

# 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](mailto: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 1<sup>st</sup> Floor, Gym and FMS Classrooms. The other person will be responsible for EH 2<sup>nd</sup> 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 1<sup>st</sup> Floor, Gym and FMS Classrooms. The other person will be responsible for EH 2<sup>nd</sup> 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