



**DongFang Chinese Institute**  
**Dongfang@YMCA Day Camp**  
**Parent Volunteer Program**

Objective

We cannot run the Dongfang@YMCA program without support from the parent community. To ensure a high quality, safe camp and low tuition, we need the active involvement from all families. This document explains the request/requirement for parent participation.

Rational

There are twenty days of planned class activity. The major expenses will be to hire qualified teachers, a manager and other assistants. We believe the best way to reduce the cost and ensure the quality of this program, is to arrange one parent volunteer for each of the twenty days. We also encourage parents to help on the field trips. This is the best opportunity to increase parent involvement in student's study (knowing what they are doing) and to strengthen the parent-children bond (having fun together with them). This is one of our Dongfang core values — the school is built on family support.

Schedule

Parent support is required from 07:30 until 12:00 – except on Wednesdays when class finishes at 10:00. Each family will have options to sign on weekday class time or field trip time. We expect one assignment per family. If the family has difficult to make this commitment, you may pay \$25 to a small fund so we can give to parent who can come more than once.

Normal Duties

- Assist to sign-in students upon arrival and assure they enter their class and remain there until class begins.

- Remain available just outside the two classrooms at WSTI. Volunteer will escort students to the restroom or other outside the classroom requirements during the school period.
- Assure students remain in their classroom during break time and if they are in the halls for restroom breaks, that they are not disturbing other classes in session.
- Meet lunch delivery staff in canteen and prepare tables for student's lunch.
- Assist students and teachers to clean eating area upon completion of lunch.
- If necessary walk with the group over to the YMCA to sign-in the students into the YMCA afternoon program.

In addition to the above, the parent volunteer is the “adult on duty” for the program. This means that the volunteer will most likely need to help with some activity that is not in this planning document. It is simply not possible to plan for everything. In summary, the parent needs to support the teachers and students in any way that will help make the school day successful and assure Dongfang@YMCA are a good neighbor for the other programs running inside the City College location.

Leader for parent volunteer program

Mrs. Zhao Xia

Mr. Liang Gu

Mr. Herman Moy