



## TEACHER GUIDELINES

Revised for review, February 2026

All necessary forms and policies can be accessed at our website:

<http://www.mountainartcenter.org/get-involved/instructors/>

### I. New Teachers

- a. Submit a **Teaching Application** to [info@mountainartcenter.org](mailto:info@mountainartcenter.org)
- b. SCMAC representative will contact you for an interview, discuss class content, scheduling, orientation.
- c. Payroll onboarding takes place at completion of first class. You will be asked to provide personal tax information (W4) securely via Quickbooks. SCMAC teachers are paid as employees and will receive a W2 each year.
- d. Additional requirements and guidelines to teach youth, please see page 6.

### 2. Class Scheduling

- a. Class content
  - i. Subjects taught must conform to our 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.
- b. Quarterly planning
  - i. Classes and events are scheduled in advance for each quarter of the year.
    - o Planning for Jan-March in November
    - o Planning for Apr-June in February
    - o Planning for July-Sept in May
    - o Planning for Oct-Dec in August
  - ii. Teachers, department heads, and admin staff are invited to attend planning meetings. The purpose of this meeting is to foster cross-department awareness for facility use, marketing, and volunteer resources.
  - iii. **Class Contract** will be submitted in time for consideration at the planning meeting.
- c. Class Contract
  - i. This is where you provide all the details of your class for publication.
    - o Teacher Bio
    - o Class title
    - o Class description
    - o Class dates, day of the week, starting and ending time, duration

- o Number of sessions
  - o Student age or skill level
  - o Minimum and maximum number of students
  - o Price for members / non-members, materials fee
  - o Promotional image
- ii. One contract may be submitted for multiple sessions of an ongoing class, as long as price and other details remain constant for all sessions.
  - iii. Scheduling will be finalized with SCMAC administrator after submission. Teacher will be invited to review the class online and check for errors once it has been published.
  - iv. Classes must be scheduled at least 30-45 days in advance of first meeting.
  - v. Materials fees are optional. Fees collected will be reimbursed to teacher after completions of the class (see, "Getting Paid").
    - o There are 2 methods instructors may use to deal with materials fees:
      - a. **Include the cost of materials in the price of the class.** With this method, SCMAC pays instructor 65% of the total amount collected from students and you don't have to submit receipts for the materials.
      - b. **Charge a separate fee for materials, which will be collected from students during online registration.** With this method, SCMAC separates the materials fee from the tuition, pays instructor 65% of the tuition and reimburses cost of materials to the instructor from the materials fees collected, after the instructor provides proof of purchase (receipts).
    - o For ceramics classes, students purchase clay from SCMAC, which is priced to cover glazing and firing costs.
    - o For students who pay in person, the instructor will add the materials fee, when applicable, to the tuition when collecting payment. All payments will be made to SCMAC.
- d. Enrollment
- i. Minimum enrollment: Teacher has the option to cancel or run the class when enrollment is below the minimum threshold set on Class Contract. Cancellation due to low enrollment will be decided approximately one week before the first class meeting. When a class is canceled for this reason, students will be refunded.
  - ii. Maximum enrollment: A maximum number of students will be determined based on teacher preference and/or space limits of the facility.
- e. Advertising
- i. Classes are advertised on SCMAC's website, monthly e-newsletter, social media channels.

- ii. Teachers may create and post flyers, using a provided template, to further advertise their classes.
- iii. All signs, posters, and information pamphlets advertising your class must have the Santa Cruz Mountains Art Center name and logo included, and must be approved by the representative of the Art Center.
- iv. Teachers are encouraged to advertise to their own mailing lists.

### 3. Booking System and Student Registrations

- a. Use the Bookeo platform to view class rosters, monitor student payments, send emails to the whole class and/or individual students.
- b. New teachers will be issued a user ID and password for Bookeo.
- c. Bookeo Orientation: **Bookeo Actions For Teachers**
- d. Check class roster to verify all students have paid, collect payment from students who have not pre-paid.
- e. Please follow this procedure for collecting tuition for your class
  - i. Write a receipt including:
    - o student's name and email address,
    - o class title and start date, or dates paid for,
    - o method of payment (cash, check, charge)
  - ii. Attach payment to pink copy of receipt and put in the cash box. Give yellow copy to student as their receipt.
  - iii. Clip multiple payments for a class together. Put all money and receipts for the class in the cash box.

### 4. Student Communications

- a. Use the class roster in Bookeo to access student contact information.
- b. Communications with students should be relevant to the class content.
- c. Teachers may access their previous student lists for marketing future classes.
- d. At the first class meeting, deliver a Safety Orientation to the students: evacuation procedures, phone location, fire extinguisher, safety rules, etc.

### 5. If Problems Arise

- a. Emergency cancellations due to weather events, illness, etc.
  - i. Class meetings may be cancelled or postponed when environmental events create an unsafe environment. The call to cancel for safety reasons may come from the teacher or from SCMAC staff.
  - ii. It is the teacher's responsibility to inform their students and SCMAC administrators of the situation causing the class to be canceled or postponed, at the earliest time possible.
  - iii. Teacher contacts Office Manager to add a make-up date to the schedule, subject to availability on the calendar.

- iv. Teacher has the option to designate a substitute to teach a scheduled class rather than cancelling (for cases of illness, etc.). In the event that a sub is needed, the instructor will arrange a for a sub and will provide a sub-plan. The sub will be paid an hourly rate for each class subbed, out of the instructor's percentage. Subs must be on the SCMAC payroll and for youth classes, have been livescanned.
- b. Problems collecting payments
  - i. If the teacher is unable to collect payment from a student, contact Office Manager for assistance.
- c. Student cancellations, pro-rating due to student absence
  - i. If a student wishes to cancel their enrollment, contact Office Manager.
  - ii. Sometimes a student will request a pro-rated tuition when they can't attend all meetings of a session. It is the teacher's discretion to decide if they want to pro-rate for a student, however SCMAC's **Registration Policy** states: "The Art Center does not pro-rate fees due to planned absences, minor illnesses, vacation schedules, or other conflicts. Classes are not refunded or pro-rated due to failure to attend." Contact Office Manager to administer a pro-rated amount.
- d. Problems with the facility
  - i. Contact Board Chair or Facilities Chair.

## 6. Facilities

- a. Limited liability insurance is provided, but your equipment and supplies will be your own responsibility. Inform your students of this and they should know that they are responsible for their own equipment as well.
- b. Room set-up and take-down will be the responsibility of the teacher. Facilities must be left clean and neat after each session.
- c. Be sure that the building is properly secured (doors, windows, and gate) before leaving; heat and lights are turned off.
- d. Limited space and multiple on-going activities make it necessary for your students to confine their activities to the designated teaching areas.
- e. **Indoor Facilities Use Guidelines**
- f. **Ceramic Studio Use and Safety Guidelines**
- g. **Safety And Security Policy**

## 7. Getting Paid

- a. Teachers are paid on commission, a percentage of tuition specified in the Class Contract, excluding materials fees.

- b. Materials fees will be reimbursed to the teacher when receipts are provided. Reimbursement may not exceed the total materials fees paid by students.
  - i. Use **Check Request Form** and attach receipts, submit form to Office Inbox or email [info@mountainartcenter.org](mailto:info@mountainartcenter.org).
- c. All student tuitions must be collected before the teacher will be paid. Teachers should carefully monitor the class roster and collect payments before the class ends. Contact Office Manager about problems collecting tuition, no-shows.
- d. Payroll will be processed generally one week after final class meeting has taken place, or when all students have paid, whichever comes last.

## ADDITIONAL GUIDELINES FOR TEACHING YOUTH CLASSES

All of the general Teacher Guidelines apply to youth, plus the following:

### I. New Teachers

- a. Livescan (background check)
  - i. [Download Livescan form](#) and fill in your information
  - ii. Read pages 2-4 of the Livescan form, which describe your Privacy Notice, Privacy Rights Act, and Privacy Rights Statement.
  - iii. Take form to a Livescan location to be fingerprinted & pay. Find a location [here](#).
  - iv. Submit your form copy and receipt to SCMAC for reimbursement, attached to a [Check Request Form](#).
- b. Mandated Reporter Education Training
  - i. [Use this link](#) to complete the online training
  - ii. Email a copy of your completion certificate to [info@Mountainartcenter.org](mailto:info@Mountainartcenter.org)
- c. New teachers are recommended to assist for an existing class before teaching a class of their own, as a means of orientation.

### 2. Class Scheduling

- a. Youth class schedule for classes at the Art Center, including after school and summer programs, will be coordinated quarterly by the teachers who want to teach in that quarter.
  - i. Classes at the Art Center will be scheduled to not conflict with on campus classes.
- b. Art After School on Campus classes are scheduled for the full school year.
  - i. Teachers for each school will coordinate with the school district administrator to set the class dates for the upcoming school year, preferably in May before the summer break.
  - ii. Tuition for on campus classes will be determined by the finance committee, with teacher input, to ensure that room fees and TA costs will be covered in addition to the teacher's percentage.
  - iii. On campus classes will have a Teaching Assistant. There will be at least 2 adults present in the classroom so that if one adult needs to leave the room with a child, the second adult will remain to supervise the rest of the class.



## TEACHER CHECKLIST

All necessary forms and policies can be accessed at our website:

<http://www.mountainartcenter.org/get-involved/instructors/>

- I. For New Teachers
  - a. Submit Teaching Application
  - b. Receive orientation from SCMAC staff
  - c. Review Teacher's Guidelines
  - d. Review SCMAC policies:
    - i. Bookeo Actions for Teachers (sent by invitation with user login)
    - ii. Class Registration Policy
    - iii. Ceramic Studio Use and Safety Guidelines
    - iv. Indoor Facilities Use Guidelines
    - v. Safety and Security Policy
    - vi. Sexual Harassment Policy
    - vii. Youth Scholarship Policy
2. Class Scheduling
  - a. Submit Class Contract quarterly as requested by Office Manager
  - b. Review published class, submit edits to Office Manager
3. Before First Class
  - a. Promote class through your social channels and personal mailing list.
  - b. Monitor class roster in Bookeo
  - c. If enrollment falls below minimum threshold, contact Office Manager to cancel class.
  - d. Send welcome email to students, reminding them of anything they need to bring to class.
4. At First Class
  - a. Check to see that all students have paid.
  - b. Collect tuition if necessary.
  - c. Deliver a Safety Orientation to the students: evacuation procedures, phone location, fire extinguisher, safety rules, etc.
5. After Class Ends
  - a. Submit materials receipts for reimbursement using Check Request Form.



## CERAMICS STUDIO CHECKLIST

For Clay Lab Attendants and Ceramics Teachers

### Opening:

- Return all keys after entering; gallery front door key back in the lockbox, gate key back into the basket on the office desk
- Turn on all the lights
- Open the wheel room
- Turn up the heater thermostat in the wheel room (in the winter) and turn on the air filter
- Empty the dishracks

### While you're there:

- Check to make sure people arriving have signed in and paid or are using class/volunteer/gift certificate hours
- Collect money (in whatever form) for clay or studio time and make sure the paperwork is in the correct location (pouches in clay locker or cash box in office for credit-card receipts)
- Help people use equipment and tools correctly and safely: make sure they have Welcome sheet and have read

### Closing:

- Turn off the air filter and wheels, turn down the heater thermostat in the wheel room
- Lock the wheel room and return the key to the locker
- Make sure glazes are covered
- Check to make sure all surfaces are clean, all tools cleaned and put away
- Lock up cabinets and lockers
- Turn off all the lights
- Lock the gate
- Lock the gallery front and back doors if nobody is in the gallery