

Extracurricular enrolment - 2017/2018
Frequently asked questions

Enrolment

➤ **How do I know if my request for enrolment in one or several extracurricular centres has been accepted?**

A letter with a certificate of enrolment for each accepted centre will be sent to you.

➤ **My child needs a ¹PAI (¹Individual Special Needs Plan), when will he be able to attend one or several extracurricular centres?**

In the event that the request has been accepted, and depending on the availability of the centres, your child can attend the extracurricular centre as soon as the ¹PAI is in place, and until the availability, a place will be reserved for your child. An enrolment certificate stating the beginning date of attendance will be sent to you.

➤ **How do I notify the centre of any flexible attendance requirements?**

You can forward your requirements to our offices or by email to: education-inscriptions@besancon.fr. The notification of your dates must be notified prior to the 20th day of each month for the following month attendance.

➤ **If my child changes school in Besançon during the school year, will the enrolment at the extracurricular centres be automatically forwarded to the new school?**

If your child changes school, the request for an extracurricular centre will be re-examined, and renewed for the new centre if there is availability. The enrolment is not automatic.

➤ **How do I change the attendance times of my child at an extracurricular centre?**

Any changes must be made at the "Inscription de la Direction Education" offices or by email to education-inscriptions@besancon.fr, and the changes will be made on the 1st day of the month following your request.

➤ **If I make a request for extracurricular activities attendance today, when can the attendance start?**

The requests are examined in the week following the request. If there is availability, the enrolment will be effective 15 days following the week when the request was made. A letter will be sent to you when your request has been examined

➤ **If I have previous unpaid invoices, can I re-enrol my child?**

Any non-payment of one or several invoices will place your request on the waiting list until the previous invoices have been paid.

Invoicing

➤ **How do I send a claim concerning an enrolment or an invoice?**

Any claims must be sent in writing to the "Direction de l'Education", and you will receive an answer within 15 days.

➤ **Where can I pay my school canteen invoices, and/or extracurricular centre invoices?**

Payment by cheque or cash is to be made at: "Trésorerie du Grand Besançon", n°16 Place Cassin, 25000, Besançon. You can also pay by monthly direct debit or standing order.

➤ **If I have provided my bank details for direct debit or standing order, when will the first payment be made?**

The first payment will be at the next invoicing period.

➤ **My ²CAF benefits rating (²Caisse d'Allocation Familiale - ²Family Benefits Centre) has changed, will it have an effect on the price of the school canteen fees?**

The ²CAF benefits rating is only updated following changes in your family status (marriage, birth, death, divorce, or other). No updates will be made if the changes result from any changes in employment.

➤ **If my child is ill, when and where must I send the Medical Certificate to receive a refund or reduction in fees?**

In the event of illness and non-attendance, a reduction will be applied for the school canteen, but only after 2 consecutive days of absence at the school canteen. The medical certificate must be sent to: "Service Inscription" by letter, or by email to: education-inscriptions@besancon.fr within 8 days following the absence.

➤ **At what frequency do I have to settle the 'Initial enrolment fees' for 1 year's attendance at extracurricular centres?**

The 'Initial enrolment fees' for extracurricular centres is payable once per year / per child.

➤ **Our child is under a shared custody Ruling, how do we enrol the child for schooling and extracurricular centres?**

School enrolment can be requested in the area of either parent. For extracurricular centres, the invoices can be charged to only one parent, or it can be shared between the parents depending on each parent's revenue/income, as long as the parents make a joint written application, or depending on the Court Ruling if the Court Ruling sets the custody and residence of the child.

➤ **Can I pay the school canteen fees with the ³CESU (³Chèque Emploi Service Universel / ³Universal Employment Cheque Services)?**

No, the only forms of payment are: cash, bank cheque, of bank direct debit / standing order.

Various

➤ **Where can I consult the school canteen menus?**

The canteen menus are available online at: www.besancon.fr, and will also be sent to you for the following month when you receive the invoice for the previous month.

➤ **If my child does not eat pork or meat, is there an optional menu in this case?**

There are no optional menus, even if requested by the child's family.

➤ **If I want to remove my child from an extracurricular centre, what do I have to do?**

Any request for removal from extracurricular centres must be addressed to the "Service des Inscriptions" in writing, with an 8 day notice period.

➤ **If my child is on a school trip, do I have to notify the "Service des Inscriptions" of the child's absence?**

Each school will notify the extracurricular centres of the dates for school trips for reductions to be applied, so you do not need to notify us of any school trips.

➤ **Where can I obtain a "Schooling Certificate"?**

Your child's school can provide you with a "Schooling Certificate".

This document is available in English at www.besancon.fr or at our offices.