

2007-2008 Huaxia Chinese school (Connecticut) Newsletter - Week 15

Post date: 12/12/2007

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Parent-on-duty sign-up for next semester (Jan 26th, 2008 - Jun, 7th, 2008)

Dear parents,

To make parent-on-duty schedule easier and more transparent for all of us, we have developed an automatic sign-up process on our website. Rather than being assigned a date, parents can go to our website, select your preferred date and sign-up yourself. Please follow the below steps to sign up

- 1) click PTA slot button under the main menu**
- 2) Click on a slot to select the date**
- 3) Look for your child's student ID from the "current students" from the main menu, type into student ID box**
- 4) Entry on-duty parents name**
- 5) Enter a valid email for confirmation and reminder email, this is very important, make sure you enter a valid email address which you check regularly.**

For parents who have either performed or have scheduled to perform on-parent duties this semester, you only need to sign up for one date next semester. The rest of parents will need to sign up for two different dates next semester. Each year we need our parents to be on-duty twice, or your \$30 deposit will be forfeited.

The sign-up starts now and if you run into any issues, please send a note back to huaxiact@gmail.com and also copy maly_1216@yahoo.com.

You can also show up in our school office on Saturday to sign-up there. The sign-up period will end on Jan 12th, afterwards; all vacant slots will be filled by school PTA from parents who haven't signed-up.

We hope this function will help both our parents to organize their time and our school to run efficiently, we rely on you to make this work.

Thank you!

HXCT - PTA