Classroom Teachers Responsibilities for Scheduling

1. Must contact Room Scheduler to arrange for available classroom, dates, and time for class.
2. **Teacher must keep Scheduler informed if classes are suspended or any changes made for a week or more**.
3. Teacher must keep an updated flyer consisting of a photo of medium, time and dates of class posted in kitchen.
4. Furnish a copy of the flyer electronically to NBALPresident@gmail.com so the schedule can be posted on Constant Contact, social media, and Website.
5. Must give a 2 week notice if classes are to be suspended permanently.

In the Classroom Teacher's Responsibilities:

1. Collect your class fee plus $5.00 studio fee per day per student in advance. (For example, $30 per student for a 6-week class) There are forms in each classroom area. Please complete the form with class name, teacher's name, date of class, student names and dollar amount collected. Place the form and payment in the manila envelope and slide under the treasurer's office door on the 2nd floor. Keep an up-to-date class information flyer on Kitchen Wall.
2. Set up the classroom for your needs. Be careful with easels around ceiling fans and mirror. Easels are stored at the back of the Bower classroom.
3. Cover all tables with plastic table covering. Rolls of table covering are found in Bower and Memorial classrooms.
4. If using the coffee pot in Bower classroom: Designate one person to be responsible for turning it off and cleaning the coffee pot at the end of each class.
5. CD Player is available in the Bower classroom. Please be sure Player is off before leaving.
6. Check floors for spilled paint or trash. Clean up paint spills right away.
7. At the conclusion of class, please clean area in preparation for the next instructor. The last class of the day should remove the trash.
8. Check the A/C units. Thermostats need to be set according to the signs posted at each unit.
9. Turn off all lights and fans and close classroom doors.

For After Hour classes:

1. You must make sure everyone is out of the building before you leave.
2. Check and turn off ALL lights upstairs and downstairs.
3. Close the door between gallery and stairway as you leave. PULL HARD to make it close fully. IF the door between gallery and stairs is locked, the code to unlock the door is posted inside closet under the stairway. Four numbers.
4. The double doors at the foot of the stairs serve as an emergency exit. Make sure the DOORS LOCK behind you.
5. If you exit through the kitchen, be sure the back door is closed and locked when you exit.