



Euro Space Center Guide for Parents



INTRODUCTION

This guide has been designed to help your child's stay at the Euro Space Center run smoothly. It is packed with practical tips and information.

We recommend that you read this guide with your child prior to departure.

YOUR CHILD'S STAY AT THE EURO SPACE CENTER

1. Euro Space Center staff

The Euro Space Center is run by a dynamic and flexible team of 30 people, all working towards the same goal of passing on their love of science to young people. Their 17-strong educational team will accompany students throughout their stay.

2. Arrival

On arrival at the Euro Space Center, a representative will bring the group together for a quick welcome briefing. They will take this opportunity to explain the rules for the communal areas and issue safety instructions.

Students are going to be living as astronauts for the duration of their stay. In space, people from different countries live together for 24 hours a day and the Euro Space Center attach great importance to the philosophy that groups should live together, harmoniously and respectfully, in the same manner during their stay at the Euro Space Center.



- 1** Coach entrance
- 2** Student/teacher entrance
- 3** Bedrooms



3. Space activities

a. A day at the Euro Space Center

The Euro Space Center day begins at 7.30 am and ends at 10.00 pm. A typical timetable is as follows:

7.30 am – 8.00 am	Get up
8.00 am – 9.00 am	Breakfast
9.00 am – 12.00 am	Space activities
12.00 am – 1.00 pm	Lunch
1.00pm – 5.00pm	Space activities with snack at 4.00 pm
5.30 pm – 6.00 pm	Free time
6.00 pm – 7.00 pm	Evening meal
7.00 pm – 9.30 pm	Evening activities
10.00 pm	Lights out

b. Activities schedule

Club Europe will provide the school with a final itinerary prior to departure and a detailed schedule of space activities will be provided upon arrival at the Euro Space Center.

c. Dress code

Sports clothes are recommended for participating in activities. We advise against the



wearing of dresses, skirts and shoes with any kind of heel. For students taking part in a full five days of activities, **swimwear** will also be required. You will be notified in advance if this applies to your group.

The Euro Space Center provides one or two t-shirts for each student, depending on the length of their stay. Students are requested to wear these t-shirts during space activities and to remove them during meal times. Ideally, students will bring a pair of sports shoes for indoor activities and another pair of shoes for outdoors.

d. Group supervision

The Euro Space Center is responsible for supervising students during space activities from 9am to 5.30pm, however teachers will accompany and observe groups during these activities. During communal activities (meals, getting up, bed time, breaks, evening activities and at all times between 5.30 pm and 9 am), **teachers are responsible for supervising students.**

Please note that running is not allowed in the training hall or in the classrooms, and neither is eating or drinking.

e. Certificate

At the end of their stay, each student receives a certificate recording their attendance at the Euro Space Center.

f. Excursions

There are several spaces which can be used for evening activities at the Euro Space Center, for activities such as a film night, quiz night, football/volley ball/outdoor games or a disco.

There are also various excursions in the local area, which will be discussed with the school and arranged through Club Europe in advance. Further information will be listed on the itinerary provided by Club Europe prior to departure.

4. Accommodation

a. What to pack?

Every child should pack basic toiletries (bath towel, flannel, soap, shampoo, toothbrush and toothpaste, etc.)

We would also suggest you pack the following:

- Spending money for souvenirs (at own discretion)
- Travel adaptor
- Water bottle (to refill at the drinking fountain)
- Book and/or card games for journey and quiet time



- A DVD of your choice (evening activities may include a film night – please check this with the trip co-ordinator/contact at your child’s school)
- Pens and paper/journal for reflective activities

b. Bedrooms

The Euro Space Center aims to give students the experience of living as astronauts would during training, which is reflected in the basic, no frills accommodation. This may be different to what students are used to, but is a valuable part of the experience. Each bedroom can host from 6 to 10 persons, with students sleeping in bunk beds. Each bedroom has its own bathroom with two sinks and one shower and a WC located out in the corridor. The teachers’ bedrooms (first and last on each floor) include an en-suite WC. There are a total of 24 bedrooms spread across three floors.



Please note that it is advised not to bring anything of value. The Euro Space Center and Club Europe cannot be held liable if guests’ personal possessions are lost, stolen or damaged.

For safety reasons, the fire brigade require all bedrooms be accessible in the event of a fire. Therefore, students are not given keys to the bedrooms.

c. Beds

Sheets are provided and students are asked to make their own beds on arrival. Mattresses may not be moved onto the floor and to avoid accidents, students must not jump on the beds.

d. Bathroom

When taking a shower, all guests are to ensure that the shower curtains and the shower mat are inside the shower itself. This will prevent the floor from flooding.

Students are also asked to use any deodorants and sprays in the bathroom only, so as not to trigger the smoke detectors fitted in the bedrooms.

For hygiene reasons, students are also asked not to clean outdoor shoes in the sinks or showers.

e. Cleaning

The bedrooms are cleaned every day, usually in the morning while students are busy with activities. To make this cleaning easier, guests are asked to ensure their bedrooms are tidy before activities begin.

On departure day, all students and teachers are to strip their beds and place their luggage in the room indicated by the Euro Space Center team. They are also to make sure



that blankets are properly folded and left on their beds. Sheets and pillowcases are to be left in the corridor.

f. Curfew

To ensure a good night's sleep for all guests, all groups are asked to end their activities by 9.30pm and head towards the bedrooms. Lights out is at 10 pm, and the Euro Space Center insist on silence in all bedrooms from 10.30 pm.

5. Catering

a. Principle

Astronauts who live in space have their food measured out very precisely. Nothing is lost and nothing is thrown away. They try to do the same at the Euro Space Center, which is why students are asked to take only the amount of food they are going to eat. Second helpings are allowed!

b. Menus

The Euro Space Center is committed to providing varied, balanced, good-quality food served in sufficient quantities. Meals are organised as follows :

- **Breakfast:** cereals, bread/toast & spreads, drinks
- **Lunch:** a set meal with water
- **Afternoon snack:** snack with fruit juice
- **Evening meal:** a substantial meal with water

c. Special dietary requirements

Dietary requirements such as vegetarian, vegan, halal, kosher, gluten/lactose free menus will be catered for on request, however sufficient notice must be given. Please ensure any dietary requirements or allergies are clearly listed on your child's application form before submitting this to the school.

d. Operation

A single dish is provided for each meal and students serve themselves, one table at a time. At the end of the meal, students are asked to put their cutlery and food waste in the receptacles provided.

e. Extras

If the students or teachers want other drinks or deserts, they can buy them from the self-service counter or from the drinks vending machines. The restaurant accepts payment in cash or using Maestro/Bancontact, Mastercard and Visa. The vending machines require €2 coins.

7. Space Shop

Hundreds of space-related souvenirs are available at the on site Space Shop. The shop is also available on the Euro Space Center website at: www.eurospacecenter.be

8. Safety

a. On-site staff

There is always a member of staff present on the Euro Space Center site, 24 hours a



day. After your daytime activities, a Euro Space Center representative will be on site from 5.30pm to 10.30pm, at which time a security guard takes over from 10.30pm. to 9.00am. Your group may also be joined by a Club Europe Tour Manager. If any problems arise, teachers or students can always speak to one of the above contacts.

b. Room allocation

Students are asked not to change rooms without permission from their teachers. If any changes are made to the rooming allocation, the Euro Space Center must be made aware. The emergency services can thus be swiftly informed in the event of a problem.

c. Fire

There are smoke detectors and fire alarms in every bedroom and corridor. It is forbidden to play with the smoke detectors, fire alarms or emergency exits. These systems are all connected to the nearest fire station.

If these safety devices are used improperly (equipment damaged, alarm systems triggered) the Euro Space Center will be forced to charge for the cost of any work required.

d. Evacuating the centre – Assembly point

If the fire alarm sounds, students should follow instructions and signs for the emergency exits and head to the assembly point in the car park. Euro Space Center staff will contact the emergency services.

Safety instructions and evacuation plans can be found in every bedroom and every corridor. Students are asked to read and remember them on arrival. Evacuation plans are also available on request.

During your stay, please make sure nothing is placed in front of the emergency exit doors.

e. Machines and equipment

Outside of supervised space activities, students are not permitted to touch the simulation machines and equipment.

f. Damage to the equipment

If equipment is damaged or stolen, the Euro Space Center will make a formal record of the incident and prepare an estimate of the cost of repair or replacement. The group leader will then be asked to pay any costs incurred.

g. Exclusion of guests

The Euro Space Center reserves the right to expel students in the event of inappropriate behaviour disrupting the smooth running of space classes, intentional aggression and injury to others, or theft of equipment.

h. General bans

In Belgium, drinking alcohol and smoking are both banned for those aged under 18. Smoking inside the Euro Space Center is not permitted.



9. Health

If a student falls ill, a teacher, Club Europe Tour Manager (if applicable) and, if possible, a Euro Space Center member of staff, should go to Libin medical centre where they can find a doctor. Libin is 5 minutes from the Euro Space Center. In more serious cases, students will be taken to Ardenne hospital in Libramont (15 minutes from the Euro Space Center).

10. Miscellaneous

a. Drinking fountain

A drinking fountain is available in the corridor next to the training hall.

b. Wi-Fi

Public Wi-Fi is free in the training hall, however the connection may be intermittent depending on your location and number of devices connected. Wi-Fi is not available in the bedrooms.

If need be, teachers can have access to a fixed line internet connection in one of the Euro Space Center offices.

c. Parent-child contact

For the sake of the smooth running of activities, parents are asked not to contact their children by telephone during their stay. In case of emergency, please contact your child's chaperone.