

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

1. 家长须在前台的登记表上选择本学期参与值日的具体日期,并登记自己的姓名。
2. 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。
3. 值日结束后,家长须至校方前台自己的名字后面签字,以确认值日任务已完成,并和学校工作人员确认。

第二条 教室内值日职责

1. 将教室内桌椅恢复原状,摆放整齐有序;
2. 擦拭黑板或白板,使用板擦或湿巾,确保干净无残留;
3. 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;
4. 关闭教室内照明与电器设备,检查并关闭窗户,确保门不上锁(用磁吸条挡住锁头)。

第三条 教学楼出入口值日职责

1. 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;
2. 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。

第四条 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,和学校工作人员确认,并邮件告知电子退款方式,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内容进行修改。

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 1 – Volunteer Sign-Up and Scheduling

1. Parents must select a volunteer duty date for the semester and sign up with their name on the registration form located at the front desk.
2. Each family with one enrolled student is required to complete one volunteer duty per semester. Families with two or more enrolled students are required to complete two volunteer duties per semester.
3. After completing the volunteer duty, parents must sign next to their name at the front desk to confirm completion and verify the completion with school staff.

Article 2 – Classroom Volunteer Responsibilities

1. Return classroom desks and chairs to their original arrangement in an orderly manner.
2. Clean the blackboard or whiteboard using an eraser or wipes, ensuring that no marks or residue remain.
3. Remove all trash from the classroom floor, including but not limited to paper scraps and food waste. Small debris should be thoroughly cleaned using a vacuum cleaner if necessary.
4. Turn off classroom lights and electrical equipment, check and close windows, and ensure that classroom doors remain unlocked by using the magnetic strip to block the lock latch.

Article 3 – Building Entrance/Exit Volunteer Responsibilities

1. At dismissal time, volunteers shall assist teachers in ensuring that students are picked up only by their legal guardians or previously authorized individuals. No unauthorized person may take a student from the school.
2. Volunteer parents are responsible for maintaining order at the building entrances and exits and preventing students from running, roughhousing, or engaging in other unsafe behavior.

Article 4 – Cleaning Service Fee Policy

Before the beginning of each semester, parents are required to pay a \$10 cleaning service fee for each enrolled student.

If parents complete the required number of volunteer duties before the beginning of the new semester, they must sign at the front desk, confirm completion with school staff, and notify the school by email of their preferred electronic refund method. The school will then refund \$10 for each completed volunteer duty.

If the required volunteer duties are not completed, the cleaning service fee will not be refunded. Any unrefunded or excess funds will be placed into the school development fund to support the long-term growth and operation of the school.

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.