



Xilin North Chinese Education Center

School Location: Lake Forest Academy
1500 West Kennedy Road
Lake Forest, Ill 60045

School Hours: Saturday noon - 6 p.m.
Website: www.xilinnorth.com

值班家长职责

1. **Two volunteer hours required** - 每位学生的家长每年有义务参加家长值班一次（2小时），事先自愿登记日期，空档由学校指定，派人担任。已在本校有教学任务的家长免除值班。鼓励高年级学生做义务服务。
2. 每位学生注册时应交纳10美金值班保证金（**Parent on duty deposit**）。如完成本学年的值班，保证金留做下一学年的保证金；如需退学，保证金退还。如不能参加值班，本学年保证金不退还，下一学年需交纳新的10美元保证金。如未交保证金又未值班者，收取20美元罚金，不予退还，将不能得到今后的学费优惠。
3. 值班家长应在当班之日在办公室签到本登记，领取并佩戴值班标志，了解职责，完成所担负任务。离开前，归还标志。学年末，以每次签名核查为准。
4. 巡查的值班家长负责巡视走廊，大门内外，监督校规的执行。应阻止学生随意移动学校的用具及其他违规行为。劝阻学生的跑，闹，追逐，喧哗。保证教学环境安静和良好的安全秩序。大门外，禁止违规停车。
5. 办公室的值班家长负责学生及来访者的签到，协助教师复印教学材料，准备及发放课间小食品。协助需要帮助的学生及教师。
6. 整理教室的值班家长负责教室清洁，桌椅归位，黑板擦净，清除废物纸屑，将垃圾倒掉，换上干净的口袋。由值班校委检查并锁门。
7. 担任助教的值班家长服从任课教师的安排，协助教师维护课堂秩序，帮助调整桌椅并归还所动的椅子。
8. 如有紧急情况发生，协助校委做好应急措施，联系家长。
9. 如未能在上课期间值班，可报名参与中心的校外志愿者，如春节活动，聚餐活动及社区活动。

About Parent-on-Duty:

10. Parent-on-duty (POD) is 2 volunteer hours for each student per school year.
11. If POD deposit has paid in previous year and parent has completed POD time, \$10 POD deposits will rollover to new school year.
12. Parents can opt not to perform the parent on duty tasks by paying \$10 at registration.
13. Family failure to follow POD policy will not be qualification for tuition discount.

Refunds:

14. If you are eligible for a POD deposit refund, send an email to Info@XilinNorth.com with student and parents names. POD Refund request will be accepted through the close of business on the final refund date, which is until the end of 4th business day after the semester begins. School will refund a gift card, and please allow two weeks to pick up in office only.

希林北郊教育中心