

# Class Set-up Check List

## 3 – 6 Months Before Class

- Get teacher contracted, including pay rate, class size minimums and maximums and agreed upon duties and responsibilities.
- Prepare a class sample in inviting colors and in product available from the store and have ready to be displayed as advertisement.
- Schedule class time and ensure it does not conflict with other activities within the same space.
- Write up an enticing class description including the prerequisite skills, the class fee, a supply list, detailed homework description (if needed) and materials fee (if not included in class fee).

## 1 – 3 Months Before Class

- Prepare the class registration sheet and class information sheet including notes on supplies and/or materials fees and any pre-work (homework) to be provided at time of registration.
- Educate staff on upcoming classes and skills they will be addressing to assist in selling the value of the class to customers.
- Advertise classes in the shop newsletter, on the shop website and in a prominent location within the shop by displaying the class sample.
- Take registrations (deposits or full amounts depending upon shop policy) being sure to get a contact number and e-mail address if possible in case of the need to provide a last minute notification. Also provide the class information sheet of including a brief description of class policies.
- If class fills, take names for a waiting list and to be used to fill in if a student has to cancel or to be called the next time the class is offered.

## 2 – 10 Days Before Class

- Determine if class is sufficient size, if not, contact teacher and registered students and refund monies as determined by class policies.

## Day of Class

- Check in students as they arrive, collecting any remaining balances as necessary and assist finding any supplies they may still need to purchase.
- Have teacher payment ready as agreed to in the contract for non-employee teachers.

## At the End of Class

- Have each student complete a class survey for feedback purposes.
- Review surveys and provide copies or a summary for the teacher. Also review class numbers, estimate supplies purchased and review the waiting list to determine if the class was profitable and should be offered again at a later date.

# Class Policies (Sample)

## Registration

- Students must pay a **non-refundable deposit of 50%** of the posted class fee at time of registration. The balance is due prior to class, but can be paid the day of class.
- All class registrations including the **deposit must be received 10 days prior** to the first class. If a minimum number of students is registered and there are still seats available, registration will continue up to the time of class.
- If class needs to be cancelled due to low enrollment, you will be notified at least 7 days before the first class. If an individual session needs to be cancelled due to unforeseen circumstances (e.g. weather, instructor ill), you will be notified as soon as possible and that class will be rescheduled.
- If the minimum number of students does not register at least 10 days prior to the first class and the class needs to be cancelled, the deposit will be fully refunded or applied to another class of the student's choice.
- **Class deposits will not be refunded for any reason other than that stated above, but a student can find a substitute for their seat without penalty.**

## Supplies / Materials

- **We ask that any brand specific materials be purchased from the shop and you do not substitute.** Please arrive to class at least 15 – 30 minutes early to purchase supplies if you have not already done so prior to class.
- Materials fees are in addition to the class fee and are paid directly to the instructor, correct change is always appreciated.
- Class handouts are for students who attend the class. Registrants who do not attend the class will not receive class handouts and copies are a violation of copyright law.

## Student Responsibilities

- **Only registered students may sit in on class.** As such, children or guardians (depending on the class) may not sit in unless they have paid for a full registration.
- All students are assumed to have the prerequisite skills listed on the class sheet. The teacher will only be able to assist students without the prerequisite skills as time allows (this can be very limited). Please make sure you are comfortable with the prerequisite skills listed.
- If pre-work or homework is required for class, please make every effort to have it completed prior to class. Class time is scheduled based on the assumption that students will be ready to proceed from the point of the completed homework. If you need additional help, please visit the shop during regular business hours.

## Shop Responsibilities

- The shop will provide a reasonable learning environment including a knowledgeable instructor, access to necessary supplies and an appropriate work area.
- A shop representative will make every effort to contact you if the class or a class session needs to be cancelled for any reason. You are always welcome to call the shop to confirm the class is being held if you have any doubts.

## Class Registration Sheet

*Class Name:* All About Cables

*Instructor:* Gwen Bortner

*Dates & Times:* Mondays 7P – 9P Nov 27, Dec 4, Dec 11, and Dec 18

*Class Fee (includes):* \$125 includes class kit (full payment required to pick up kit)

	Name	Phone	E-mail	Date	Deposit	Balance
1	Jean White	999-9999	jean@hotmail.com	10/24	\$75	
2	Jane Jones	999-9999	jj@gmail.com	10/28	\$65	
3	Donna Fox	999-9999	foxy@mymail.com	10/31	\$125	
4	Pat Smith	999-9999	smithp@hotmail.com	11/5	\$62.50	
5	Beth Hall	999-9999	b.hall@yahoo.com	11/5	\$62.50	
6	Samantha Brown	999-9999	sambro@comcast.com	11/15	\$125	
7						
8						
9						
10						
11	Wait List Starts Here					
12						
13						
14						
15						

**Specials Notes:** Remind students about any specials skills required, unique supplies or pre-work that might be required for class.

# Class Information Sheet

## Class Description

This class is designed to give students a taste of a variety of types of cables, starting with the most basic and building to more complex designs. As the project is worked in panels, only one pattern has to be managed at a time. Students will learn how to create cables with a cable needle and single stitch twists without using a cable needle, uncover the secrets of reversible cables, practice using charts and so much more. The result is a wonderfully textured bag that is felted into a durable fabric.

## Pre-requisite Skills

- Knit, Purl and simple knit/purl combinations
- At least one type of cast on
- Familiarity in working in the round with DPN and circular needles

## Supplies / Materials

- Approximately 500 yds of **Brown Sheep Lamb's Pride Bulky** (4 skeins)
- 9.0 mm (US #13) Circular Needle at least 24"
- 9.0 mm (US #13) Double Pointed Needles (set of 5) - 8" - 9" recommended
- Bulky Cable Needle
- Markers
- Tapestry needle

## Pre-work & Homework

There is no pre-work required for this class, but there will be homework between each session. Please make sure you will have time to complete homework between classes.

## Class Dates & Times

Class will be held at Knitability headquarters:

11013 Le Grand Road  
Le Grand, CA 95333  
209.389.4055

Classes are schedule from 7PM – 9PM on Mondays Nov 27, Dec 4, Dec 11 & Dec 18. Please arrive 20 minutes early for the first class if you need to purchase supplies for the class.

## Class Policies

- If the minimum number of students does not register at least 10 days prior to the first class and the class needs to be cancelled, the deposit will be fully refunded or applied to another class of the student's choice. Class deposits will not be refunded for any reason other than that stated above, but a student can find a substitute for their seat without penalty.
- Only registered students may sit in on class. As such, children or guardians (depending on the class) may not sit in unless they have paid for a full registration.
- All students are assumed to have the prerequisite skills listed on the class sheet.

**Total Class Fee: \$** \_\_\_\_\_ **Deposit of \$** \_\_\_\_\_ **Received:** \_\_\_\_\_

## Teaching Agreement - Local

This will confirm our understanding that \_\_\_\_\_ (the Teacher) will present the following classes(s) for \_\_\_\_\_ (the Shop).

	Class Title	Length	Date	Time
1				
2				
3				
4				
5				

### Fees, Expenses and Cancellation Policy

The Shop will be responsible for all teaching fees and customary and reasonable expenses associated with the above named class(es), including but not limited to travel fees. The teacher will provide a bill at commencement of each class and payment is due at that time.

The Shop agrees to give **7 days notice of cancellation**, if cancellation is necessary due to low class enrollment or other conflict. If the Teacher must cancel due to unexpected events (such as illness, a death in the family, etc.), she will give as much advance notice as possible and reschedule as agreed to with the Shop.

#### Summary of Fees & Reimbursable Expenses:

Option 1: Teaching fees calculated at \$XX / student (minimum 5 students)	
Option 2: Teaching fees calculated at \$XX / class hour	
Travel fee (round trip miles times current IRS rate)	
<b>Estimated Minimum Due at Completion of the Class(es)</b>	

**Teacher Responsibilities:** The Teacher will be responsible for the following:

- Provide a sample of the project being taught at least 45 days prior to the first class. The sample will remain the property of the teacher.
- Provide a complete list of required supplies, specifying brand specific supplies available from the shop whenever possible and appropriate.
- Provide a detailed description of student skill prerequisites and any pre-work required for class prior to the opening of class registration.
- Arrive to class at least 15 minutes before the beginning of each class session.
- Provide all class handouts at no charge (if not using a commercially available pattern) and warrant that said materials are the Teacher's original work.
- Agree to not offer this same class(es) to any other venue within 100 miles radius of the Shop for 6 weeks before and after the schedule class dates.

**Shop Responsibilities:** The Shop will be responsible for the following:

- Provide materials for class sample to the teacher at no charge at least 90 days prior to the class date.
- Provide an area appropriate for the class being offered including either Dry-Erase Board or Flip Chart and markers.
- Advertise class in all appropriate venues, manage student registration including distribution of the class information sheet and collect all class fees.
- To first notify the Teacher at the earliest possible date if the need arises to cancel the class and then contact students providing any information agreed to by the Teacher and the Shop representative. (e.g. Class cancellation due to weather and the date and time class is to be rescheduled.)
- Have a Shop representative available 30 minutes before the first class to confirm class registration, collect any remaining fees and assist with last minute supply purchases.

**Handouts and Supplies:** The Teacher's Fee includes handouts for students who attend the class. Registrants who do not attend the class will not receive class handouts and copies are a violation of copyright law.

A complete list of homework and necessary supplies will be provided to the Shop upon receipt of the contract. A limited number of classes require an additional supply fee to cover materials provided by the instructor. In such a case, it will be stated in the homework and supply list. The supply fee will be collected directly from the students prior to class.

Teacher: \_\_\_\_\_

Shop: \_\_\_\_\_

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_