

CCA PPA Policy Q&A

Charlotte Chinese Academy (CCA)

Parent Participation & Activity Deposit Policy Q&A

This document serves as a guide for parents regarding their roles and responsibilities within the CCA community. As a non-profit, volunteer-based organization, parent participation is vital to our school's resiliency and academic excellence.

1. The Activity Participation Deposit (New for 2026/2027)

Q: What is the \$100 Activity Participation Deposit? Starting in the 2026/2027 school year, an Activity Participation Deposit of **\$100 per student** is included with tuition. This is a refundable deposit designed to incentivize parent involvement rather than collect fees.

Q: How do I get my \$100 refund? Families who meet the volunteer service requirements (as established by room parents and the school administration) will receive a **full \$100 refund per student** at the end of the school year (typically May/June).

Q: How is my participation tracked? Volunteer sign-ups and hours are managed and tracked through official school communications, the school portal, and specific event forms. This ensures every family's contribution is accurately recognized for refund eligibility.

Q: What happens if I do not meet the volunteer requirement? If the volunteer requirement is not met by the end of the school year, the deposit will be retained by the school. These funds are used to directly support event operations, community enrichment programs, and facility costs.

Q: Does this apply per family or per student? The deposit is per student to ensure adequate volunteer coverage relative to the total number of students. Families with three or more children should contact the administration regarding "multi-student" credit options.

Q: What if my work schedule prevents me from being at the school? We value all types of support. "At-home" tasks—such as digital flyer design, translation work, newsletter editing, or event prep—can be completed on your own time to earn your refund.

2. On-Duty Parents (Classroom Participation)

Q: Does being an "On-Duty Parent" count toward my refund? Yes! Serving as an on-duty volunteer in the classroom is one of the primary ways to fulfill your participation requirement.

Q: What are the specific tasks of an On-Duty Parent?

- **Check-in:** Report attendance to the teacher at the start of class.
- **Administrative Support:** Collect and record homework completion status.
- **Classroom Management:** Help maintain order and assist the teacher as needed.
- **Facility Care:** Assist in cleaning the whiteboard, desks, and floors to return the room to its original condition.
- **Reporting:** Submit the online "On-Duty Form" via QR code before leaving. This form is essential for tracking your impact and verifying your hours for the refund.

Q: What if I cannot attend my scheduled on-duty session? You must arrange a swap with another parent from the same class and notify your Room Parent immediately to ensure your hours are correctly attributed.

3. Room Parents

Q: What is the role of a Room Parent? Room Parents act as the primary liaison between the teacher, administration, and class parents. Due to the high level of responsibility, Room Parents typically automatically fulfill their participation requirements for the year.

Q: What are their specific responsibilities?

- **Coordination:** Manage the parent on-duty schedule and track participation.
- **Communication:** Distribute school announcements and gather parent feedback.
- **Event Planning:** Coordinate volunteers for major events like the Fall Picnic and Chinese New Year party.

4. School-Wide Volunteering Opportunities

Q: What other jobs count as "Volunteer Service" for the refund? Throughout the year, CCA will provide various ways to get involved, including:

- **Event-Based:** Set-up/cleanup for the Dragon Boat Festival, Food Booths, or Performance Coordination.
- **Operations:** Assisting in safety/security patrols or event logistics.
- **Specialized Skills:** Teaching, Accounting, IT consulting, or Legal support.

Q: How do I sign up for these roles? You can sign up via the CCA school portal or Sign-up Genius links distributed by the Admin Committee and Room Parents.

Contact Information

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