



Chinese School Andover

P. O. Box 870
Andover, MA 01810

CSA On-Duty Program

All on-duty Parents and staff should check in at 1:30PM and pickup the on-duty badge from the front desk. After duty, return the badge to on-duty staff.

Duty Time: 1:40 PM – 5:20 PM, Recess time in particular.

Areas Assignment:

- One parent in the 2nd floor classroom area (hallway/stairs)
- One parent in the 1st floor classroom area (hallway/front door)
- One parent on the move (Art room, cafeteria, gym, etc)
- One parent at reception desk (Ring bell, signs, playground, etc)
- Organizers for parent activities in Gym or other areas are required to work with Admin staff in maintaining orders in those areas
- One staff in cafeteria

Responsibilities of On-Duty Parents and Staff:

1. Ring class bell
2. Ensure school's safe operation in general, including but not limited to
 - a. Offer help to kids and parents where needed
 - b. Advise kid not running particularly during recesses
 - c. Monitor parking lot's safety; no kids should play in playground without their parents' supervising and keep the area clean
 - d. Guide and coordinate any emergency exit
3. Ensure no food in areas other than cafeteria
4. Keep people out of not-in-used classrooms and areas
5. Run final classrooms check-out before taking off

Additional Responsibilities for On-Duty Staff:

6. Lead on-duty parents team and coordinate on-duty activities
7. Check on-duty members' attendance
8. Take out and roll back the CSA copy machine (in a storage room)
9. Provide school operation related information to parent when need
10. Lead on-duty parents for final check of classrooms/spaces used to ensure rooms are in order and clean