cordovan ARTschool

Camp Policies for Teachers

Teacher Schedules

- It is your responsibility to know your schedule. Login to your Jackrabbit Class Portal.
- You are responsible for any subs needed. Your manager can provide you with a list of other Cordovan teachers. Once you find a sub, you must notify your studio Manager and let them know who your sub is.

Camp Policies

- Be on time! Be on time! Be on time! You should be inside Cordovan at least 15 minutes before your class/camp starts. If you are running late, you are responsible to notify the studio manager ASAP. If this happens more than 3 times a new teacher will be asked to take over your class/camp.
- We may need to send students to class a few minutes early, especially on Mondays. This is because the lobby gets very full and loud. Please have sketch paper out for your students to free-draw while they wait.
- Greet your students at the door as they come in. This helps any nervous students and makes parents happy. Use our SMILE – SMILE policy
- Do your best to learn your student's names. It helps them feel special.
- Have a plan for classroom control, and set rules and expectations with your students at the beginning of camp. (Ie. 1,2,3 eyes on me / 1, 2 eyes on you). Do not let your students come and go from the classroom without your permission. If you are not prepared the kids will take over. Yelling is not class control.
- NEVER leave students alone in the classroom. If you need more art supplies or if you have a question for the Manager, please send your assistant teacher or a student to the front desk and we will be happy to help.
- Do not leave your classroom while class is in session to print on the computer. Any copies you need should be submitted to the manager ahead of time, ideally at the same time you turn in your lesson plans.

- At the end of camp be ready for parents to pick up kids. Projects should be put away at this point. You should be at the door welcoming parents and checking students out as they are picked up. Do not let kids into the lobby without a parent.
- After all students have been pickup the Manager will come get extended care or lunch kids from each room. As the teacher, you are responsible for all students until this point. Do not send students to the lunch room until the manager or the person on lunch duty comes to get them.
- Before you leave for the day, make sure all supplies have been put away and brushes have been cleaned. DO NOT leave paints and brushes in the sink or in cups of water.
- Never take students outside of the building for any reason.
- Do not send students to the lobby during snack break. It is very loud and disruptive to the other classes.
- Do not use the TV during snack break or to fill time at the end of your camp.
- Teachers should also look for opportunities to help students bond with each other and become friends. One way is to do some sort of "get to know you" game on the 1st day of art camp--allowing each student the chance to share something about his/herself. One way is that the kids can decorate their portfolio that they can keep their art in during the week. Another way is to have them draw something about themselves for the first 5-10 minutes of camp, then tell everyone what they drew and how it represents them. These are just some ideas for new teachers to help get them started on a good note on the first day of camp. This also allows the kids to be doing something while they wait for the other kids to arrive
- Plan time for a game during snack breaks. (Pictionary, 20 questions, Simon says, limbo, etc. or other games that can get them to think, have fun, and give them a brain-break) Have your assistant teacher organize the game activity while you get ready for your next project. You can also have the kids help clean the room.
- Only the teacher should control playing the music from the approved playlists.
- We should say something about no phones during camp. They should stay in their cubbies even during snack break.
- If you have a student that continues to disrupt the class please feel free to bring the student out to the front desk. We are happy to help so you can continue to teach the class.
- Please remember there is always a possibility we have parents sitting in the lobby or customers painting ceramics. If you are yelling at your class or they are out of control parents can hear everything you are saying.

Things can get crazy at the end of the day so please keep this in mind when you are cleaning up and getting ready to go.

- Teachers, Please do not get on your phone while you are teaching. If you students are all working then go around the room and talk to each one of them. Give lots of compliments and encouragement.
- Be aware of your room! You should never be so involved with 1 student or with your own artwork that you do not know what is happening with students.
- Use your assistant teacher. It is your job to ask them for help and get them involved. They are there to help you out. They also have a list of things they are responsible for doing during camps.

Art Projects & Quality

- Be familiar with your camp titles and descriptions that are posted on the Cordovan website.
- Choose your art camp art projects from the website: "Online.CordovanArtSchool.com. Some lesson plans will be assigned to the camp based on the camp title, and other lesson plans will be yours to create from scratch. Ask your manager to help you login for the first time.
- Submit your lesson plans to the manager and get approval at least 1 week before camp starts.
- Have your room set up and ready to teach 10-15 minutes before camp begins.
- Plan for at least 2 projects a day. If it is a long project, have them work on it for a bit then come back to it the next day.
- Always have something to do for students who finish ahead of other students. You WILL have some kids who will finish faster than other kids and will need something to do.
- Never give students coloring pages to color on. This is not a good look for an art school.
- You can give students a small sketchbook at the beginning of a 5-day summer camp. They can sketch whenever they finish early.
- No Crafts. Ask yourself if a student could do this alone at home. If the answer is yes, don't do it. (Paper plates, handprints, construction paper)
- Use a variety of art mediums. Watercolor, acrylic on canvas, oil pastel, 3-D projects. Any art project done on computer paper is not considered a finished project, it is just a sketch. Parents pay a lot for camps and want to see quality materials and good results in their student's artwork.

- Do not repeat the exact same project from camp to camp. You are welcome to do the same type/style of project with a new spin. We have lots of returning students that take more than 1 camp during summer and we don't want them to repeat the same project twice.
- Always have a back-up project ready to go. If you have 45 minutes or more left in the day, start a new project. **Do not** use coloring pages or crafts for this time.
- If you are not teaching a ceramics class you may not use clay that has to be fired. (We don't have enough room in the kiln)
- Please do not let kids pour their own acrylic paint. They always think they need more than necessary. Ask your assistant teacher to help pour paint. This will help cut down on paint waste.
- Do not let kids paint or draw on their bodies.
- You are responsible to keep track of your student's projects. Finished projects should be taken home the day they are finished. They can get lost if they are left in the classroom. Portfolios are always a good idea.
- Have all students put their name on the back of every project BEFORE they start. It's very hard to figure out whom the project belongs to when Friday rolls around. This will save so much time for you.

Thank you! You will be awesome, your students will absolutely love you, and your camps will reflect all your preparation!!

Signature: _____

Printed Name: _____

Date: _____