

快乐谷中文学校家长值日职责及要求

(修订日期: 2026年1月8日)

为确保教学环境的整洁、安全及放学时段的有序管理，并配合本校所租用教学场地的使用规范，快乐谷中文学校特制定本《家长值日职责及要求》，以规范家长参与学校日常管理的相关义务。全体家长须知悉并遵守下列规定：

第一条 值日登记与排班安排

- 家长须登录学校指定系统，选择并确认本学期参与值日的具体日期。
- 每名在校学生对应之家长须完成每学期1次值日任务；如家庭中有两名或以上在校学生，须完成2次值日任务。
- 值日结束后，家长须至校方前台签到，以确认值日任务已完成。

第二条 值日时间与调整责任

家长须于所选定值日时间准时到岗。如遇不可抗或合理原因无法履职者，须主动联系其他家长协商调换，并确保值日任务得以履行。

第三条 教室内值日职责

- 将教室内桌椅恢复原状，摆放整齐有序；
- 擦拭黑板或白板，使用板擦或湿巾，确保干净无残留；
- 清理地面垃圾，包括但不限于纸屑、食品残渣等。如有细小杂物，应使用吸尘器进行彻底清洁；
- 关闭教室内照明与电器设备，检查并关闭窗户，确保门窗上锁。

第四条 教学楼出入口值日职责

- 放学时，应协助教师确保学生由其法定监护人或事先授权的接送人接走。任何未经授权之人员均不得带走学生；
- 值日家长应维护教学楼出入口秩序，禁止学生追逐、打闹或进行其他有安全隐患之行为。

第五条 收费条款

家长需在每学期开学前，按每位入学学生 \$10 的标准缴纳清洁服务费。如家长在新学期开学前完成学校规定次数的值日任务，请在前台签字确认，学校将按每次 \$10 的标准向该家长返还相应费用。

如未完成规定的值日任务，学校将不返还已收取的清洁服务费。未返还或多余的费用将统一纳入学校建设基金，用于支持学校的长期发展。

本规定自 2026 年 1 月 8 日起生效，由快乐谷中文学校管理团队负责解释与修订。学校保留对本制度的最终解释权，并有权根据实际需要对其进行修改。

Happy Valley Chinese School Parent Duty Responsibilities and Requirements

(Revision Effective: August 15, 2025)

In order to ensure the cleanliness, safety, and orderly operation of the instructional environment—and in compliance with the requirements set forth by the owners of the leased premises—Happy Valley Chinese School (hereinafter referred to as “the School”) hereby adopts and enforces the following Parent Duty Responsibilities and Requirements. All parents of enrolled students are required to read, understand, and comply with the provisions stated herein.

Article I – Duty Registration and Scheduling

I.I All parents must log in to the designated scheduling platform to select their preferred duty dates for the current semester.

I.II Each student’s parent or legal guardian is required to fulfill one ((1) duty shifts per semester. Families with two (2) or more enrolled students must fulfill a total of two (2) duty shifts.

I.III Upon completion of each duty shift, the parent must sign in at the front desk to confirm and record that the duty has been fulfilled.

Article II – Attendance and Substitution

Parents are expected to arrive on time for their scheduled duty shifts. If a parent is unable to fulfill a shift due to personal emergency or other compelling circumstances, it is the parent’s sole responsibility to arrange for an appropriate substitute by coordinating with other parents in advance.

Article III – Classroom Duty Obligations

III.I Return all desks and chairs to their original, orderly positions.

III.II Wipe down all blackboards or whiteboards using appropriate materials such as erasers or damp wipes to restore them to a clean condition.

III.III Remove all litter from the floor, including paper scraps and food debris. If necessary, use a vacuum cleaner to ensure thorough cleanliness.

III.IV Turn off all lights, electronic devices, and appliances. Ensure all classroom windows are closed and securely locked.

Article IV – Entrance Area Supervision

IV.I At the conclusion of class, students under teacher supervision shall only be released to their legal guardian or an authorized adult designated for pickup. Under no circumstances may a student leave the premises unaccompanied.

IV.II Parents on duty are expected to monitor and prevent students from engaging in unsafe behaviors such as running, shouting, or rough play at or near school entrances during dismissal time.

Article V – Fee Provision

Parents are required to pay a **cleaning service fee of \$10 per enrolled student** before the start of each semester. If a parent completes the required number of volunteer duty shifts before the new semester begins, and signs in at the front desk for confirmation, the school will **refund \$10 for each completed duty shift**.

If the required volunteer duties are not completed, the cleaning service fee already collected will **not be refunded**. Any non-refunded or remaining funds will be allocated to the **School Development Fund** to support the school's long-term development.

This policy shall take effect as of Jan 8, 2026, and shall be subject to interpretation and revision by the Administrative Team of Happy Valley Chinese School. The School reserves the exclusive right to the final interpretation of this policy and retains the authority to amend its provisions at its sole discretion in accordance with operational needs.