDURE

Enrolment requests must be submitted via the **Kiddyweb** application:
<https://webgate.ec.europa.eu/kiddyweb/>

Access to the application is secured by Eu Login. Only one parent (the paying parent) has access to the child's file and, consequently, is the only one able to enroll and modify the data of the file.

For parents with no access to the application (none of the parents of the household), an enrolment form can be sent upon written request to the Enrolment Service by email:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

¹ Persons seconded in the interests of the service

² Within the meaning of Article 1 of the Conditions of Employment of Other Servants of the European Union.

³ See the list published on My Intracomm
(https://myintracomm.ec.europa.eu/staff/Documents/family/children/afterschool-centre/brussels/list-institutions-agencies_fr.pdf)

The enrolment period is from 14 March to 11 April 2022

Any enrolment received after 11 April 2022 will be automatically placed on a waiting list, including re-enrolment requests.

Parents, who are enrolling their child for the first time in Kiddyweb, must create their child's profile in the application first, only then will they be able to enrol the child. **The creation of a profile does not mean the child has been enrolled!**

To enrol your child at the after-school childminding facility in Kiddyweb, after you created his profile:

- 1) click on "Enrol my child at After School facility"
- 2) choose the child's name
- 3) click on 'NEXT'
- 4) complete the information under the different tabs
- 5) save

When the application for registration has been saved in Kiddyweb, the parent will receive an email informing him/her that the application has been saved, and detailing the list of supporting documents to be provided. KiddyWeb automatically generates two PDF files (enrolment file and Annex II); both documents prove your enrolment registration via Kiddyweb.

If you do not receive these two PDF files, please email the enrolment team by email:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

SUPPORTING DOCUMENTS

Children "enrolled" in after-school childcare facility until the end of the 2021-2022 school year will be considered as "re-enrolment" and do not need to provide supporting documents. Enrolment in Kiddyweb is sufficient.

For new enrolments:

Parents must provide all the supporting documents to the FMB below, (by email only) as soon as they are registered in Kiddyweb:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

Children who have been "withdrawn" during the 2021-2022 school year will be considered as new registrations and parents must provide the supporting documents when registering in Kiddyweb for the 2022-2023 school year.

We will not be able to deal with any enrolment request before the receipt of a **complete file. The priority criterion is the date when the complete file is received (i.e: with all supporting documents).**

The file shall include all the necessary information on the child's family and must contain the following relevant supporting documents:

- The enrolment file (PDF generated by Kiddyweb);
- The medical form attached in Annex II (PDF generated by Kiddyweb);
- The birth certificate of the child;
- The financial documents attesting income (for the calculation of the parental contribution). More specifically, you must provide:

Regarding the income of the parent performing the enrolment (Paying parent):

- ✓ The most recent salary slip

If you are a Seconded National Expert (SNE):

- ✓ A copy of contract (including details of the benefits/allowances received from your Institution) with the end date of the contract,
- ✓ A pay slip from your country and
- ✓ An address (in your home country) for billing.

If single parent: A copy of the 'family composition' declared in Sysper2 and, when applicable, a court judgement specifying the amount of maintenance payments (where no maintenance payment is received, a sworn statement signed by the paying parent certifying this).

Regarding the income of the second household member (Spouse or partner):

- ✓ The most recent salary slip/income statement; **AND/OR**
- ✓ SNE Benefits/allowances 2022 ; **OR**
- ✓ A copy of the most recent tax assessment, **OR**
- ✓ A declaration of unemployment specifying the amount of monthly unemployment benefit; **OR**
- ✓ A certificate of current studies for non-remunerated students;
- ✓ The case withstanding, a court judgement specifying the amount of maintenance payments received or paid from/to other sources;
- ✓ Where no maintenance payment is received or paid, a sworn statement attesting to this fact.

PRIORITIES FOR ADMISSION AND PROCESSING OF APPLICATIONS

According to the current CPE regulation, **enrolments are first managed by priority and, for equal priority, by date of arrival of the application** (subject to receipt of the complete file with all the supporting documents).

a) Priority is given to re-enrolments

Is considered re-enrolment: the enrolment, done within the deadline, of a child who is already attending the after-school centre during the 2021-2022 academic year until the end of the school year, provided that he/she continues to meet the conditions in Article 3.

b) In the case of new enrolments :

The order of file processing is fixed by the **date of receipt of the complete file**. Registrations are accepted according to the **places available and in the order of priority as defined below**.

Priority is given according to the situation of the assessed parent on the date of submission of the complete application for enrolment (i.e. with all the required supporting documents sent by e-mail to the functional mailbox: OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu) and in accordance with the rules set out above.

Priority 1: Child of a single parent⁴

Priority 2: Child who already has a brother or sister at the after-school childcare centre.

Priority 3: Child(ren) whose care is provided by a household of two people subject to the Staff Regulations of the European Union or to the Conditions of Employment of Other Servants of the European Union.

Priority 4: Child(ren) whose care is provided by a parent who is subject to the Staff Regulations of Officials or the Conditions of Employment of Other Servants of the European Union and another member of the household but who is not covered by the Staff Regulations of Officials or the Conditions of Employment of Other Servants of the European Union and who either:

- is in gainful employment or
- is a full-time student or
- is actively seeking employment.

Priority 5: All other cases provided that they continue to meet the conditions of Article 3.

Priority 6: Child(ren) of a Seconded National Expert (SNE)

N.B.: Depending on the allocation of the European school, if you have not obtained your first choice of school, as long as your child is registered on time (before 12 April), we will accept requests for change of afterschool site until May **13 May 2022**. Parents are requested to inform the enrolment team (by e-mail) before this date:

OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu

Requests for site changes during the school year will not be accepted.

MEDICAL REMARKS

It is important that at the time of registration (via the KiddyWeb application), parents indicate any information regarding possible problems of either a medical nature or other particular need of the child. It is only upon presentation of a

⁴ “Single parent”: personal circumstances such that, de facto, the parent has sole responsibility for the child on a daily basis.

medical certificate that the educators will have the right to administer treatment to the child. Please update this information whenever necessary.

CPE is not in a position to manage individual dietary restrictions. No substitute shall be provided for children with severe allergies or for whom a food restriction has been reported. In accordance with the Regulation, it is up to the parents concerned to provide the meal/snack corresponding to the need of their child(ren).

In case of an accident, the specific emergency service (22222 or 112) will be contacted immediately, and if necessary, the child will be directly transported by ambulance to a hospital and the paying parent will be contacted. If the parent is unavailable, the administration will contact another person from the list of authorisation as identified by the parent (authorisation tab in Kiddyweb).

Federal nuclear emergency plan and iodine administration

In the event of a nuclear accident, iodine administration has a protective effect on the thyroid, avoiding long-term complications. If you are concerned that your child may experience side-effects with iodine intake, we would ask you to discuss this with your own doctor, and if confirmed, please inform us and send a medical certificate to the medical service at the functional mailbox OIB-CPE-MED-CRECHE-COLE@ec.europa.eu A skin reaction to the local use of products such as the isobath is not considered a side-effect to the oral intake of iodine.

If your child is currently attending a GPS site and you have already provided this information to the functional mailbox mentioned above, it is no longer necessary to provide it again.

REGISTRATION CONFIRMATION AND WAITING LIST

An email will be sent to the paying parent in **mid June**, informing him/her:

- Either that their child is accepted and specifying the childcare facility where he can be accommodated,
- Or that he is placed in a waiting list.

Depending on the requests by age category, CPE might allocate a place in a facility other than the first choice site or other than those requested.

If, before the start of the school year, parents no longer wish their child to attend the after-school facilities please inform the registration team in writing (**OIB-INSCRIPTIONS-GARDERIES-POSTSCOLAIRES@ec.europa.eu**) **at the latest within eight calendar days**. The places available after cancellation will be offered to children on the waiting list.

A place accepted in an afterschool facility is valid for the entire academic year. Places that become available again will be offered to children on the **waiting list**.

Children who have not obtained a place in the day care centre will be placed on a waiting list; requests will be dealt with in the following order:

Waiting list No 1: Enrolment files submitted 'within the deadline' (until 11/04/2022);

Waiting list No 2: Enrolment files submitted 'after the deadline' (as of 11/04/2022);

GENERAL REMARKS

Please be aware that, although there is a close cooperation between the Commission and the Parents' Associations of the European Schools (APEEE), the respective competencies of these entities are distinct. The school is not responsible for after-school childcare.

In this context, parents' attention is drawn to the fact that **the transport of children to the childminding centres falls exclusively within the competence of APEEE**. The Commission does not provide transport. Therefore, if the child is registered on a central site, it is the parent's responsibility to contact the APEEE of his/her school.

For children attending Belgian schools, OIB does not organise transport or support between the school and the after-school childcare centre.

For all operational questions related to the after-school childcare centres (meals, study, lost items, access cards, etc.), please contact the secretariat directly via the functional mailbox:

OIB-GARDERIES-SECRETARIAT@ec.europa.eu

List of after-school childcare facilities of the EC:

Sites Garderies	Adresses
Garderie Wilson	Rue J.W. Wilson, 20 1000 Brussels (close to Square Ambiorix)
Garderie COLE	Rue du Cornet, 43 1040 Brussels (Close to Place Jourdan)
Garderie Barnepark (only for children from 4-5 years old)	Chaussée de Wavre 214D 1000 Brussels (Close to the European Parliament and the Science Museum)
Garderie Van Maerlant (only for children between 8 and 12 years old)	Rue Van Maerlant, 18 1000 Brussels (Close to Metro Maalbeek)
Garderie Genève	<i>To be confirmed</i>
Garderie Uccle	European school of Uccle (EEB1) Avenue du Vert Chasseur, 46 1180 Brussels
Garderie Berkendael	European school of Uccle – Berkendael site (EEB1) Rue Berkendael, 70-74 1190 Brussels
Garderie Woluwe	European school of Woluwe (EEB2) Avenue Oscar Jespers, 75 1200 Brussels
Garderie Evere	European school of Evere (EEB2) Boulevard Léopold III, 1 1110 Brussels
Garderie Ixelles	European school of Ixelles (EEB3) Boulevard du Triomphe, 135 1050 Brussels
Garderie Laeken	European school of Laeken (EEB4) Drève Sainte-Anne 86 1020 Brussels