

# 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：

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

1. 每一學年每一家庭須在學生班上輪值一次。 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 Parent at least once per child during the school year. The Room Parent is to assist the teacher as requested.

2. 每一學年每一家庭須在學校輪值一次。

Parents are required to be on duty for school affairs at least once per family during the school year.

3. 校務輪值家長須於 13:10 前到校司時 ( 搖鈴 )

When the parents are on duty, they should arrive at the school before 1:10PM 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 Class starts  
14:20 Recess 14:30 class starts 15:30 Class ends

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

During the school hours, stay in the office in order to help 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 on-lookers 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 the 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 to run, chase, jump pull, or push 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. 當你輪值的當天，貴子弟可得到 10 個 stamps (10 分)。

The children of the on-duty parents will receive 10 stamps (points)

11. 學年家長輪值祇需一次，因此無故未能到校執行任務者罰款\$15.0 作為學生點心補貼。若有事不能到校執行任務者須請遞補 (backup) 代勞。

There will be a \$15 fine for parents who failed to carry out the responsibility without prior notification or without asking the backup parents to carry out the duty.

12. 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.