

Parent Duty at Taiwan School of TAC

1. Why do we have Parent Duty?

Taiwan School is a non-profit institution, and parent participation helps us to offer low tuition rates. Parents may also choose to pay \$10 per Parent Duty session instead.

2. What tasks are included in Parent Duty?

You will be assigned a particular Parent Duty job, such as:

- Door Helper (signing students in and out when they enter and leave the TAC area, etc.)
- Hallway Helper (escorting students under age 18 from TAC area to restrooms, etc.)
- Classroom Helper (assisting a teacher during a class, helping maintain class order, etc.)
- Safety Helper (ringing bell at the beginning and end of each class period, maintaining the classrooms and building in a clean and orderly manner, reminding students to walk and behave in a safe manner, especially during breaks and before/after classes, etc.)
- Administrative Helper (copying or distributing Taiwan School papers, etc.)

3. How often will I have Parent Duty?

Each family (with students under age 18) is scheduled automatically to have Parent Duty only 3 class sessions per year. On your assigned Parent Duty dates, please arrive 10 minutes before the start of your child's class(es).

4. How do I find out my Parent Duty dates and tasks?

Parent Duty schedules are posted in the school's newsletter at the sign-in table. The newsletter lists Parent Duty assignments for at least 3 continuous weeks, including the current week.

5. What if I cannot fulfill my Parent Duty on my assigned date(s) due to a schedule conflict?

It is the parents' responsibility to find a substitute in case of a schedule conflict.

6. What will happen if I miss a parent duty?

A fine of \$30 will be automatically generated against your account for each missed Parent Duty date and should be paid in two (2) weeks.

7. How do I get credit for Parent Duty?

When you arrive on your assigned Parent Duty day (10 minutes before the start of your child's class), sign in on the Parent Duty paper at the front desk. After finishing Parent Duty, please go to the front desk to sign out. Credit for parent duty cannot be given unless you sign in and out on the parent duty sheet.