

Rules governing the use of the Family Room (day nursery) in the Wayenberg crèche, Brussels

The Family Room is administrated by the outside firm responsible for the European Parliament's Wayenberg crèche in Brussels.

I. ADMINISTRATIVE PROVISIONS - ADMISSION

Article 1

The Family Room shall be reserved, subject to the availability of places, for the children of current Members of the European Parliament and the children of European Parliament officials or agents¹ in Brussels

- (a) to attend meetings of parliamentary committees, delegation or political groups, or for any reason connected with the exercise of their office (Members)
- (b) on mission from their place of employment (officials or agents)

and the children of officials and agents employed in Brussels who are facing temporary child-care problems.

Only children aged between three months and four years shall be admitted.

Applications for admission (Annex 1), duly completed and signed, should be submitted to the crèche administration. Submission of an application shall bind parents to accept the rules governing use of the Family Room and any emergency measures which may be decided by the Principal (see medical authorisation, Annex 2).

Article 2

The use of the family room is subject to a daily contribution. This should be paid by means of a bank transfer following the procedure below:

- the payment must be made by bank transfer into Parliament's bank account **BE44 3101 0769 5045**.
- The mention "Crèche Family Room", the name of the child as well as the number of half-days to be spent in the family room must be indicated on the transfer form.
- For admission at the crèche, a copy of the bank transfer must be presented on the very first day of your child's stay at the secretariat of the crèche (WAYENBERG O3W021).
- The price of the ticket is **€ 23** per half-day (8.00 - 13.30 and 13.30 - 19.00).

Please be advised to check the confirmation of your child's place before carrying out the payment for the family room. This confirmation can be obtained from the crèche administration (CAMPOAMOR - 03S025, tel. 41326 or 34076).

¹ 'Agent' shall mean temporary and contractual agents, freelance interpreters and Members' assistants

II. PRACTICAL ARRANGEMENTS

Article 3

The Family Room shall be open from 8 a.m. to 7 p.m., Mondays to Fridays, except between Christmas and the New Year and on European Parliament office closing days.

Notice must be given as soon as possible of the withdrawal of an application.

Article 4

Each child must be dropped off and collected by his/her parent or guardian.

In exceptional circumstances, a child may be dropped off or collected by someone other than his/her parent or guardian. The Principal reserves the right to check that person's identity.

Article 5

Parents shall ensure that their children arrive in a state of cleanliness as regards bodily hygiene and dress such as may reasonably be expected if they are to associate with others. Children shall bring any changes of clothing required for the day, as well as any seasonal articles (boots, sun-hats, etc.).

Article 6

Depending on the times at which they are dropped off and collected, children shall be served lunch and mid-morning and afternoon snacks. Sweets and snacks may not be brought into the Family Room from outside.

III. MEDICAL ARRANGEMENTS

Article 7

No child suffering from fever or illness may enter or be looked after in the Family Room. Should a child fall ill in the course of the day, the parents shall be informed and may be required to collect him/her as soon as possible.

Any contagious illness or parasitic attack must be declared immediately to the Principal and crèche medical service. Parents shall also be formally required to inform the Principal of any other illness affecting their household.

Children may only receive treatment prescribed by their doctor on crèche premises if a prescription stating the daily dosage and timing has been submitted to the nurse.

EUROPEAN PARLIAMENT
Brussels Family Room

to be sent
by email to crechesbruxelles@europarl.europa.eu

I, the undersigned,

Private address :

..... Tel. :

Administrative address (place of employment) :

Tel. : Personnel n°:

I, in my capacity as the child's father, mother or legal guardian, request that :

(Name and forename of child) :

Date of birth :

Language(s) understood by child :

be admitted as from (date) from (hour) to

subject to the conditions set out in the Rules governing use of the day nursery, which I have read and understood and accept.

Date Signature

WITH REGARD TO THE CHILD:

SURNAME

FIRST NAME

AUTHORISATION

I, the undersigned

have read and approved the medical rules and

authorise the crèche medical service and management to take any medical or surgical measures that my child may need following an illness or accident which happens at the crèche and specifically:

1. in an emergency (serious accident) to have the child transported immediately to the nearest hospital with a permanent accident and emergency department (Saint-Pierre Hospital or Saint-Luc Hospital);
2. in the event of an accident to take the necessary steps to have the child attended to (stitches, X-ray, etc.) in the nearest clinic.

I authorise the emergency medical team to take the necessary medical or surgical measures.

If my child falls ill, he/she will be treated by Dr

Address:.....

Tel.

Date..... Signature