



Parent Duty Guideline

Background

PCLS is a nonprofit organization whose primary mission is to provide a structured and nurturing environment for learning Chinese language and culture. It is operated by parent volunteers. As such, **parent participation and involvement are essential to the success of the school operation and events.**

Requirement

The parent duties are on a first come, first serve basis. Each family is required to sign up for One Type A duty and One Type B duty

Parent duty requirement is **waived** for school operation team and teachers. If you are interested in joining the operation or teaching team, please contact the Principal (principal@pcls.org).

Parent Duty Refund

You will receive your parent duty deposit back at the end of the school year if you perform the duty(s) you sign up.

Reminder & Parent Responsibility

A system-generated email will be sent to you to remind you of your duty beforehand. Please be mindful that failure to show up for the duties you sign up for will create extra work and inconvenience to the event organizers. Once signed up, it is each family's responsibility to ensure that:

- Both parents are aware of the date & duty signed up and the name used for the signed up.
- Sign in and out when you perform your duty. We suggest that you take a photo of your sign in / sign out sheet as evidence.



If you can't make it to the parent duty you sign up

- In the event that you can't make it to the parent duty you sign up for, you have a choice of:
 1. Finding another parent to cover for you – DO NOT CHANGE THE SIGN UP IN SIGN UP GENIUS. The duty will count towards the person who originally signed up. It is up to the two families to work out how the other parent's duty is covered, or
 2. Notify PTA lead (pta@pcls.org) **7** days before the date of your duty. You may sign up for another duty of an equivalent weight (i.e. if you miss a Type A duty, you need to sign up for another Type A duty) through the PTA lead if there's any available. However, there is NO guarantee. If there's no more duty available for sign up (all duty slots are taken), you will lose your parent duty deposit.
- If you don't notify PTA within the above timeframe and do not show up, you will lose your parent duty deposit.

As part of your registration process, you'll be asked to sign off, acknowledging that you have read and will abide by this Parent Duty Guideline and understand your responsibilities.

Please contact the PTA lead (pta@pcls.org) or the Principal (principal@pcls.org) if you have any questions.

Thank you for your understanding & support! We look forward to supporting our children together on their Chinese learning journey.

PCLS Operation Team