

How to create a Secured Zone account

Table des matières

The Origins	2
The APEEE Bxl II.....	2
Creating an account	3
How to Register to Extracurricular Activities Woluwe-Evere	8
How to Register to the Transport Service Woluwe-Evere.....	10
How to Register to our Canteen Service for WOLUWE	14
How to Register to our Canteen Service for EVERE.....	15

The Origins

You may wonder why the APEEE provides those services (canteen, bus, extracurricular activities), and not the school itself. When the European Schools were first created, no services were foreseen or established by the School System. Therefore, parents took the initiative to organise these services themselves, it has stayed that way ever since! For more details on the origins and developments of the APEEE, you can [click here](#).

The APEEE Bxl II

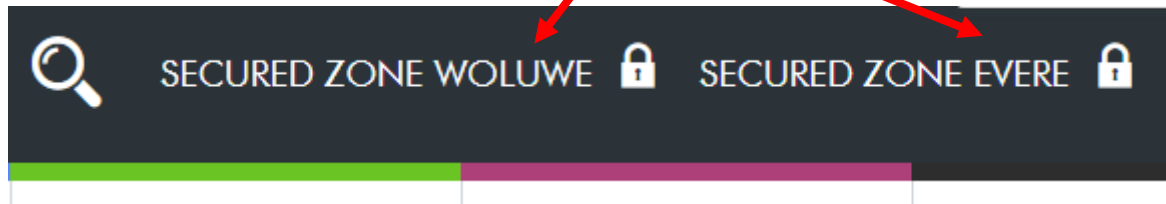
The APEEE is a distinct and separate entity from the School. Therefore, for your child to benefit from one or multiple of our services, they must be registered. Indeed, a school enrolment does not mean an automatic registration to the school bus transport or the canteen for example.

To register your child to one or multiple of our services, you must create a Secured Zone account, through which you will be able to create, modify and cancel a registration.

Creating an account

Step 1: enter the www.woluweparents.org address in your search bar. Once on the home page, go to the upper right-hand corner and click on the WOLUWE or EVERE Secured Zone, depending on the site your children will attend.

PLEASE SELECT THE CORRECT ONE.



Step 2: Once you have clicked on the correct Secured Zone, a new page will open. As you do not have credentials yet, you will have to click on "*New family*"


A light gray page titled 'Secured Zone'. Below the title is a red message: 'Please accept all cookies in order to access your Secured Zone. (Tools > Internet Options > Privacy > Accept all Cookies > OK)'. Below this is a white login box with two input fields: 'Login (e-mail)' and 'Password'. To the right of the 'Password' field is a blue 'Log in' button. Below the login box is a blue 'New family' button. At the bottom is a blue link: 'Lost your password?'. A red arrow points from the text 'you will have to click on "New family"' to the 'New family' button.

Step 3: once the new page opens, you are asked to fill in some information on the parents, please note, you will be able to provide information on your child.ren after that step.

Données famille

FAMILLE	
Famille Monoparentale	<input type="radio"/> Oui <input checked="" type="radio"/> Non
Parent à qui les factures seront adressées	<input checked="" type="radio"/> Parent 1 <input type="radio"/> Parent 2

PARENTS		
	Parent n°1	Parent n°2
Relation	<input checked="" type="radio"/> Père <input type="radio"/> Mère <input type="radio"/> Beau-père <input type="radio"/> Belle-mère	<input type="radio"/> Père <input checked="" type="radio"/> Mère <input type="radio"/> Beau-père <input type="radio"/> Belle-mère
Nom	<input type="text"/>	<input type="text"/>
Prénom	<input type="text"/>	<input type="text"/>
Adresse	<input type="text"/>	<input type="text"/>
Code postal	<input type="text"/>	<input type="text"/>
Ville	<input type="text"/>	<input type="text"/>
Tél privé :	<input type="text"/>	<input type="text"/>
Tél bureau :	<input type="text"/>	<input type="text"/>
GSM :	<input type="text"/>	<input type="text"/>
E-mail :	<input type="text"/>	<input type="text"/>

VERIFICATION	
<input type="checkbox"/> Je ne suis pas un robot	 <small>reCAPTCHA</small> <small>Confidentialité - Conditions</small>

VALIDATION	
<input type="button" value="Enregistrer"/> <input type="button" value="Annuler"/>	

Step 4: Once you have filled in the information and confirmed the creation of your family (first step towards creating a family account), you will receive an email with your login credentials.

Please note, the email may end up in your spambox !

Carefully save that email, as multiple accounts will cancel registrations.

Step 5: Once you have created the contact information for the parent.s, you can start adding your child.ren.

You can click on “Ajouter un enfant” to add your first child.

Votre famille

?

Edition données famille & ajout des enfants

Cet écran permet de vérifier les données de votre famille et d'ajouter vos enfants à votre famille. Pour ajouter un enfant, cliquez sur "**ajouter un enfant**".

Veillez bien ajouter tous vos enfants maintenant, il ne vous sera plus possible d'en ajouter après.

Une fois vos enfants ajoutés, nous vous conseillons d'**imprimer cette page** et de la conserver afin de garder votre identifiant et mot de passe.

Données famille et étudiant

[Ajouter un enfant](#)
[Imprimer](#)

FAMILLE	
Example	
Identifiant	Votre adresse email
Mot de passe	Envoyé par email
Chef de famille	Example Example (Mère)

PARENTS	
	Example Example (Mère)
Adresse :	Here
CP Ville :	00000 There
Tél privé :	Private Number
Tél bureau :	Office Number
GSM :	Mobile phone nu

In the meantime, you should have received your credentials to log into your account. **Please check your spam box!**

Step 6: Once you open the email, use the credentials to **log into the correct Secured Zone**.

- Secured Zone Woluwe if your child is in **WOLUWE**
- Secured Zone Evere if your child is in **EVERE**.

Step 7: Once you connect, the Secured Zone will ask you to *read the general conditions* of our Secured Zone and check the box.



Veuillez s'il vous plaît tout d'abord lire les conditions générales et confirmer ensuite après lecture en cochant la case ad hoc.

☐ Oui, je confirme avoir pris connaissance des [conditions générales](#).

Step 8: your home page will look as such if your child is in **WOLUWE**.

Family information

This personal information are important and must be checked and completed before subscription to services :

- > [View / edit my contact details](#)
- > [View / edit my billing information](#)
- > [Add a child](#)

Service subscription

➤ AFTER SCHOOL ACTIVITIES

First Name Last Name : [Subscribe](#)

Register to the Extracurricular Activities

➤ TRANSPORT

[Check our bus stops map](#)

First Name Last Name : [Subscribe](#)

Register to the Transport service

➤ CANTEEN

First Name Last Name : [Subscribe](#)

Register to the WOLUWE Canteen service

➤ SALE OF SPORTS OUTFITS 2021-2022

For secondary pupils : as of 6th September 2021, sports t-shirts and laboratory vests are sold in the cafeteria between 12.00 and 13.30 on Fridays. A recapitulative invoice will be sent during the month of October.

More information on this page : [Sale of sports outfits and laboratory coats](#)

Step 8: your home page will look as such if your child is in **EVERE**

Family information

This personal information are important and must be checked and completed before subscription to services :

- > [View / edit my contact details](#)
- > [View / edit my billing information](#)
- > [Add a child](#)

Service subscription

➤ AFTER SCHOOL ACTIVITIES

First Name Last Name : [Subscribe](#)

Register to the Extracurricular Activities

➤ TRANSPORT :

[Check our bus stops map](#)

First Name Last Name : [Subscribe](#)

Register to the Transport service


How to Register to Extracurricular Activities Woluwe-Evere

Step 1: To register to an activity, you can first check out the activities for which a spot is available.

!Depending on which site your child is registered to, the activities and codes will differ!

- [Woluwe Activities' Program](#)
- [Evere Activities' Program](#)

Step 2: Once you have had a look and have found an activity your child wishes to try or wishes to attend, take note of the CODE it refers to.




Code	Nom
3103	Creative body expression (multilingual)
3101	English lessons
3110	Hand crafts

Step 3: You can now go back to your Secured Zone, and click on the “Subscribe” next to the child’s name you wish to register, below the **AFTER SCHOOL ACTIVITIES** tab.

Service subscription

» AFTER SCHOOL ACTIVITIES

First Name Last Name : [Subscribe](#)



Step 4: A new page will open, and you will be able to register your child to an activity.

In the school data

First Name Last Name

Class : s1aaa

Name and class of the child you are registering

In the APEEE data

Year 2021-2022

Your child is not registered for an activity.

You can perform the following actions:

- Register for a new activity : [Registration](#)

Legend

Authorization for your child to leave at the end of the activity

Yes : Yes: He/she can leave alone

No : No: He/she can not leave alone

WL : Waiting list

Step 5: Once clicked on “*Registration*” the page below will open and you will be able to enter the **CODE** you saved at step 2 in the *search bar*.

YEAR

First Name Last Name

Class : s1aa

You will find hereafter the accessible activities for your child's age. By clicking on the activity name, you will be able to consult the activity content and its admission conditions. If you wish you can also consult all the activities proposed by the APEEE by downloading the list [here](#).

If one of the activities will be “full” you can still register for it and you will be placed on a waiting list. If a place would be freed, the After school team will contact you in order to confirm your interest for the activity.

Search

Code

Search

Cancel

Code	Title	Schedule	Availability	Price	Registration
------	-------	----------	--------------	-------	--------------

Please enter the code.

How to Register to the Transport Service Woluwe-Evere

Step 1: Before registering to the Transport Service, you can first have a look at the stops close to your home. Indeed, click on “*check our bus stops map*”

[TRANSPORT](#)
[Check our bus stops map](#) ←
 First Name Last Name : [Subscribe](#)

Step 2: Once you click on “*Check our bus stops map*” a new page opens, which will look like the following. You will be able to enter your home address in the search bar.

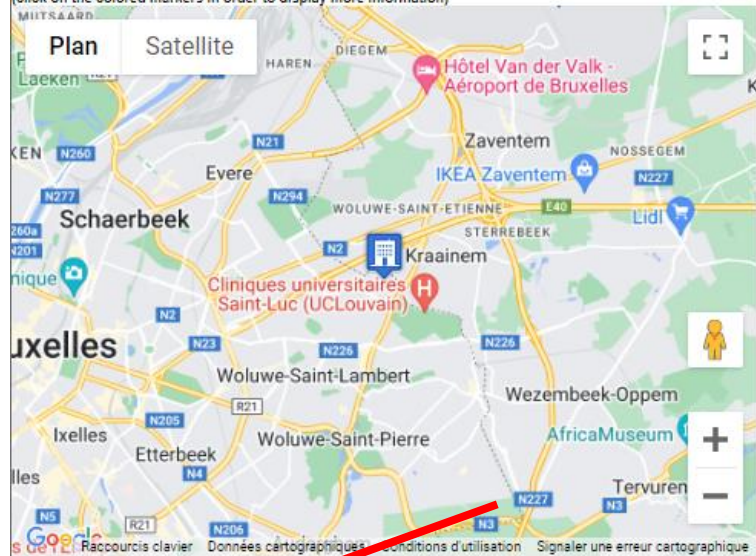
You can also click on the **communes** below if you do not yet have a home address.

Search by address

Put your address into the search field below and click "Go!" in order to see the 5 stop closest to your home.

YOUR HOME ADDRESS

Stops matching your query Searched address European School of Bxl II
(click on the colored markers in order to display more information)



Search by town

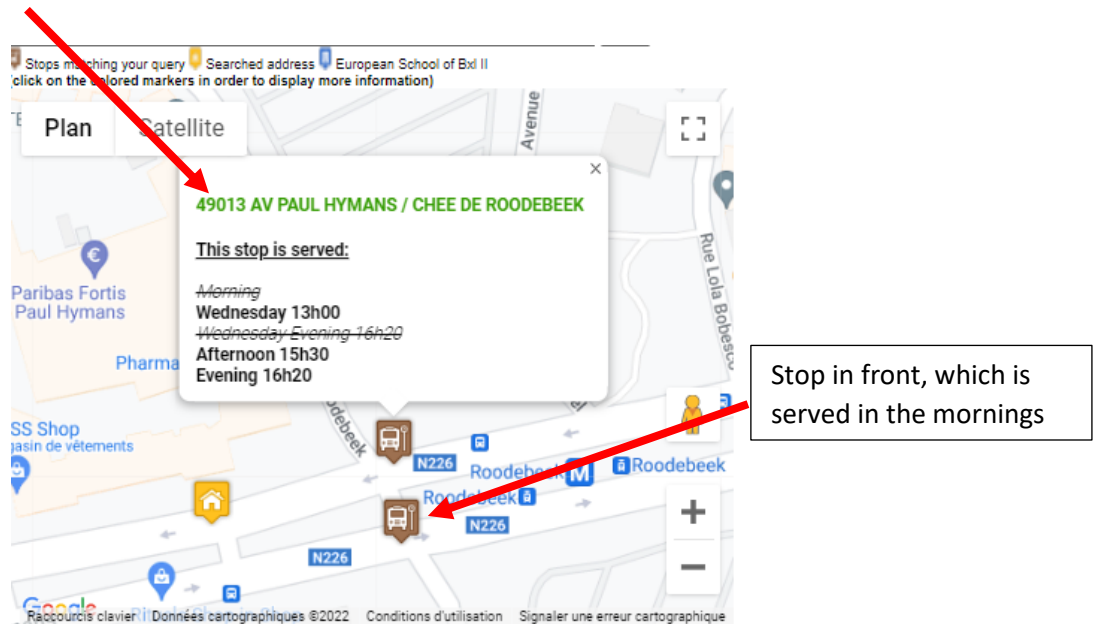
[AUDERGHEM \(1160\)](#) - [BRUXELLES \(1000\)](#) - [ETTERBEEK \(1040\)](#) - [EVERE \(1140\)](#) -
[GRIMBERGEN \(1850\)](#) - [HOELAART \(1560\)](#) - [IXELLES \(1050\)](#) - [JETTE \(1090\)](#) -
[KORTENBERG \(3070\)](#) - [KRAAINEM \(1950\)](#) - [LA HULPE \(1310\)](#) - [MACHELEN \(1830\)](#) -
[MEISE \(1860\)](#) - [OVERIJSE \(3090\)](#) - [RIXENSART \(1330\)](#) - [SCHAERBEEK \(1030\)](#) -
[STEENOKKERZEEL \(1820\)](#) - [TERVUREN \(3080\)](#) - [UCCLE \(1180\)](#) - [VILVOORDE \(1800\)](#) -
[WATERMAEL-BOITSFORT \(1170\)](#) - [WEZEMBEEK-OPPEM \(1970\)](#) -
[WOLUWE-SAINT-LAMBERT \(1200\)](#) - [WOLUWE-SAINT-PIERRE \(1150\)](#) - [ZAVENTEM \(1930\)](#) -

Step 3: When you have found a stop you wish to register your child to verify when the stop is served. When the line is crossed, it means the bus does **not** serve the stop.

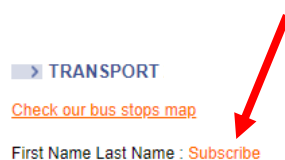
For example, in the picture below, the bus stop number 49013 located *Avenue Paul Hymans/Chaussée de Rodebeek* is **not** served in the morning. However, the stop in front of it does (see picture).

Therefore, the stop 49013 can be selected for the Wednesday afternoon departure, the first departure at 15h30 and second departure at 16h10, and the stop in front can be selected for the morning service.

If you wish to register your child to the stop for those departures, take note of the bus stop **code**.



Step 4: Once you have selected the bus stops, go back to the home page of your account to click on “*subscribe*”



Step 5: A new page opens via which you will be able to apply to the Transport Service.

With the Apeee

Year

Your child is not register to the Transport Service.

You can apply for a registration :

Internet Explorer users: please authorize all cookies in order for the next step to work.
(Tools > Internet Options > Privacy > Accept all Cookies > OK)

- Application for registration : [Apply](#)

Step 6: You will be asked to fill in some information for our Team to validate the request.

Request for subscription

Attention : In order to register your child to the transport service, we have to know to whom we have to send the invoice.

The invoice will be sent to the parent stated "Householder" when the child was enrolled at school if : - your child is in kindergarten during the school year 2021-2022 .

<input checked="" type="radio"/>	Parents who are not benefiting from the school allowance or who are not working for a European institution
<input type="radio"/>	Child in kindergarten
<input type="radio"/>	Parents who are working for a European institution or school and who are benefiting from the school allowance
<input type="button" value="NEXT"/> <input type="button" value="CANCEL"/>	

YEAR


First Name Last Name	
Date of birth : 02-02-2002	
Class : s1aaa	
Alternating custody <input type="radio"/> Yes <input checked="" type="radio"/> No	

For organisation purposes and if multiple stops due to shared custody, we kindly ask if you are sharing custody of the child.

Effective date :	<input type="text"/>
Mobile phone number of the person meeting the child at the address of	<input type="text"/>
<input type="button" value="NEXT"/>	

For security reasons, we ask the phone number of the person who will pick up the child.

[Check the map of our bus stops](#)

Choose the stops		Authorization	Delete
Morning			
Not registered	Add		
15h30			
Not registered	Add		
16h20			
Not registered	Add		
 NEXT			

Please register the bus stop number to the corresponding departures. Please note the Wednesday departure is manually entered by our Team.

Legend

Authorization to leave the bus unaccompanied

NA : Non applicable

Yes : yes, he is authorized to leave the bus unaccompanied

No : no, he is not authorized to leave the bus unaccompanied

Acc. : he is authorized to leave the bus only with his/her brother/sister

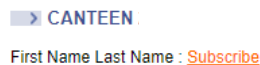
Step 7: Once the information has been entered, you will receive a message acknowledging your request from no-reply@woluweparents.org and informing you our Team is handling the request and will contact you as soon as done. Please note the message may end up in your spam box!

How to Register to our Canteen Service for WOLUWE

Please note, if you do not want to register your child to our Canteen Service, we kindly ask you to follow the steps, however not clicking any days.

We thank you in advance for your understanding.

Step 1: to register your child to our Canteen Service for **Woluwe**, please click on “subscribe” under Canteen tab.



Step 2: once you have, a new page will open requesting more information on when you would like to register your child to our Canteen.

Please note, we offer subscriptions of 3, 4 or 5 (fixed) days per week. Which need to be specified on the registration form below.

If you subscribe for meals 3 days a week, only the food cost (€1.95) will be deducted from the bill, so you will still be billed for the fixed costs.

Registration request

Year :

[RETOUR](#)

[FIRST NAME LAST NAME \(S1AAA\)](#)

Please indicate below the days you want your child to eat in the canteen and the date you want the change to take effect.

To cancel, simply select the date of application and submit your request.

Mon	Tue	Wed *	Thu	Fri	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Attention : Please note that this form only establishes a request to the canteen office and remains subject to approval.

*** Wednesday :**

- Check Wednesday (only one service at 12:50) in case your child is staying at school after the meal, if a family member is picking him up at 13:15 or if your child attends to an extra-curricular activity.
Attention: registration for after-school supervision is mandatory for any child not registered in the Commission's daycare centre.
- Do not check Wednesday in case your child eats warm but then goes to a Commission garderie (meal billed directly by the Commission garderie).

☐ I hereby accept the [registration conditions](#).

Please select the days for which you would like to register your child.

Please read the registration conditions and the information listed on the page before submitting your request.

Step 3: Once the information has been entered, you will receive a message acknowledging your request from no-reply@woluweparents.org and informing you our Team is handling the request and will contact you as soon as done. Please note the message may end up in your spam box!

How to Register to our Canteen Service for **EVERE**

The APEEE is happy to announce that the canteen services in Evere will be delivered by [Scolarest Compass](#) who already provide canteen services to the European schools in Berkendael and Mol.

For the Evere school, the catering-team from Scolarest-Compass will prepare school meals in our own kitchen and serving **tasty and healthy meals**, whilst ensuring all health and safety measures are adhered too.

Step 1: to register your child to our Canteen Service for **EVERE**, please contact euro.school.evere@compass-group.be

Please note, no registrations for the Evere Canteen will be done via the APEEE Secretariat or the APEEE Canteen.