

CCA Parent on Duty Policy

1. Arrive 10 minutes before 10 AM each CCA school Sunday, sign in with the On Duty Board Member.
2. Check the classroom for existing condition of Decks, Chairs, Windows and Other Equipments.
3. Prepare classroom (arrange decks and chairs before class begins).
4. Keep the classroom clean.
5. Assist teachers to keep the class in order (according to the CCA Student Rule).
6. Be available to the teacher at all times during class (inside or outside the classrooms).
7. Assist teacher to help students in sickness or injury.
8. Assist teacher in an emergency.
9. Record student violations of CCA Student Rule.
10. No talking with others when class is in session.
11. Mute laptops and cell phones in classroom.
12. Do not leave single student alone inside classroom during recess.
13. Ensure orderly conduct of students during recess inside and outside classrooms.
14. Clean classroom, put decks and chairs back to their original order before class.
15. Complete check-out list, sign and return it to On Duty Board Member.
16. Enrichment class on-duty parent must inspect the room. If the classroom condition is unacceptable, they must contact the On Duty Board Member immediately and report the situation. Otherwise, the on duty parent of the enrichment class assumes the final cleaning responsibility of the room when the activity class is over.
17. Requests an inspection by the On Duty Board Member. Sign out if the inspection is satisfactory.
18. Parents can opt not to perform the parent on duty tasks by paying \$40 each time at the registration time.
19. Classroom duty parents or their substitute must be in class by the time the bell rings for class. They will be fined US\$10.00 for each five minutes late up to \$40.00 per day.
20. Any violation of this Policy, including but not limited to, leaving single student in class alone, being unavailable when teacher needs help, not cleaning the room or failing to meet the cleaning standard will result in a \$40 fine. The fine will be collected in two weeks.

Print Name _____ Signature _____