

中華聖經教會中文學校 2011-2012 學年度 家長守則

CBCM-CS PARENT'S GUIDELINES FOR 2010-2011 SCHOOL YEAR

1. 學校有許多的活動，都需要家長們的參與與幫忙。越多家長們參與，學校就會辦的越好。Many school's activities are dependant on parent's involvement. The more involved by parents, the better the school will be.
2. 家長們應盡的責任：The obligations of CBCM-CS parents
 - a. 每年每家應繳家長會會費，來支持家長會所舉辦的活動。Parents are obligated to pay PTA fee, per family per year in order to support school's activities. You pay the PTA fee in the registration process.
 - b. 參與值日家長輪值(家長會會安排家長輪值表，一年約兩次)。請參閱下列值日家長應注意事項。若家長們按時來校輪值，學年度結束時學校將退還一半的家長費，以資鼓勵。All parents need to come to school to perform the "Parents on Duty" once or twice a year on Sunday afternoon. PTA will prepare a "Parents on Duty" list with dates and names for all parents and will notify you through email or phone call. Please come to school to perform the parents' duties when notified. The school will refund you 50% of PTA fee at the end of school year after you have completed the parents on duty during the school year.
 - c. 為您的小孩準備少許的點心 - 本校會安排點心時間，但需由家長來為您的小孩準備點心。請不必準備很多，一兩樣即可。讓您的小孩在學校也能感受到爸媽的溫暖喔！We have Snack time during the break. Please prepare snacks (one or two items with drink) for your children on Sunday. Let your children feel parent's love when they are in the school.
 - d. 請務必檢查小孩的書包。學生們每週都有作業，請輔導您的小孩作中文學校的作業。同時，學校經常會有通訊，報導學校的近況與最新的活動。It is necessary for parents to check student's backpack. Teachers will give homework almost every week; school will have newsletter once a while for many important school's events and activities.
 - e. 參與學校的藝文活動與對外的活動，例如：幫忙學校的各項比賽，文化課，園遊會活動，與對外的運動會等。Attend and help on school's activities, such as different kinds of contests, Culture classes, and inter-school activities, such as Field day.

The CBCM-CS admits students of any race, color, and national or ethnic origin.

School Location and Address:

Chinese Bible Church of Maryland, 4414 Muncaster Mill Road, Rockville, MD 20853-1433

E-mail Address: cbcm-cs@cbcm.org Phone Contact: 301-294-4554 www.cbcm-cs.cbcm.org

值日家長職務及注意事項 (Parents' Duties)

1	<p>請於 1:30 之前至家長會(於招待室, Lounge)報到，向家長會拿值勤明細表，並請按照明細表內容來履行家長職務。</p> <p>At 1:30 pm, please report to PTA, located at Lounge. Get a Parent Duties Check List from PTA and follow the instructions on the list to perform the duties.</p>
2	<p>2:00 搖鈴 (請準時)，語文班開始上課。Ring bell at 2:00 pm to announce the beginning of the class.</p>
3	<p>之後請於 South Foyer 及 Lounge 為吃點心排桌子。</p> <p>Then set up tables for snack time at South Foyer and Lounge area.</p>
4	<p>2:55 搖鈴，第一堂下課，學生吃點心。</p> <p>3:05 搖鈴，吃點心結束，開始上第二堂課。</p> <p>Ring bell at 2:55, first session end, and break for snack time.</p> <p>Ring bell at 3:05, 2nd session started.</p>
5	<p>點心時間後，請收拾整理乾淨。若當天有文化課，請在指定地點幫忙設立書法教室。</p> <p>Clean up after snack time. If there is Culture Class on that day, please help to set up the calligraphy class in the assigned area.</p>
6	<p>4:00 搖鈴，語文班下課。參加文化課的學生，繼續上文化課。</p> <p>Ring bell at 4:00. Classes end. If there is Culture Class, students will proceed to the classes designated for them.</p>
7	<p>4:30 值日家長幫忙清理書法課教室，並在值勤明細表上簽名，將值勤表交回給 PTA。家長值日結束。</p> <p>At 4:30, help to clean up the culture class classrooms, such as calligraphy class. Sign the Parent Duties Check List and give the checklist to PTA. Parent on duty ends.</p>
8	<p><u>注意事項</u></p> <ol style="list-style-type: none"> 上課時間，教室走道不可有學生遊蕩。Students should stay in the classroom during the class time. Wandering on the hall way is prohibited. 嚴禁嚴禁學生於教室走道追逐、喧嘩、及嬉戲。Students are prohibited to play games, make loud noise or running around in the classroom and/or hallway. 除 South Foyer, GYM, and Lounge 外，其它地方不可吃喝東西。Students are prohibited to eat or drink except in the South Foyer, Fellowship Hall, and Lounge. 若預定值日時間無法當值，請立即告之家長會。若對值日事項有任何疑問請與家長會聯絡。Please notify PTA immediately if you cannot perform the Parents on Duty due to schedule conflicts and any other problems. If you have any questions on the above mentioned duties, please contact PTA.

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