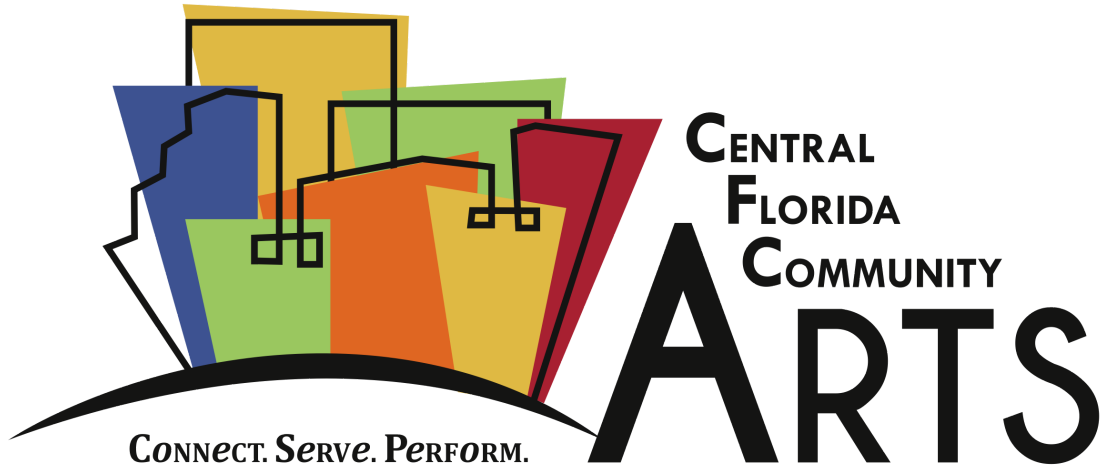


SCHOOL OF ARTS & HEALTH INSTRUCTOR HANDBOOK



FALL 2022



Central Florida Community Arts School of the Arts & Health

Fall 2022
Instructor Handbook

Terrance Hunter - Vice President, Operations & Education
Kaileigh Anne Tayek - Director of School of Arts & Health
Sara Breitfelder - School of Arts & Health Administrator
Serena Ahmed - Manager of Arts Access
Ashley Lewis - Music Therapy Program Coordinator
Erin Wolfe - Academy Manager

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Vision Statement

CFCArts exists to enrich our community's quality of life by making the arts accessible and affordable for all. We provide an inclusive and welcoming creative platform where individuals can connect by joining an artistic family, perform for audiences across the socioeconomic spectrum, and use their talents to serve the community. This school exists to equip local artists through private instruction, workshops, and classes.

Purpose:

1. To serve and reach out to the surrounding community by offering performing arts lessons to children and adults
2. To assist the organization in its cooperation with the surrounding community by offering a service that is needed and appreciated
3. To instill in the student a love for performing arts which will continue indefinitely
4. To teach the student specific musical concepts, including notation, form, melody, harmony, etc.
5. To teach the students how to perform with confidence and skill
6. To teach the students at a level that is appropriate for their individual performing arts endeavors
7. To develop in all students an awareness of performing arts as an expression requiring a high degree of discipline
8. To create in the student a future patron of performing arts, both as an artist and as a way of enjoying life.

Building Your Studio

CFCArts will market the school as a whole to help build the general student base but we highly encourage all instructors to promote themselves to help gain more students for their own personal studios. It is not the responsibility of CFCArts to build your studio for you.

- We also have our Referral Bonus Program for teachers that bring new students to the Academy. Teachers will receive 50% of the registration fees per student per season.

If any member of CFCArts contacts an instructor regarding lessons, they must first be directed to the Academy Manager for the School of Arts & Health. Since they came to the instructor through the organization, the instructor is not allowed to take the student on in their home or in any other studio without the direct permission from the school director.

Instructors are allowed to teach at multiple studios. However, if an instructor is offered a teaching position at another music studio while employed at CFCArts, it is the instructor's ethical responsibility to inform School of Arts & Health leadership before accepting the position.

Dates/Hours

Fall 2022 SOAH Season: August 8th - December 9th

- **Make-Up Week (Academy ONLY): TBA**
- **In-Person Recital (Academy ONLY): TBA**
- The following holidays will be observed by the School of Arts & Health:
 - Labor Day, Memorial Day & Independence Day
 - Thanksgiving Week (November 21st-25th)
 - The School is closed for two weeks over the Christmas holidays.
 - The School of Arts & Health will be open for all other holidays.

While the CFCArts offices are open on weekdays, the School of Arts & Health classrooms will be operating on a limited basis for in-person lessons and classes.

- In-Person Lessons : Monday-Thursday, 2:00pm-9:00pm
- Virtual Lessons
 - Monday – Friday: 10:00am – 9:00pm
 - Saturday: 10:00am – 5:00pm
 - Sunday: CLOSED

Attendance

If you have any issues that may impact your students or classes (i.e. tardiness, last minute emergencies, schedule conflicts) please contact your leadership immediately.

- Academy - please contact Academy Manager, Erin Wolfe
- Music Therapy - please contact Music Therapy Program Coordinator, Ashley Lewis
- Outreach & all other SOAH needs - please contact either:
 - Director of Arts & Health - Kaileigh Anne Tayek
 - Manager of Arts Equity & Access - Serena Ahmed
 - School of Arts & Health Administrator - Sara Breitfelder

Timeliness

- Instructors are required to arrive at least ten minutes early for their lessons or classes to give them adequate preparation time prior to their lesson. This applies to both in-person and virtual programming.
- If you are running late, it is your responsibility to notify your leadership.
- Multiple occurrences of tardiness will result in disciplinary action.
- If you are 15 minutes or more late, then this will be counted as a No Show. Academy teachers and Music Therapists are required to make-up that lesson or session or forfeit compensation for that event. All other SOAH teachers should coordinate with their leadership.

Availability

Availability can be expanded through the semester, but cannot be reduced without written approval from the administration. Instructors must give the School their teaching availability at the beginning of each semester for the entire semester.

Instructors must make themselves available to teach during their given availability that is listed in MyMusicStaff. If there is a time during your given availability that you are unable to teach, a Reserved Time must be added in My Music Staff, so that students will not get scheduled during that time span. This only applies to open availability on your schedule. Please send all requests to your leadership.

Teacher Cancellations & Absences

- Lessons may only be cancelled in case of illness or emergency, and you must notify your leadership immediately.
- Any cancellations due to anything other than serious illness or emergency must be given to your leadership **as soon as possible** or at least **7 days** before the affected lesson. This includes any other work the teacher may be performing for other program areas within CFCArts.
- **All cancellations must be submitted to your leadership.** Academy teachers and Music Therapists may also communicate with their students or clients to aid in rescheduling, but they must also notify their leadership in order to officially reschedule any lessons or sessions.

Vacations

- Please notify your leadership at the beginning of the semester regarding any vacations where lessons, sessions, or classes will be affected.
- Your leadership will find appropriate substitutes for this time or will work to reschedule with the students and clients.

Communication with Students

All communication must be done with either the adult student/client or the direct guardian (in case of a student under the age of 18.) Instructors must copy your leadership on all communication regarding scheduling.

Email:

- Email is the preferred method of communication with your students or clients. Upon hire, all instructors are given a CFCArts e-mail address. Once this e-mail address is set up, it must be used for all school-related communication with students and staff. Use of personal e-mail addresses is not allowed, especially when communicating with students. In addition to this being a professional practice, this also helps to ensure your privacy and protect you in situations where e-mail communications need to be documented. Failure to use your CFCArts e-mail address for school related communications will result in disciplinary actions. If you encounter problems with your e-mail account, please notify your leadership.

Phone:

- Teachers may call or text students or clients for efficiency, but please direct all questions regarding scheduling and payment to your leadership.

Scheduling System

CFCArts School of Arts & Health uses MyMusicStaff to track all lessons and classes in the school. You can access MyMusicStaff on the internet (www.mymusicstaff.com) or through the portal link on our website at <https://cfcarts.com/academy/>. You will receive your MyMusicStaff login information as part of your orientation.

The instructor is responsible for tracking every lesson on their schedule. You will be paid according to how many lessons you mark as Present or Absent. If you do not mark your lessons before the 1st of the month, you will not be compensated for that month.

Appointment Statuses

- **Present**
 - lesson or class was completed
 - this status is to be done by instructor after each lesson
 - Teacher will be compensated for that month
- **Present, Late:**
 - lesson or class was completed but student was late by more than 5 minutes
 - this status is to be done by instructor after each lesson
 - Teacher will be compensated for that month
- **Absent, Give Make-Up Credit:**
 - student cancelled lesson with more than 24 hours notice
 - this status is to be done by the Academy Manager; if an instructor receives notification from the student first, they must inform the Academy Manager in order to reschedule.
 - Teacher will be compensated once rescheduled lesson is completed; if student is unable to reschedule, teacher will not be compensated for that lesson.
- **Absent, No Makeup:**
 - student did not give 24-hour notice or is fourth or more absence and is therefore not eligible for make-up lesson
 - this status may be completed by instructor or Academy Manager after each lesson
 - Teacher will be compensated for that month
- **Absent, Notice Given:**
 - student unable to come to lesson but gave 24-hour notice and is unable to reschedule
 - this status is to be done by the Academy Manager; if an instructor receives notification from the student first, they must inform the Academy Manager in order to reschedule.

- Teacher will not be compensated for that lesson.
- **Teacher Absent, Give Make-Up Credit:**
 - teacher is unable to teach lesson and needs to reschedule
 - this status is to be done by the instructor; instructor must immediately contact Academy Manager to help reschedule
 - Teacher will be compensated once rescheduled lesson is completed; if student is unable to reschedule, teacher will not be compensated for that lesson.
- **Teacher Absent, No Make-Up:**
 - Teacher is unable to teach lesson and is unable to reschedule
 - this status is to be done by the instructor; instructor must immediately contact Academy Manager
 - Teacher will not be compensated for that lesson.

Student Notes

Notes can be added while taking attendance to communicate important information pertaining to that particular student. Depending on where the notes are placed (student, parent, private) they can be seen by others. Notes to the student or parent may be used to communicate what has been worked on during the lesson. Private notes can only be seen by the Academy Instructor and instructor. This section may include reasons for cancellations or reschedules, student issues, and other general information.

Teaching artists that are responsible for group classes, in-school programming, or outreach classes must note the attendance number for each class.

Flex Lessons

While we highly encourage our students to sign up for weekly recurring lessons, we understand that some students will be unable to commit to a set day and time due to work schedules or other commitments. Because of this reason, our school offers flex lessons where the student is allowed to schedule individual lessons on a week-by-week basis. They do not have a permanent time slot and must find an opening in their instructor's availability. Flex lessons are also offered as a benefit to instructors so that these lessons can be used to fill occasional gaps in their schedule. Flex students must schedule their lessons at least 48 hour in advance by contacting the Academy Manager. Flex lessons will abide by the same cancellation and rescheduling policies as Recurring lessons.

Compensation

All instructors are hired as contract employees. Compensation reports are run on the 1st of every month for the previous month and are then submitted to the finance department. Paychecks are run through Bank of America's electronic bill pay on the 1st of the month. Bank of America takes 2-3 business days to process the checks before they are sent out through the U.S. mail. Checks should be received between the 10th and 13th of every month.

Compensation is based on the number of lessons and classes marked as Present or Absent in My Music Staff. It is the instructor's responsibility to ensure that their appointment statuses are accurate and updated by the end of each month. Any completed lessons or classes that are not marked as such by the end of the month will not be included in that month's paycheck. Any questions about pay should be directed to the school director.

Compensation rates for lessons and group classes are as follows:

Private Lessons

We allow teachers to choose between three price levels. Prices are based on an hourly basis and vary depending on the individual teacher. Teachers receive an 80% cut on all lessons.

Recurring Lessons

- Level A: \$35 per hour (\$26.25 per 45 minutes & \$17.50 per half hour)
- Level B: \$40 per hour (\$30 per 45 minutes & \$20 per half hour)
- Level C: \$50 per hour (\$37.50 per 45 minutes & \$25 per half hour)

Flex Lessons

- Level A: \$40 per hour (\$20 per half hour)
- Level B: \$45 per hour (\$22.50 per half hour)
- Level C: \$55 per hour (\$27.50 per half hour)

Group Classes

Compensation for all in-school programming (Nap Ford, Bithlo, etc) and outreach programs will be \$30 per hour unless otherwise specified.

Music Therapy

Compensation for all music therapy services will be \$45 per hour unless otherwise specified.

Professionalism

Dress Code

Dress code for instructors is trendy, business casual. All instructors must wear their CFCArts nametag. The guidelines are as follows:

Female Instructors

- Tops must be trendy or dressy and look professional
- Sleeveless tops are allowed if they are not too casual and are able to be dressed up
- No graphic tees or tanks
- Dresses are acceptable
- Acceptable bottoms include: jeans (no holes), khakis or chinos, dress pants, skirts, capris
- Bermuda shorts may be worn during the summer season as long as they are paired with a dressy/trendy top and nice shoes, i.e. flats, dressy sandals, wedges, etc. (no beach flip flops). Shorts should look polished. No holes or frayed edges
- Overall look must still be professional and not too casual. No yoga pants or workout pants allowed

Male Instructors

- Acceptable tops include: casual button-down shirts, polo shirts, plain or trendy t-shirts (no graphic tees)
- Tank tops or graphic tees are not allowed
- Acceptable bottoms include: jeans (no holes), khakis or chinos, dress pants
- Shorts may be worn during the summer season as long as they are paired with an acceptable top and nice shoes (no flip-flops). Shorts should look polished. No holes or frayed edges
- Overall look must still be professional and not too casual. No workout or sweat pants allowed

Multiple offenses of not adhering to the dress code will result in disciplinary action.

Classroom Maintenance

The classrooms in our school are used for multiple events and occasions. If you must move anything in the classroom, please ensure that the room is returned to its previous set-up.

Recitals

The school will host a recital each spring and fall semester, and an open mic in the summer semester. Performing in these recitals is an important part of the education process and all students should be encouraged to participate. Instructors should focus on preparing their students to perform in the recitals throughout each semester. It is the expectation that instructors should attend the recitals if their students are performing. If you have a prior commitment and are unable to attend the recital, please notify the school director.

Disciplinary Actions

In the occurrence that any of these policies aren't followed by an instructor, the following disciplinary actions will be taken:

- First Offense
 - A verbal warning will be given along with a follow-up email that will be sent to the instructor as documentation in their file
- Second Offense
 - A meeting will be set with the school director and a note will be added to the instructor's file
- Third Offense
 - A meeting will be set with the Executive Director to discuss any further necessary action including termination.

Resignation from the School

In the occurrence that an instructor chooses to resign from the school, the instructor must submit at least two week notice in writing to the school director. The instructor and school director will then have a meeting to discuss the progress of their current students to help determine suitable replacements for them and to create a plan for notifying the students. No students may be made aware of an instructor's departure without direct permission from the school director.

If an instructor chooses to leave the school or is terminated for any reason, they may not teach any active CFCArts students within a 6 month period of their final day.

How to My Music Staff

LOGIN

www.mymusicstaff.com

Login: Please use your CFCArts email address.

Password: You may change your password at any time.

OVERVIEW

Settings

- **My Preferences** - Allows you to view and update your personal information and availability as well as view payroll information

Home - Gives you an overview of your schedule and upcoming events

Teachers/Admins - Allows you to view all teacher contact info and instruments

Students - Allows you to view your student profiles for both inactive and active students and input some student information.

Calendar - Shows your events and can be filtered to search for specific students or events.

Repertoire - Allows you to view and add repertoire that you can assign to your students, which will be available on their Student Portal

Lending Library - We currently do not use this feature.

Online Resources - Allows you to upload content (audio, video, sheetmusic, etc.) that you can assign to your students, which will be available on their Student Portal

NOTIFICATIONS

1. Students will receive automatic email reminders 24 hours prior to the start of your next lesson.
2. Students will receive automatic email reminders when a lesson is cancelled or rescheduled.

**Central Florida Community Arts
School of Arts & Health
Important Contact Information**

School of Arts & Health / CFCArts Offices

- 407-937-1800
- school@cfcommunityarts.com
- For School information, registration, Workshop calendar and online payments, visit <https://cfcarts.com/academy/>.

Vice President, Operations & Education – Terrance Hunter

- terrance.hunter@cfcommunityarts.com
- 321-301-2493

Director of School of Arts & Health - Kaileigh Anne Tayek

- kaileigh.anne@cfcommunityarts.com
- 419-304-5753

School of Arts & Health Administrator - Sara Breittfelder

- sara.breittfelder@cfcommunityarts.com
- 727-744-3041

Manager of Arts Equity & Access - Serena Ahmed

- serena.ahmed@cfcommunityarts.com
- 609-216-5509

Music Therapy Program Coordinator - Ashley Lewis

- ashley.lewis@cfcommunityarts.com
- 954-290-5821

Academy Manager – Erin Wolfe

- academy@cfcarts.com
- 904-742-5661