

愛恩中文學校家長輪值須知

EFCI Chinese School Parent's Service Policy

家長輪值須知是為了鼓勵與協助家長參與校務，須知如下：

This parent's service policy is to encourage and guide parent's participation in school affairs. The policy is summarized below:

1. 每一學年每一家庭須在學生班上輪值至少一次。幫助老師影印教材，協助處理老師交待的工作。

Parents are required to serve as Room Parents at least once per child during the school year. The Room Parent should assist the teacher as requested.

2. 每一學年每一家庭須在學校輪值一次。

One parent per family is required to be on duty for school affairs at least once during the school year.

3. 校務輪值家長須於 13:10 前到校司時（搖鈴）。

Arrive at school before 13:10 on the day of duty to ring the bell.

13:10 預備鈴	13:15 全校時間	13:30 上課鈴
14:20 下課鈴	14:30 上課鈴	15:30 下課鈴

13:10 Preparation	13:15 Assembly	13:30 Start of class
14:20 Recess	14:30 Start of class	15:30 End of class

4. 上課時間留守在辦公室待命，以備不時之需的幫助。若老師需要，請進教室協助幫忙。

During school hours, Room Parents should stay in the office to help the school or teachers as needed.

5. 勿高聲談話，以免影響師生上課。

Do not speak loudly or make noise to disturb the classes.

6. 教室外若有人高聲談笑請制止，以維護校區的安靜。

Supervise onlookers and maintain a quiet school environment

7. 於 14:00 至 14:15 間，將點心準備好；並於第二堂上課後，將其收拾乾淨。

Set up snacks for students between 14:00 and 14:15. Clean up the snack tables once the students resume to class.

8. 幫忙注意學生的安全，制止學生追、撞、推、擠、跑、跳……等有危險的動作。

Watch the safety of students. Disallow students to act dangerously such as running, chasing, jumping, and pulling or pushing each other.

9. 放學時務必要巡視教室，檢查電燈、冷氣是否關好，垃圾是否處理，教會的門是否關好；若教會還有其他的弟兄姊妹在，請交代他們。

After school, turn off the light and air condition of each classroom, clear the trash and shut the doors of the church. If other church members are still around, request them to do so.

10. 學年度家長輪值服務，因故未到校須自行請遞補（backup）代勞。

若無遞補（backup）代勞，我們將家長志願服務預付保證金50元支票，轉為學生點心補貼之用。

A \$50 check will be collected at the beginning of the year, refundable upon completion of duties required of parents at EFCI Chinese School. The non-refunded money will be used by the school for students' snacks.

11. 對於日期安排希望調動者須於該星期四之前告知家長會長以便作業。

Parents should consult with the PTO (Parent Teacher Organization) chairperson before Thursday should the parents wish to change on-duty date.