

Haiao Chinese Academy Parent-on-Duty Program

Parents' participation in the school's operation is indispensable, especially the weekly Parent-on-Duty program. It plays an important role in the management of the school. We appreciate those parents who participated in this program in the past. They have fulfilled their responsibility and gave their contribution to our school.

1. Each family must attend Parent-on-Duty at least once a year. The period of each duty is 2-4 hours for Chinese class, and 1-1.5hours for elective class.
2. Notify school if you need to reschedule as soon as possible. Parent duty deposit \$30 won't be returned to the parent who are absent from school duty without advanced notice and proper reasons.
3. All parents in duty MUST sign in and sign out in Haiao duty log book. Failure to do so will be regarded as absence in the duty and subject to a fine as defined above.
4. Be at school ten minutes earlier before class starts. Sign in at school office. Pick up and wear the duty vest.
5. Patrol parking lot area. Be alert with strange activities. Direct parking traffic. Be very careful of pedestrian crossing.
6. Stay at the location assigned all the time during on-duty period, especially during arrival and departure period at drop off or pick up zone.
7. Help people find their way through the school. Keep strangers out of school. Monitor yard activities during class in session and recess. Pay attention to playground, restroom and other area where students present.
8. Stay in the assigned location all the time. Report safety issues to school.
9. Help school make arrangements for special events, such as Chinese New Year Party, Academic Contest and End-of -School-Year Ceremony, etc.
10. Sign out. Return duty vest

海澳中文学校家长值班制度

家长参与学校管理和运作是学校成功和顺利发展不可缺少的一部分。其中最重要的当数每个周六的家长值班制。过去，许多家长积极参与值班活动，我们非常感谢他们所尽的义务和为学校管理做出的贡献。

1. 每个家庭每年至少要参加一次值班，每次值班时间为中文班 2-4 小时，才艺班 1-1.5 小时。
2. 如要更改值班时间，请尽早通知学校，以便重新调整安排。无故缺席值班的，值班押金 \$30 将不予退还。
3. 所有参与值班的家长必须在值班本上签到。没有签到的将被视为缺席。
4. 上课前十分钟到校，到学校办公室签到，领取值班背心并穿好。
5. 指挥交通，尤其是人行横道，注意异常情况。
6. 坚守岗位，尤其在上下学期间接送孩子的时候。
7. 监督操场活动，注意陌生人，帮助有需要的孩子。
8. 及时汇报任何安全隐患。
9. 参与特殊事件的布置及安排，如春节联欢会，学术比赛和结业典礼等。
10. 值班任务结束后，退还值班背心。