

Huaxia Chinese School at Great Valley -- School Year 2010-2011

Parents On Duty (家长值班)

- Please arrive at the front desk 5 mins earlier before your assigned date/time of duty.
 - Please make sure you wear the parents-on-duty uniform.
 - For any reason, if you cannot make it on the scheduled date, then please exchange your date/time with another parent and notify PC Chair, Libin Wang at wang3966@gmail.com ahead of time.
 - You are on duty for the FULL hour.
1. Make sure you ring the bell at 1:00 pm, or 2:00 pm, or 3:00 pm, and 4:00 pm to starting the class – One person will be responsible for EH 1st Floor, Gym and FMS Classrooms. The other person will be responsible for EH 2nd Floor.
 2. Ensure No food or drink (except water) in school building other than cafeteria - 除在食堂内, 不可在教学楼里吃任何食品, 喝任何饮料。
 3. Assist the School Admin Team in daily operations included copying, distributing and any assigned duties.
 4. Make sure you ring the bell at 1:50 pm, or 2:50 pm, or 3:50 pm, and 4:50 pm to ending the class – One person will be responsible for EH 1st Floor, Gym and FMS Classrooms. The other person will be responsible for EH 2nd Floor.
 5. During recess time or anytime -- No yelling, shouting, chasing and fighting in hallway -- 请勿在楼道里大声喧哗和防止孩子追跑打闹。
 6. During recess time, provide direction to Café or bathroom for the initial few weeks and ensure kids stay in the school building at all time -- 防止孩子到教学楼外玩耍
 7. During recess time, ensure kids to leave classroom as tidy as you found it -- 不得擅自用, 拿走, 损坏学校的电脑, 教具, 墙报, 或其它物品。
 8. During recess time, ensure kids to respect local school and teacher's properties. Do not write on board or erase other people's writing without teacher's permission -- 不得在学校任何地方涂抹, 包括桌, 椅, 墙, 地。没有老师允许, 不得在黑板上写字或擦掉别人写的字。
 9. Please return your parents-on-duty uniform back to the front desk after the recess time.

Thank you for your support!
HXGV PC