



## What is Parent Duty?

As a volunteer organization with the primary goal of teaching our children, we ask every CSSJ member family to help with school operations on Sundays. At the time of registration, we collect a **\$30 Parent Duty deposit** from each family that has children enrolled in a youth language class.

For Parent Duty, each family is asked to volunteer on one Sunday afternoon each semester, regardless of the number of children in the family. A Parent Duty date should be selected at the time of registration and either parent or other relative may fulfill that duty.

The deposit is refunded after fulfilling Parent Duty. To qualify for a refund, Parent Duty volunteers must **sign in promptly** with the volunteer coordinator at **1:30 pm** when the school opens.

**Signing in after 1:40 pm will result in forfeiting the \$30 deposit. Alternatively, the parent may reschedule for a later date if openings are available (parent must reschedule with the Parent Duty Director, Lily Chang).**

Duties will be assigned by a volunteer coordinator and include (but are not limited to):

- Bringing supplies from the supply closet to the cafeteria
- Photocopying lessons and materials for classes
- Preparing the complimentary tea and coffee
- Running the Chinese bakery sale
- Monitoring the hallways for safety and truancy
- Ringing the bells throughout the hallways at the start and end of each class period
- Helping with any other activities happening that day
- Returning all supplies from the cafeteria to the supply closet

*Volunteers are to stay in the cafeteria during Parent Duty (1:30 - 5:00) to help with any necessary tasks. Volunteers must **sign out** no earlier than **5:00 pm** to receive their \$30 refund (check mailed to home address).*

Adult students without children enrolled or families with children enrolled in culture classes only are exempt from Parent Duty and are not charged the \$30 deposit at registration.

Any questions regarding Parent Duty, including responsibilities, date of commitment, and rescheduling, please contact the Parent Duty Director, **Lily Chang**, by email ([LChang@ChineseSchoolSJ.org](mailto:LChang@ChineseSchoolSJ.org)) with the subject line "Parent Duty."

Remember that it takes a village to raise a child, and it takes a community to run a school!

**Your Parent Duty date is: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / 201\_\_\_**



Chinese School of South Jersey  
南澤西中文學校

## 什麼是家長值日?

作為一個義工組織，教育我們的孩子是我們的首要目標，我們要求每一個南澤西中文學校的家庭幫助學校在週日的運作。在註冊時，我們會收取每個有孩子參加青年語文課的家庭 30 元的家長值日押金。

對於家長值日，每學期每個家庭無論在家庭中孩子的數量，要在一個星期天的下午參加值日。家長值日日期應在註冊時選定，並由父母的一方或其他親屬來履行這一個義務。

押金在履行家長值日後退還。要獲得全額退款，家長值日義工必須在下午 1:30 準時在學校開門時與家長值日當日總管簽到。

在下午 1:40 之後簽到將不會退還 30 元押金。不然家長可以重新安排值日日期，但必須還有可以選擇的日期（家長必須與家長值日主任 Lily Chang 重新安排）。

職務會由家長值日當日總管分配和包括有（但不限於）：

- 把學校用品從儲藏室拿到餐廳
- 幫班級複印教材
- 準備免費茶水和咖啡
- 運行麵包點心銷售
- 監控走廊的安全和逃課的學生
- 每堂課的開始和結束在整個走廊搖鈴通知
- 幫助當天任何其他活動
- 把學校用品在學校結束時從餐廳送回儲藏室

值日的家長在值班時(從下午 1:30 至 5:00)要待在餐廳幫助任何需要的工作。值日義工必須在不能早於下午 5:00 時簽退才能收到 30 美元退款（支票郵寄到家庭地址）。

成人學生在無子女入學或參加文化課的情況下，可免家長值日，並且在註冊時不收取 30 元押金。任何有關家長值日的問題，包括責任和選定的日期或改期，請聯繫家長值日主任，Lily Chang，通過電子郵件（LChang@ChineseSchoolSJ.org）在主題標明“家長值日”請記得，辦學需要大家的幫忙才能達成！

您的值日日期: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / 201\_\_\_