

RULES FOR USE OF THE CANTEEN

Function of the school canteen

A. Pupils

1. Options for inscription and payment
2. Service
3. Division of billing year into trimesters
4. Meal prices
5. Refunds
6. Support for families in difficulty

B. Visitors

1. Prices and procedures for inscription

A. Pupils

1. Options for inscription and payment

Inscription for the school canteen is possible for a fee (for from 1 to 5 days per week, fixed in advance). Inscriptions are valid for the whole school year except in case of *force majeure*. In case of breach of inscription for other reasons, canteen fees remain due. Requests for change of status (*demi-pensionnaire externe*) must be made in writing to the Director of the school by the end of a trimester, for the trimester following.

The inscription form is available in the Bursar's office and on the EES website (<http://www.ee-strasbourg.eu>). Pupils not inscribed for the canteen do not have access to meals in it. In case of occasional need (meetings, class activities, etc.) that may prevent a pupil who does not normally lunch at the school from returning home for it, it is possible to inscribe for a single meal by contacting the school offices in writing at least 72 hours in advance.

It is not possible to combine the « Lunch Box », managed by the Parents' Association, with the canteen.

2. Service

Pupils in M1 through P2 eating in the canteen receive table service overseen by personnel recruited by the Ville de Strasbourg.

Pupils in P3 through S7 pass through self-service lines, overseen by personnel of the Vie Scolaire.

3. Division of billing year into trimesters

The number of days of canteen service and the division of the billing year into trimesters are reviewed yearly by the Administration Council with reference to the official school calendar.

4. Meal prices

Meal prices are voted each year by the Administration Council following the proposition of the responsible local authorities.

The fee for the canteen is payable by trimester upon receipt of a bill issued by the school, in cash, by check to the order of « Agent comptable de l'EES », or by bank transfer.

5. Refunds

A credit corresponding to 1/N days of canteen service, per day of absence, may be deducted from the annual bill of pupils inscribed for the canteen* under the following circumstances:

- a) In case of absence of more than five consecutive days, for medical reasons and with medical certificate.
- b) In case of absence for school trips, exchanges, special programmes, etc., organised by the school.

(* For example, if the school year comprises 139 days of canteen service, the credit for each day of absence would be 1/139th of the total bill).

6. Support for families in difficulty:

Families who may experience difficulty in meeting the fees of the canteen on a short- or long-term basis, may in confidence, as voted by the Administration Council, request financial support in meeting them. Requests should be addressed to the Bursar's office.

B.Visitors

1. Prices and procedures for inscription

The meal price for visitors is voted each year by the Administration Council on the basis of the proposition made by the relevant local authorities.

Use of the canteen by adult visitors is subject to the agreement of the Director.

Rules adopted by the Administration Council, 04/06/2015

I, the undersigned, have read, understood, and accepted the foregoing rules,

Legal representative:

Pupil: