

Hello Teachers!

Welcome to teaching at McGuffey. One of the most rewarding things about doing our art is passing it on to others. We are so glad that you do this work and hope that you will let us know if you have any questions, suggestions or concerns that might help us better serve you and your students. Below you will find various important details about teaching at McGuffey.

RULES & GUIDELINES FOR TEACHERS

- Classes are scheduled and held by individual artists, not McGuffey. Individuals may choose, for a small fee, to be part of a cooperative ad organized by the classes committee. Classes can be taught in an individual artists studio or in the Starnes classroom for a small fee.
- Teachers are responsible for admitting their students and assuring that all students leave the building at the end of class. The exterior doors must not be unlocked, propped, or unattended during non-public hours. **THERE IS A \$100 FINE FOR PROPPING DOORS OPEN OR LEAVING THEM UNATTENDED.** Associate members who are teaching in Starnes after hours can get the front door key from the front desk for the duration of their class session.
- Teachers are obligated to have all students fill out a McGuffey form (or one of their own), which spells out the McGuffey teachers' policies:
 1. No refunds will be given after classes begin except at the discretion of the individual teacher (for causes such as illness etc.).
 2. McGuffey Art Center is not responsible for personal injury or property loss. (McGuffey Art Center strongly suggests that teachers have their own waivers and business/liability insurance.)
 3. Students must give permission for photos to be taken and used for promotion.
- Teachers with daytime classes need to distribute temporary parking passes to their students to be placed in the windshields of their cars if they are parked in McGuffey's lot. The passes should reflect dates and length of session or date of workshop. From 8am – 8pm every day, parking is monitored and reserved. You can get the parking passes at the front desk to give to your students or ask them to do so themselves. Suggestion: Give each student one pass with dates/times of all classes listed so that they can re-use it for the duration of the course.
- Advertising of classes by individual teachers in flyers or newspaper ads is subject to oversight by the classroom chairs and Publicity Chair to evaluate matters of taste, improper use of McGuffey logo, or information that may be deemed misleading or confusing to the public. A McGuffey style guide is available upon request.
- **MORE ON FLYERS:** Teachers may post flyers or advertising in the halls, the community bulletin board or on the front or side doors of McGuffey. They may only post one item per person and the size is limited to 8.5x11 – and a rack card sized flyer is preferred. They may not replace other flyers unless the date has expired. If there is no room, priority will be given to events occurring in the building. Teachers may leave flyers on the front table. More details on the flyer policy are available if needed.

- Student Shows: Except for food and beverages for the opening, all costs associated with the hanging and advertising of the show must be borne by the teacher. No sales of student work will be permitted on the premises. Therefore, McGuffey will take no commissions. Only teachers currently teaching in the building will be permitted to have student shows in the building. Teachers may use the North Basement gallery space to show student work. One teacher can request the entire space or it can be shared by multiple teachers. Ideally the show changes every 3 months.
- Teachers shall assist in delivering the general “McGuffey Teaching” flyers to locations around town. Committee co-chairs will provide the flyers.

BUSINESS LICENSE INFORMATION

McGuffey will no longer process checks for Teachers. In order to teach at McGuffey, teachers must have their own business license and provide a copy of that to the front office. You can get a ‘school of instruction’ business license for \$35 at City Hall (at the office of the Commissioner), downtown Charlottesville. This enables you to teach classes at McGuffey and collect tuition. You do not pay any commission/fees to McGuffey. And there are a variety of ways to collect your own tuition: you can get an account with Square, collect through your website, use PayPal, Venmo or any other app that allows folks to make payments.

SCHEDULING STARNES CLASSROOM FOR YOUR CLASS

- Class listings will be due three times per year: February 1, July 1 and October 1. If you need the Starnes Classroom for your class/workshop/event make sure you check the event calendar at the front desk in the office (ALSO accessible via the member portal on our website) to make sure there are no conflicts with Rentals, Juries, Association meetings, etc. Submit your class listing information on the deadline.
- **If you need to schedule something once the deadline for submissions has passed check the main calendar AND the Starnes Classroom calendar (both available on our website) for conflicts.** Once you determine the dates for your event/class are available, send your dates to Classes Committee, and a committee member will reserve those times and dates for you on the calendar. However, if you make this arrangement after the deadline for submissions, you are responsible for your own advertising and will not be added to the class listings on the website or printed version. You will still have to pay your Starnes classroom fee if you are using the room. If there are extenuating circumstances that preclude you from making the submission deadline, please let Classes Committee know.
- Once your dates have been added to the calendar you will receive an email from a classroom committee member stating the amount you owe.
- Bills for classes/workshops/camps are due the first week your session starts.

- To pay your Starnes rental bill, please visit the front office at McGuffey to make payments.
- If you want to use the classroom for a purpose that is neither education nor artistic, contact the rentals committee to schedule.
- When more than one teacher requests the same time slot, preference will be given to the teacher who currently holds it, until that teacher has had it for the three concurrent fall, winter and spring sessions. At that time, another teacher may take over the slot for the following fall, winter and spring sessions.
- Teachers reserving the classroom must pay a \$35 cancellation fee if a class/workshop/camp is cancelled after the schedule has been finalized for the next session. *Teachers should keep the classroom committee AND the office informed of the status of classes, informing the office and the committee immediately if the class is cancelled.*
- Teachers are responsible for clean up in the classroom after each use. No food scraps can be left anywhere in the classroom! For fire prevention, never leave used rags or paper towels with paint or solvents on them in an open trashcan. Do not allow solid materials to go down into the sink. Do not pour solvents or other hazardous materials down the drain.
- At the end of each class period, all tables that were used should be cleaned well; two tables left standing and the rest should be folded against the wall opposite the windows. Chairs should be returned to the racks under the windows. The sink counter should be wiped clean and the trash taken to the dumpster. Easels should be stored neatly behind the wall. There is a \$50 fee for failing to properly clean up.
- Sometimes the classroom is used for outside rental events. Teachers should accommodate caterers when they come to make deliveries for non-member rentals.

McGuffey is a place that strives to be respectful to artists and those who administrate McGuffey's day to day workings. We have found that the following things are especially important in helping to maintain a community-minded environment at McGuffey:

1. Make sure your students are attended at all times, have a volunteer or helper if you have more than 6 students (who are not adults/teens) in your class at a time (to help with bathroom breaks and any other activities that you may have planned outside for your studio). Young children should NOT be leaving the classroom unattended by an adult (parent/teacher/assistant). Teachers can ask parents to be sure their child/ren use the bathroom before class begins.
2. Once you are finished with your classes (whether they are for children or adults), please quickly retrace their steps, in the hallways, outside or in the bathrooms and tidy up behind them. There is a closet in the basement across from the bathrooms that has a broom, mop and supplies if needed. We don't expect for you to clean the whole bathroom, just to mop up any water, paint or towels that may have fallen onto the floor.
3. Teachers with limitations that make it difficult to maintain the safety of a child: i.e. accompany them to the bathroom and keep them safe while outside the classroom (on the steps,

in the halls of the building, front steps, parking lots, front lawn or McGuffey park) must have a helper to assist with any activities beyond the classroom walls (Studio and/ or Starnes).

VERY IMPORTANT~ Please be aware that if a student breaks any artwork while there are no parents present, the teacher is responsible for the cost of that artwork. Please let your parents know that McGuffey has “you break it you buy it” policy.

SCHEDULING and LISTING CLASSES

SUBMISSION deadlines for listings and ads:

Dates/Months of sessions are approximate and there may be some overlap

1. OCTOBER 1: Winter Class/Workshop listings (January-April)

2. FEBRUARY 1: Spring/Summer Class/Workshop and Summer Camp listings (April-June)

3. JUNE 1: Fall Classes and Workshops (September-December)

—The flyer will be ready for proofing 7-10 days after submissions, then teachers will have 48 hours to proof listings.

—Flyers/Rack cards will be ready for First Fridays (November, March and July) and all information will be listed on the McGuffey website.

There is a ‘Class listings Form’ available on the ‘Members Portal’ on our website: It’s found under the ‘Teachers’ section on the right, towards the bottom. This is what you fill out in order to schedule a class/workshop/camp (in your studio or Starnes). You’ll be able to pay the listing fee online via the form with a credit card (\$15 per class listing). You’ll receive a draft of the catalog to proof and once it’s set the catalog will be printed and no changes can be made. The catalog will be available on the website and also each teacher will have an image on the Learning Page that will link to the individual websites for students to register. Only current teachers will have images/links on the Learning Page so make sure you keep an eye on that to make sure all is up-to-date. If you’re teaching but don’t have a thumbnail image displayed contact the Class Committee right away. Also, check to make sure your link is active (and goes where you want it to) and you have the correct ‘stickers’ on your image (these tell people what types of classes you offer – Virtual or In-Person)

YOUR STUDENTS!

The office often fields questions from students about their upcoming classes - such as what to bring, what to wear, where to go, etc....and they don't really know what to say and need to redirect them to the appropriate teacher to get the information they seek. Especially when they are last minute questions and there is not time to contact you.

First and foremost, please be sure to contact your students as soon as they register to provide them with any details they might need to participate in class. Also, when you send in your listing, please be sure to add if there are any specific details about what they should bring with them,

what they should wear and where to go so that we may provide this information to the front desk so that they can relay this to the students as well.

NOTE ABOUT PARKING: Parking at McGuffey is first come first serve for artist and for students. Students are welcome to use any available parking spots under the trees that are opposite the building. All students must have a parking pass in the front window of their vehicles when parked at McGuffey. You can get parking passes for your students at the front desk. Just let the front desk know how many you need. Please fill in the information on each pass with dates, times, teacher and location. Be sure to **remind** your students to only stay the time allotted on their pass so that other students and patrons to the building may find parking.

PRICES FOR CLASSES, COMMISSIONS AND ADS

Ad Fee: \$15 per ad (each ad on the hardcopy and/or website listing are subject to a \$15 charge). This includes a listing on the “Artists Available for Private Instruction” page at the end of the class flyer.

Ad Hoc Rentals by members: \$15 x number of hours used

Ongoing Classes Fees: \$15 per week multiplied by the number of weeks is the fee for each class

Workshop and Camp Fees calculated as follows:

ONE DAY WORKSHOP/CAMP (FULL DAY)	\$50	X	NUMBER OF WORKSHOPS		=	\$
ONE DAY WORKSHOP/CAMP (PARTIAL DAY)	\$25	X	NUMBER OF 3 HOUR BLOCKS		=	\$
2-5 DAY WORKSHOP/CAMP	\$4	X	NUMBER OF HOURS		=	\$
ADDITIONAL WORKSHOP HOURS	\$10	X	NUMBER OF HOURS		=	\$