

Room Parent Duties

1. Arrive at 8:20am.
2. **Take photos** of the classroom (panoramas would be even better). If there is anything that stands out or requires the school's attention, please take record of it and let class rep or the teacher know so we can attend to it immediately.
3. Help TA set up classroom before allowing students to enter the classrooms.
4. Assist Teacher and students if TA is absent. If TA is absent, please remember to take the classroom supply box stored in the library and return it after class is dismissed. The supply box contains extra stationery and tissue box.
5. Accompany children who may need to use the restroom during classes and ensure they return to class immediately.
6. No Food or Beverages in class, water bottles are ok.
7. Ensure all classroom properties are NOT being used.
8. With TA's assistance return the classroom to the original set up.
9. **Take photos** and make sure our students have not left anything behind.
10. Turn off the Lights but leave the door open so Liaison could do the last round to check the classrooms.
11. Email all photo records to class rep or save it for two weeks in case the school requests them.

Thank you kindly,

Louise Chu

TCCS Liaison

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