



SANTA CRUZ MOUNTAINS
ART CENTER

9341 Mill Street, Ben Lomond, CA 95005
(831) 336-3513/336-3513

TEACHER'S GUIDELINES

Updated March 2016

Proposing a class:

Complete the **Teaching Application** and **Teacher's Class Contract** and submit it to the Art Center at the above address. Fill out the **Teacher's Class Contract** for your class or workshop proposal and sign. Include class dates, time and duration, number of sessions, price for members, price for non-members and materials or model fee, if applicable. No promises regarding teaching proposed classes are being made by the Art Center. If a teacher's contract is approved by the Santa Cruz Mountains Art Center's Educational Representative, the contract can be terminated any time at the option of either Santa Cruz Mountains Art Center or the teacher. Carefully read the current **Checklist for Prospective Teachers** and the **Teacher Guidelines**. Understand that upon signing a contract and being granted approval by the Art Center's Educational Representative, you will be retained to perform specific services as an independent contractor.

1. New teachers will meet with the Educational Representative as listed on the **Checklist for Prospective Teachers** to discuss the class content, scheduling and procedures.
2. Subjects taught must conform to the Art Center's Bylaws, which stipulate that all activities sponsored by the Santa Cruz Mountains Art Center must be in accordance with our Mission to support arts and culture and art education. If your organization is interested in renting a space in the Center for those purposes, we will be glad to discuss rental charges with you.
3. Art teachers work as independent contractors for the Santa Cruz Mountains Art Center and will be paid an agreed upon percentage of the tuition collected (usually 70%) or an agreed upon hourly amount for scheduled youth classes. This is specified in the **Teacher's Class Contract** between the teacher and the SCMAC. Additional charges may also be specified for use of tools, equipment and extra utilities usage (i.e.: kilns, enameling furnaces, etc.). If enrollments do not meet the minimum enrollment requirement set by the teacher or the Art Center, as specified in the **Teacher's Class Contract**, the teacher and/or the Art Center have the option to cancel the class.
4. Registration for classes can occur in person at the Art Center, via mail, phone, or online via our website. Generally class registration can occur up to and including the first class session. The teacher must indicate on the **Teaching Application** whether pre-registration is required.
5. Limited liability insurance is provided. Your equipment and supplies are your own responsibility. The Art Center and its officers, members, employees and agents, accept no responsibility or liability whatsoever for any injury, loss or damage to teacher's person, equipment or art work.
6. Inform your students that the Art Center accepts no responsibility for their equipment or materials.

7. Teacher responsibilities:

- **Room set-up and take-down** will be the responsibility of the teacher. Be sure that the **building is properly secured** (doors, windows and gate) before leaving; **heat, lights** and other **electrical devices** must be turned off.
- **Facilities must be left clean and neat after each session.** Clean-up must include but isn't limited to: floors swept and work area(s) mopped, tables and counters clean and cleared, sink and bathroom wiped down, paper towels and toilet paper replaced if necessary, all garbage cans emptied (reuse liners when possible). We are guests in a shared space. Be considerate of all Art Center teachers, users and visitors.
- **No materials (teachers or students) may be left on the classroom counters, tables, cabinets or other areas any time other than scheduled class times.** All artworks designated for late pick up, including ceramics, must have the following written information clearly posted with the artworks: class title, class date/time, teacher's name, teacher contact information and pick-up deadline (work will be removed after deadline).
- **Materials left in classroom:** Materials and artworks may be left in a **designated storage cabinet or shelves** for the duration of the contracted class. Designated storage areas must have the proper Identification Form filled out and placed on the front of the occupied cabinet or specific shelves. All other materials must be removed from the Art Center at the end of each class unless prior arrangements have been made with the appropriate Education Representative.
- **Limited space and multiple on-going activities** make it necessary for your students to confine their activities to the designated teaching areas.

- Your class will have a **class folder in the SCMAC's main classroom**. The Class Folder must remain at the Art Center at all times. You may make a copy of the Class Sign-in Sheet for your records. Your class folder will contain your:
 1. Teacher's Class Contract
 2. Class Registration Forms
 3. Sign-in Sheet
 4. Class Evaluation Forms
 5. Teacher's Check Request Form.
- It is the teacher's responsibility to make sure students completely fill out registration forms. Also have students fill out applicable safety forms and/or youth information forms.
- Collect tuition when students have not pre-registered. The teacher may request an Education Representative to be present at the first class to help with collecting registration forms and fees.
- Procedure for collecting tuition for your class:
 - Write a receipt and include:**
 1. date
 2. student's name, parent's name if applicable, address and phone or contact information
 3. class title and class date(s)
 4. amount paid
 5. method of payment, check number for check payments
 - a. Attach payment to pink copy of receipt, give yellow copy to student, leave white copy in receipt book
 - b. Record the payment on the Student's Registration Form and Class Folder's *Class Sign-in Sheet*. Place the Student's Registration Form in the Class Folder.
 - c. Put all collected money with pink receipts in an envelope. Label the envelope with *class information* and place in the cash box.
- In cases where a class, or class session, is cancelled or rescheduled, it is the responsibility of the teacher to inform students, to the best of his/her ability of the changes. Phone numbers of students can be found in the Class Folder. If the teacher does not have a copy of the Class Sign-in Sheet, she/he is encouraged to call the gallery during business hours and ask assistance from the docent to obtain the phone numbers from the Class Folder. A sign regarding cancellation may be posted on the front door of the Art Center as well. The teacher may ask for assistance from an Education Representative.
- During the last class session, it is the teacher's responsibility to pass out and collect **Class Evaluation Forms**. The Center uses the information collected on these forms to track the success of and make improvements to the program and to apply for grants.
- When the class is finished and the contract fulfilled, complete a **Teacher's Check Request Form**. (Additional forms are located behind the class folders). It is the teacher's responsibility to submit receipts for any materials, for which reimbursement is requested. Reimbursement of materials costs shall not exceed materials fees collected. After completing the Check Request Form, deposit it in the RED FOLDER labeled "Bills to be Paid" in Gretchen's box next to the computer. Checks will be disbursed when it is determined that the contract has been fulfilled and the form has been approved by the designated responsible board member.
- **Advertising:** Your class will be advertised normally (without extra charge) in our Calendar, Newsletter, publicity releases, email updates and on our web site. However, teachers are encouraged to promote their own classes. All signs, posters, and information pamphlets advertising your class must have the Santa Cruz Mountains Art Center name and preferably, logo, included and must be approved by the representative of the Art Center.
- **Teaching Youth Classes (additional to above):**
 - a. **Live Scan (fingerprinting) is required for teaching children under the age of 18.** When a teacher has been approved by the Education Committee to teach youth classes, the cost of Live Scan will be reimbursed to the teacher.
 - b. Artists interested in teaching youth classes must attend **Youth Art Education meetings**. They will be required to **assist with teaching at least one youth class** before teaching a class on their own. A teacher will be accepted when there is an opening for a youth teaching position and/or the Youth Art Education Committee deems the teacher responsible and capable to teach a class as an independent contractor which upholds the quality and continuity of the SCMAC youth art program.
 - c. In certain cases, youth art teachers will be **paid** an hourly rate instead of a percentage of tuition collected. This will be specified on the Teacher's Class Contract and approved by the Youth Education Program Director. In cases when a class includes scholarship students, scholarship funds will be used to fund the teacher's pay.

If you have any questions, please call our 336-3513 education line, leave a message and an Art Center Education Representative will return your call.