

CCA Classroom Before and After Check List

Class Room Number (教室号码):		Class (班级):	
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On-duty parent name(Print): 值班家长姓名(正楷):		Date 日期:	Time In: 进入时间:	Time Out: 离开时间:
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Inspection Items	Before (之前)	After (之后)	Comments (备注)
Windows - Locked and Clean (窗户 - 锁好, 干净)			
Desk - In place, clean, good condition (桌子 - 整齐, 在原位)			
Desk Tops - Clear and Clean (桌面 - 干净, 无涂鸦)			
No food/soft drink in the class room (教室内禁止食物和饮料)			
Floor - Clear and clean(地面 - 干净, 无碎纸)			
Empty trash baskets into trash bags and dispose it into trash cans outside of the building (清空教室所有垃圾筐, 并将垃圾放置在楼外垃圾桶内)			
Blackboard - Clear and Clean(黑板 - 干净, 整洁)			
Markers - Enough and caps are in place(笔 - 足够, 笔帽盖好)			

Violations (违纪情况)	Violator (违纪学生姓名)	Comments (备注)
No food/soft drink in the class room(教室内禁止食物和饮料)		
No running in the class room (教室内禁止奔跑)		

Damage (物品损坏记录)	
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On-Duty Parent Signature (值班家长签名)		Date (日期)	
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值班家长职责

1. 提前10分钟到达学校，在前台值班校委处签到并领取值班表
2. 整理桌椅，并帮助教师准备上课材料
3. 随堂听课，并为教师提供必要帮助
4. 禁止在教室内涂鸦
5. 注意并制止违纪行为，同时记录违纪学生姓名
6. 上完课后将桌椅位置复原
7. 填写职责检查表，并记录任何发现问题
8. 值班完毕后在离开学校前将此表交还校委。校委若发现职责检查未履行将处于\$100罚款

CCA Parent on duty Instruction:

1. Arrive 10 minutes earlier before 10:00AM, sign in and receive the on duty checklist at the front desk
2. Arrange tables and chairs, and prepare class material if needed
3. Sit in the class room during the sessions and provided necessary assistance
4. No drawing/painting any part of the class room
5. Prevent and record any violations
6. Recover tables and chair to the original position
7. Fill the on-duty checklist, and record any observed problems
8. Return filled form to the front desk before leaving. There will be \$100 fine if any unfulfilled duty is found.