



Workhouse

ARTS CENTER

Instructor Application & Informational Packet

Spring Quarter 2020:
Classes begin Monday, April 6th and end Sunday, June 7th

Summer Quarter 2020:
Classes begin Monday, June 22nd and end Sunday, August 23rd

Summer Camp 2020:
One Week Camp: June 15 - June 19
Session A: June 22 - July 3
Session B: July 6- July 17
Session C: July 20 - July 31
Session D: August 3- August 14

This packet contains important information about how to apply to become a Workhouse Arts Center instructor in visual arts, music and theatre as well as all the guidelines an instructor must follow when proposing a class.

Please read the entire packet very carefully. If you are interested in learning about teaching opportunities in Ceramics, Glass and the Art of Movement, please turn to page 5 to contact those program managers directly for more information.

If you have received this packet it is because you have shown interest in teaching through the Workhouse Arts Center. If you are a returning instructor, you must still read this packet and submit any new class proposals on time. This packet is not a binding contract or guarantee that your proposal will be accepted. Incomplete proposals will not be considered.

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WELCOME TO THE WORKHOUSE

The Workhouse Arts Center believes that an arts education is necessary to an individual's perception and understanding of the world in which we live. Creative learning enables students to interpret these perceptions in visual or performative form. Art education teaches students to respect and appreciate their own interpretations and those of others. Our program allows every student to increase positive attitudes towards self, others, and the environment through creative experiences. The Workhouse Arts Center provides art instruction that helps develop basic art skills, encourage visual awareness and promote intellectual growth and creative self-expression.

The Workhouse Arts Center instructors include both professional artists and professional educators. We are looking for artists doing interesting work who are also excellent teachers with these qualities:

1. A willingness to be generous with information and an ability to teach conceptual material.
2. Strong technical skills in their specified medium with evidence of artistic and pedagogical success.
3. Great interpersonal and public speaking skills. Instructors should be engaging and patient in a classroom environment.
4. A willingness to participate in all aspects of our Education Program to include outreach, special Education events, field trips, and camps to further build upon the success of the Education Program.

The Workhouse desires team-focused, program driven educators who have a true passion for arts education.

We encourage innovative classes, classes that advance contemporary expressions in various media as well as classes that incorporate or emphasize historic information and processes. Half of our instructors are people who have taught here before. The other half is selected from recommendations, applications, and direct solicitation on our part.

Twice a year we review teaching applications; once in June for fall and winter quarters and once in December for the spring and summer quarters. Please visit the classes section of our website or look at our catalogs to get a sense of the range of classes taught each year. Most of our classes are open to students at all skill levels and we attract students of all ages. We will review proposals for short workshops (1-2 meetings) and classes (4-9 meetings).

Thank you for your interest in teaching at The Workhouse Arts Center. We are always interested in learning about artists who can bring new perspectives to our program.

Sincerely,
The Workhouse Arts Center

The Education Department Mission

The Mission of the Workhouse Education Department is to present original and innovative educational programs for youth, families, adults, and educators designed specifically to foster an appreciation, understanding and knowledge of visual and performing arts.

IMPORTANT DATES

SUBMISSION DEADLINE FOR NEW PROPOSALS & RESUMES

Submission Deadline per program:

Visual Arts (<i>Not Ceramics & Glass</i>):	On or Before, Sunday, January 5th, 2020 (For BOTH QUARTERS)
Music:	On or Before, Sunday, January 5th, 2020 (For BOTH QUARTERS)
Culinary:	On or Before, Sunday, January 5th, 2020 (For BOTH QUARTERS)
Youth Arts Camps:	On or Before, Friday, March 15th, 2020

Spring 2020 QUARTER

Classes Begin	Monday, April 6, 2020
Classes End	Sunday, June 7, 2020

Summer 2020 QUARTER

Classes Begin	Monday, June 22, 2020
Classes End	Sunday, August 23, 2020

Summer Camp Sessions (2 weeks unless specified otherwise)

One Week Camp: June 15 - June 19
Session A: June 22 - July 3
Session B: July 6 - July 17
Session C: July 20 - July 31
Session D: August 3 - August 14

HOLIDAYS & MORE DURING THESE QUARTERS*

Quarter	Day	Date	Holiday/Event
Spring Quarter	Mon	April 6-10	FCPS/PWCS Spring Break
	Sun	April 12	Easter Sunday
	Sun	May 10	Mothers Day
	Mon	May 25	Memorial Day
	Sun	June 21	Fathers Day
	Tue	June 12	Last Day of school for PWCS & FCPS
Summer Quarter	Sat	July 4	Independence Day

* This list is for *instructor reference* only. The Workhouse Arts Center will follow normal operating hours and class schedules for some of the dates listed above. If you wish/need to postpone a class due to a holiday listed above you will have to notify your students and make arrangements to make up the cancelled class. Please check with your Program Director if you need to reschedule or postpone a class. (Program contacts are on Pg 5)

The Workhouse Arts Center is closed to the public on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas.

GENERAL INFORMATION

CONTACT SHEET & ADMINISTRATIVE INFO

Mailing Address	Workhouse Arts Center 9518 Workhouse Way Lorton, VA 22079		
Telephone	703-584-2900 , option “2” (class registration and information) 703-690-1880 (fax)		
Website	www.workhousearts.org (classes, events, studio artist info)		
Public Hours	Galleries & Studios	Wed-Sat Sun	11am-6pm 12pm-5pm
	Admin Offices	Mon-Fri	10am-5pm

PROGRAM CONTACTS

Aubrey Lisowski	<i>Music</i>	703-584-2934	aubreylisowski@workhousearts.org
Debra Balestreri	<i>Visual Arts & Culinary</i>	703-584-2909	debrabalestreri@workhousearts.org
Josh Stout	<i>Camp</i>	703-584-2934	joshstout@workhousearts.org

MARKETING AND ADVERTISING INFORMATION

The Workhouse Arts Center will advertise the catalog of classes and workshops through a variety of means (including but not limited to web, eblasts, community calendars, and local display). Additionally, classes and workshops that are tied to site-wide events (such as Workhouse Education Open House, on-site festivals, etc...) also receive marketing connecting it to the site-wide event. Individual classes, workshops and instructors will not receive specific individual marketing campaigns.

You are your own best marketer! If you are accepted to teach at the Workhouse it is expected that you take an active role to spread the word to all past students, post personal website links to your classes, maintain your own personal e-blast or mailing list, print your own flyers for distribution and social network your classes as much as possible. Tell people you're here!

OTHER PROGRAMS OF INTEREST

Ceramics & Glass:

Residency programs & teaching opportunities for emerging, pre-professional & professional artists.
Contact: Dale Marhanka dalemarhanka@workhousearts.org 703-584-2982

Art of Movement:

Fitness program offering classes in Yoga, Pilates, Tai Chi, etc.
Contact: Lesley Spalding lesleyspalding@workhousearts.org 703-584-2965

Theater:

Educational offerings in acting, musical theatre, set design and more. All Ages.
Contact: Joseph Wallen josephwallen@workhousearts.org 703-584-2963

VISUAL ARTS & CULINARY PROGRAM OVERVIEW

VISUAL ARTS CLASSES

Visual Arts courses consist of concentrations in the following program areas:

1. Drawing & Design (all aspects of drawing, 3D printing, digital design, architecture, and more)
2. Mixed Media (A range of media used in one class)
3. Painting (Acrylic, Oil, Watercolor, etc.)
4. Photography (Digital photography only with editing/finishing, etc.)
5. Textile & Fiber Arts (quilting, batik, sewing, crocheting)
6. Youth & Teen (various media)

If your proposed program does not fit into the above categories, it will not be considered. If you are seeking teaching experiences in ceramics, glass or fitness, please refer to page 5 for those program manager contacts.

The Workhouse Arts Center has six (6) classroom spaces that have been outfitted with various classroom equipment including easels, chairs, stools, tables, carts, and a Digital Media Lab with fifteen (15) Dell PC's with Adobe CC and an EPSON photo printer. Not all Visual Arts Classrooms are equipped with water/sink access inside the classroom, however every building that houses a classroom does have sink/water access located in the rear of the building dedicated to classroom needs.

Classrooms range in size from 440 sq. ft. to 650 sq. ft. The smallest classroom spaces hold approximately 10-12 students while the largest classroom spaces can hold 20 students max. Every space has electricity and wifi access. All but two of our classrooms are "open air" ceilings meaning they do not have a dropped, covered, isolated classroom environment, but rather only four walls and a door that separates them from working studio artists. This is important to note because teachers and students must be respectful of noise (language and electronics) so as not to disturb working studio artists.

CULINARY ARTS CLASSES

The Workhouse has one Culinary teaching kitchen that holds no more than fourteen (14) students. Due to the historic nature of this building, gas with hood ventilation can not be equipped in this space, so the kitchen has been outfitted with two electric stove/ovens with overhanging exhaust hoods. The classroom also contains five stainless steel, waist-high, 6' cooking tables, a variety of cooking utensils, pots, pans, mixers and more. The classroom also contains a fridge, sink, dishwasher and disposal.

The nature of the Culinary program at the Workhouse is an introductory and continuing education experience for students to learn healthy cooking practices and food safety, however themed classes are welcome as well - culturally specific recipes, family-fun cooking experiences and holiday themes to name a few.

Culinary teachers must adhere to a stricter cleaning schedule and policies due to the nature of their craft and are expected to work together to keep the space clean, and safe for food handling.

SUBMITTING PROPOSALS FOR VISUAL ARTS CLASSES

WHAT DO I NEED TO SUBMIT...?

1. A description of the class/workshop in the approved formatting. Only typed or digital requests will be reviewed, please no hand written proposals. See pages 12-13 for formatting)
2. New Instructors - Resume, Cover Letter, Artist Bio, Teaching Philosophy, Images of artwork (See pgs 8-11)
3. Returning Instructors - please review your proposals and amend with new start and end dates. Unless your tax information has changed, you do not need to resubmit your W-9. If it has been over two years since you have had a background check, please fill in the Authorization for a Background Check Form.

WHO DO I SUBMIT PROPOSALS TO...?

Education Program Office: registrar@workhousearts.org
(Please indicate which **program** you are submitting for, in the subject line of the email.
Programs and Program Contacts are on pg 4)

YOU CAN SUBMIT IN THE FOLLOWING WAYS

Email (preferred): registrar@workhousearts.org

Mail: Education Office
ATTN: Class Proposal
Workhouse Arts Center
9518 Workhouse Way
Lorton, VA 22079

HOW DO I KNOW IF MY PROPOSAL HAS BEEN ACCEPTED...?

You will receive a confirmation that your proposal(s) have been received by Email. You must provide an Email address if you wish to be considered as a Workhouse Arts Center instructor. *If your proposal is not accepted, you will be contacted with an explanation.*

POSSIBLE CAUSES FOR UNACCEPTED PROPOSALS

Conflicting time slot. Classes with a history of successful enrollment will be given right of first refusal for a given time slot. If you have submitted a proposal with a conflicting day/date/time, we will contact you for alternate possibilities.

Priority to unclaimed time/day slots will be given to complete submissions. Submissions that remain incomplete past the deadline will not appear in the print version of the catalog. (For your convenience, a submission checklist is included with the forms at the end of this document.)

Successful submissions will portend financial viability for sustaining allocation overhead, in an effort to maintain classrooms, utility costs, and general maintenance of public and shared areas. Classes which maximize the financial potential for the Workhouse will be given priority.

Successful submissions will best match the mission of The Workhouse Arts Center Education Department.

NEW INSTRUCTORS

NEW INSTRUCTOR APPLICATION

Please submit a typed/digital document(s) containing the following information regarding your background, education, experience and qualifications:

Name (including professional name, if different)

Address

Contact Information (phones, email **email is mandatory*)

Curriculum Vitae, Supportive Documents

References (two professional references- names and contact information)

Teaching Philosophy (one paragraph, explaining style and/or methodology)

Artist Bio (one paragraph personal/professional bio for web or print use)

10 photos of current work (See pg 11 for more info, image must have been taken in the last 2 years)

When naming your images, please use this format:

ArtistLastName.NameofImage.Class title image is associated with.jpg

Example: Jones.Autumn Dreams.Beg Acrylic Painting.jpg

Related Awards, Recognition (optional)

To save turn-around time, please include your course or workshop proposals along with your instructor application. The Education Department will be in touch regarding your application and for any further details or information. Processing new instructors applications takes extra time, please submit as early as possible.

ADDITIONAL NEW INSTRUCTOR INFORMATION (REQUIRED)

Please complete the following required forms, which are featured in this packet:

W-9 Tax Form

Background Check Authorization Form

NEW INSTRUCTORS

MY PROPOSAL HAS BEEN SUBMITTED, NOW WHAT...?

CONFIRMATION AND PROOFING

You'll receive a confirmation once your submission is complete and has been accepted. If your submission is incomplete, or cannot be accepted, you will be contacted for more information or with an explanation of refusal. Proofing begins the day after the submission deadline. Any supplemental information including contract/payroll information will also be confirmed at this time.

REGISTRATION/PUBLICATION PHASE

Once registration begins, you may check on the status of your class by going to <http://reservations.workhousearts.org>, select your class and time and your "availability" is the number of seats still available in your class. If your availability matches that of the number of seats for your class, then you have had no enrollments for your class. Once your class has met the minimum number of students needed to run, a roster will be emailed to you the week before your class is to begin.

During this time- you must send a welcome email to your students introducing yourself and communicating any supply needs. If your class or workshop has not met minimum enrollment by *one week before your first class*, you will be contacted for cancellation and/or rescheduling options.

If your class or workshop is 'a go' you may be assigned a classroom key code and given a fob key to access the building. It will be required that you visit the campus ahead of time to secure these items and test the fob and classroom keys. (This is not the case with all programs)

INSTRUCTOR RESPONSIBILITIES

All classrooms are shared by other instructors, and are used by a variety of teachers and media. It is your responsibility to clean up after your class and leave the room in as-good-or-better condition than you received it. If you encounter major damage, spills or big messes, please notify the Programmatic Office at your earliest convenience.

This is also true for any other common areas in any building that your class might use. Please be respectful of the artists and instructors that also use the space and leave these areas clean and ready for the next class (and for the artists that reside in that building).

Do not store personal items in classrooms, as the spaces will be used by many instructors, each teaching various media. The Workhouse is not responsible for missing or damaged personal property that is left in classrooms unattended.

The classrooms are property of the Workhouse and will be fitted with appropriate classroom equipment. The instructor is not to remove any equipment from the classroom space. Each classroom has been inventoried as to what belongs in each room, and will be checked periodically to make sure equipment remains in its assigned area. As an instructor you may request a certain classroom and every attempt will be made to accommodate your needs, however the Workhouse maintains the right to assign instructor classrooms as the schedule permits.

Some instructors will be responsible for opening/closing buildings (as appropriate) before/after classes. Further details will be given to those instructors.

MATERIALS/SUPPLY LISTS

When an instructor(s) receives his/her roster of students the instructor should send a welcome email, including a list of supplies with potential estimated cost.

The catalog will **not** list supplies, but will instruct students how to find out about necessary supplies for classes. Below are a few options to consider whilst compiling your proposal.

OPTION 1: PROVIDE A SUPPLY LIST (RECOMMENDED)

Provide an itemized supply list to the Department of Education including estimated costs for each item. You should also include a location where students may find supplies. Instructors are encouraged to send supply lists to their students but students may also request a supply list when registering for their class at which time the list will be emailed to the student. Students are to purchase supplies on their own.

OPTION 2: MATERIALS FEE (PAYABLE TO INSTRUCTOR)

Used only for workshops or specialty classes where the instructor must prepare items (or kits) prior to the first class meeting. Instructors provide the fee amount for listing purposes and students are instructed to remit the fee payable to the instructor at the first meeting. An itemized supply list (provided by the instructor) must be reviewed and accepted by the Education Department before this option can be considered. This is the recommended option for Culinary Arts Instructors who need to shop for fresh foods.

OPTION 3: MATERIALS FEE (PAYABLE TO WORKHOUSE)

The student pays a materials fee at the time of registration. The materials fee is calculated directly into the tuition cost of the class. In this case, the instructor still provides all the materials for the course however the Workhouse will handle all transactions and give the instructor a lump sum based on enrollment. That sum is the agreed upon materials fee in which the instructor has estimated their supply reimbursement costs. It is recommended that the instructor provide an itemized materials list to the Workhouse ahead of time to make sure that the material fee covers the full weight of the materials per student.

OPTION 4: LAB FEES (WORKHOUSE ASSESSED FEE)

Applicable in instances where students are using shared supplies or tools that are the property of The Workhouse Arts Center. The materials fee in this instance is set by the Workhouse and is used to replenish expendables as they are depleted. This is applicable to the Computer Labs, Photography Labs, and other similar circumstances. Lab fees may be assessed by The Workhouse Arts Center, and may be 'in addition to' other supplies or materials.

SUBMITTING ARTWORK

SUBMITTING ARTWORK

Artwork chosen for the website is at the discretion of the Program Director. The print version of the catalog will also include images of artwork and classroom shots and is designed by the Marketing office. If you have images of your classes in action, please feel free to submit those images along with your proposal.

The web listing allows us to feature a color image next to your listing. You may submit a different image for each class proposed. Submitting a piece implies the rights to use for the purposes of this catalog and associated web listings. If the image you are providing was not taken by you or does not represent your personal artwork, you must guarantee that you have the rights to use the image by providing signed documentation from the photographer so that proper credit can be given to that individual.

It is the right of the Workhouse to use your submitted images as we may see fit for advertising purposes. Do not submit an image that you do not wish to see advertised or used on the website or in print.

Art Specifications: Submitted artwork must be 300 dpi (or higher), CMYK, jpg images. It is preferred that you submit images via email, but for larger files, please provide a CD of images or link to a shareable online drive. (Such as Dropbox, Google, etc.) Artwork represented must have been created within the last 2 years.

When naming your images, please use this format:
ArtistLastName.NameofImage.Class title image is associated with.jpg
Example: *Jones.Autumn Dreams.Beg Acrylic Painting.jpg*

Artist Info: Please include an image list containing the name of piece, name of artist, and medium and photo credit if applicable. Please note if you would like the image placed next to a specific class listing on the website.

WEEKLY CLASS PROPOSAL FORMAT

ATTENTION: When submitting a class proposal, you must follow the below format. Failure to follow this format will result in your proposal being viewed as incomplete and will prevent your proposal from being accepted. Only digital/typed proposals will be reviewed. No hand-written proposals will be accepted.

WEEKLY CLASSES (for workshops, see next page)

The Workhouse Arts Center defines a “weekly class” as a class that meets once a week for a period no shorter than 4 meetings and no longer than 10 meetings. Weekly classes allow students the time to delve deeper into a medium and advance their skills over a period of time. Weekly classes are preferred for our programming needs and will be given priority over workshops.

Course Info	Course Name	e.g., “Advanced Acrylic Painting”
	Description	Approx. 4 -6 sentences of content to be covered and expectations, please keep descriptions <i>short</i> and <i>concise</i> . The Workhouse reserves the right to edit the description.
	Day and Time (1st choice)	e.g., “Fridays , 5pm-8pm”
	Alternate Day and Time (2nd choice)	Please provide an alternate day and time e.g., “Saturdays, 10-1pm
	Course Length	e.g., “9 weeks”, “5 weeks”, etc.
	First Class	e.g., “Friday May 10”, (date of the first day of class)
	Last Class	e.g., “Friday June 20”, (date of the last day of class)
	Supply List	(if applicable) See Page 9 for further details.
	Materials Fee	(if applicable) See Page 9 for further details.
	Special Notes	Any pre-requisites, hazards, observed holidays, etc... things that students should know before registration that is not covered in the description.
	Instructor Name(s)	Exactly how you will be listed in the catalog and website.
	Contact Info	Phone and Email. Administrative use only. Will not be distributed without consent. You MUST provide an email.
Student Info	Skill Level	Beginner, Intermediate, Advanced, Master.....
	Age/Grade	Adult, Teen, Child- include ages or grade range as appropriate.
	Enrollment	Max/Min enrollment, if not provided, we will max the classroom space- which is usually 10-12 people depending on the classroom. Minimum enrollment to run a course is 4 students.
	Artwork	See page 10
Compensation	The Workhouse has standardized compensation for weekly classes. Please review page fourteen (14) for further information. This is non- negotiable.	

WORKSHOP PROPOSAL FORMAT

ATTENTION: When submitting a workshop proposal, you must follow the below format. Failure to follow this format will result in your proposal being viewed as incomplete and will prevent your proposal from being accepted. Only digital/typed proposals will be reviewed. No hand-written proposals will be accepted.

WORKSHOPS

The Workhouse Arts Center defines a “workshop” as a class that meets one to two times (like a weekend) and is specific to one topic, task, skill or project. Workshops should be designed to garner interest from students to enter a weekly class. Weekly classes are preferred for our programming needs and will be given priority over workshops.

Course Info	Course Name	e.g., “Tapestry Weaving Workshop”
	Description	Approx. 4-6 sentences of content that will be covered and expectations. The Workhouse reserves the right to edit the description.
	Dates and Times (1st choice)	e.g., “Friday Jan 3 & Sat Jan 4 from 5pm-8pm both days”
	Alternate Day and Time (2nd choice)	Please provide an alternate day and time
	Supply List	(if applicable) See Page 9 for further details.
	Materials Fee	(if applicable) See Page 9 for further details.
	Special Notes	Any pre-requisites, hazards, ‘no class on May 3’, ‘late start’ etc... things that students should know before registration.
	Instructor Name(s)	Exactly how you will be listed in the catalog and web.
	Contact Info	Phone and Email. Administrative use only. Will not be distributed without consent. You MUST provide an email.
Student Info	Skill Level	Beginner, Intermediate, Advanced, Master....
	Age/Grade	Adult, Teen, Child- include ages or grade range as appropriate.
	Enrollment	Max/Min enrollment, if not provided, we will max the classroom space- which is usually 10-12 people depending on the classroom. Minimum enrollment to run a course is 4 students.
	Artwork	See page 10
Compensation	The Workhouse has standardized compensation for Workshops. Please review page fifteen (15) for further information. This is non- negotiable.	

WEEKLY CLASS TUITION & COMPENSATION

TUITION FOR WEEKLY CLASSES

The chart below illustrates what the **student will pay in tuition** for a weekly class.

WEEKS						
HOURS	4	5	6	7	8	9
1	\$105	\$110	\$120	\$125	\$135	\$145
1 1/2	\$120	\$130	\$145	\$160	\$170	\$185
2	\$135	\$155	\$170	\$190	\$205	\$220
2 1/2	\$155	\$175	\$200	\$210	\$225	\$235
3	\$170	\$200	\$220	\$230	\$240	\$250

INSTRUCTOR COMPENSATION FOR WEEKLY CLASSES

The chart below illustrates the **per student rate an instructor will receive** for a weekly class.

WEEKS						
HOURS	4	5	6	7	8	9
1	\$47	\$50	\$54	\$56	\$61	\$65
1 1/2	\$54	\$59	\$65	\$72	\$77	\$83
2	\$61	\$70	\$77	\$86	\$92	\$99
2 1/2	\$70	\$79	\$90	\$95	\$101	\$106
3	\$77	\$90	\$99	\$104	\$108	\$113

GUARANTEED MINIMUM COMPENSATION SCHEDULES

The minimum number of students required to run a class is four (4). The Workhouse will guarantee a minimum compensation of \$20 per hour in instances where the class has not met the minimum (4) number of students to run but where there is interest to run the class from the students and as long as the Workhouse overhead and administrative costs are met. The \$20 an hour minimum compensation is not a fail safe for running a class under four people and can **only** be decided upon by the Program Director.

INSTRUCTOR COMPENSATION CALENDAR

The Workhouse Program Offices will submit check requests to the Business Office. The Business Office is then responsible for printing, signing and mailing the instructor checks. If you do not receive your check for instructional payment within one month of the below schedule, please notify the Business Office at 703-584-2914.

- 50% due paid at end of 5th week of quarter
- 50% due paid at end of 9th week of quarter

EXAMPLES OF COMPENSATION

- 1) Instructor teaches a 8 week, three hour class at \$240 a single tuition.
Instructor has a class student count of 12 students
Instructor will receive \$108 per student = **\$1,296**
- 2) Instructor teaches a 5 week, 2 hour class at \$155 a single tuition.
Instructor has a class student count of 6 students
Instructor will receive \$70 per student = **\$420**

WORKSHOP TUITION & COMPENSATION

TUITION FOR WORKSHOPS

The chart below illustrates what **the Student will pay** in tuition for a Workshop.

Days		
HOURS	1	2
1	\$30	\$45
1 1/2	\$40	\$65
2	\$50	\$85
2 1/2	\$60	\$105
3	\$70	\$125
3 1/2	\$80	\$145
4	\$90	\$165
4 1/2	\$100	\$185
5	\$110	\$205
5 1/2	\$120	\$235
6	\$140	\$255

INSTRUCTOR COMPENSATION FOR WORKSHOPS

The chart below illustrates what **the Instructor will earn per hour** for a Workshop at a minimum of four students.

Days		
HOURS	1	2
1	\$25	\$25
1 1/2	\$25	\$30
2	\$25	\$30
2 1/2	\$30	\$35
3	\$30	\$40
3 1/2	\$30	\$40
4	\$40	\$45
4 1/2	\$40	\$45
5	\$50	\$50
5 1/2	\$50	\$50
6	\$55	\$55

INSTRUCTOR COMPENSATION BASE + PER STUDENT RATE

Instructors are encouraged to advertise and self-promote their Workshops in order to gain more students. For every one student beyond the base four (4) an instructor will earn the hourly equivalent per student. Please see **Examples of Compensation** below for an explanation.

The Workhouse Arts Center defines a “workshop” as a class that meets one to two times (like a weekend) and is specific to one topic, task, skill or project. Workshops should be designed to garner interest from students to enter a weekly class, to complete one project, or cover a special interest medium/method better suited for 1-2 days study.

The minimum number of students required to run a workshop is four (4). Four students are required for an instructor to earn the “base” pay per hour. Once a workshop has reached four students, the instructor is obligated to conduct the workshop.

INSTRUCTOR COMPENSATION CALENDAR

The Workhouse Program Offices will submit check requests to the Business Office the day after the Workshop has been completed. The Business Office is then responsible for printing, signing and mailing the instructor checks. If you do not receive your check for instructional payment within one month of the workshop, please notify the Business Office at 703-584-2914.

EXAMPLES OF COMPENSATION

- Instructor teaches a 1 day, 4 hour workshop and has 7 students.
 A 1 day/4 hr Workshop base pay is: \$40 per hour x 4 hours = \$160
 Because the instructor has an additional *three* students the instructor would earn an additional \$40/student or \$120.
 $\$160 + \$120 = \mathbf{\$280}$
 By attracting more students, the instructor’s pay went from \$40 per hour to \$70 per hour
- Instructor teaches a 2 day, 5 hour workshop and has 10 students.
 A 2 day/ 5 hour Workshop base pay is: \$50 per hour x 10 hours = \$500
 Because the instructor has an additional six students the instructor would earn an additional \$50/student or \$300.
 $\$300 + \$500 = \mathbf{\$800}$
 By attracting more students, the instructor’s pay went from \$50 per hour to \$80 per hour

CHECKLIST (FOR YOUR PERSONAL REFERENCE)

COURSE PROPOSAL CHECKLIST

- | | | |
|--------------|--------------------------|---|
| Course Info | <input type="checkbox"/> | Course name (See pgs 12-13) |
| | <input type="checkbox"/> | Course description (See pgs 12-13) |
| | <input type="checkbox"/> | Day and time and alternate day and times (See pgs 12-13) |
| | <input type="checkbox"/> | Course length (weeks and hours each meeting, See pgs 12-13) |
| | <input type="checkbox"/> | Detailed Supply list OR materials fee (See pg 10) |
| | <input type="checkbox"/> | Special notes (Potential hazards, pre-requisites, etc...) |
| | <input type="checkbox"/> | Classroom equipment needs (easels, tables, water access, etc...) |
| Instructor | <input type="checkbox"/> | Instructor name(s) as it will appear in the catalog |
| | <input type="checkbox"/> | Contact info (phone and email) |
| Student Info | <input type="checkbox"/> | Skill level (All skill levels, Beginner, Intermediate, Advanced, Master) |
| | <input type="checkbox"/> | *Age/grade (Youth, Young Adults, Adults, etc...) |
| | <input type="checkbox"/> | Maximum student enrollment (Minimum enrollment to run a course is four (4)) |
| Artwork | <input type="checkbox"/> | Artwork for catalog and/or web (See pg 11) |
| | <input type="checkbox"/> | New instructor information (Pg 8) |

** Classes are described by skill level, grade and/or age appropriateness. Skill levels include beginner, intermediate and advanced. Ages for youth classes can range anywhere from 5-15 years old unless otherwise specified or broken down. Young Adult is considered 16 years of age. Adult classes are for ages 18 and above.*

YOUTH ARTS CAMP OVERVIEW

We're excited to have you! Youth Arts Camp is our largest and most prized summer program. Now in its 11th year, we are proud to offer even more dynamic programming and top-notch educational arts opportunities to the youth community. Here's what you need to know:

1. Camp classes are fun-filled, technique-intensive* fine arts lessons taught by professional artists and arts educators to campers of varying skill levels and cognition.
2. Camp is split into one, one-week session and four, two-week sessions (A, B, C and D) and runs Monday through Friday.
3. Instructors teach 1 ½ hour classes during specific time slots over the course of one or multiple camp sessions.
4. In the classroom, instructors will work with a Camp Counselor (typically a college-level student studying art in some capacity). Counselors are primarily responsible for the campers and their behavior, but will also help facilitate the lesson, prep and distribute materials, assisting as needed.

*NOTE: Technique-intensive lessons should use projects as a vehicle for learning techniques in each medium. Although product is important, we are not in the business of mass production. It is about learning how to use the materials masterfully, and how skills learned can cross over between media and be applied in other areas of the campers' education.

Many times the campers are so excited to begin a project, we allow them to get started before explaining what they're using, how to use it and why. Here are examples of what basics we should remember to review in class:

1. Drawing & Painting – how to hold, load and care for a paintbrush, different quality paper, how they differ and why, differences between graphite pencils and erasers, importance of composition
2. Ceramics – about the clay used, names of and how to properly use tools, construction techniques
3. 3D – background on material used and why, principles of design, positive and negative space

DEADLINE:

Sunday, March 15 2019

In order to have the camp infrastructure set in a timely manner, a deadline has been established for items listed below. Any submissions after this deadline may be declined.

SUBMISSIONS

Proposal/Lesson plan

Materials list

Personal Teaching Objective Statement

New Instructor Application – New Instructor Applications must be submitted if you have not previously taught as a Workhouse Camp Instructor.

SESSION DATES & SAMPLE SCHEDULE

SESSION DATES

Our camp program is a total of nine weeks. The nine weeks are split into one-week sessions and two-week sessions listed below. Instructors are able to select to teach for one or more sessions when submitting their proposal.

One Week Camp: June 15 - June 19

Session A: June 22 - July 3

Session B: July 6- July 17

Session C: July 20 - July 31

Session D: August 3- August 14

JUST A SAMPLE SCHEDULE

Below is a sample schedule of two camp programs. Schedules represent one, two-week sessions, Monday through Friday.

EXPLORERS | FULL 6-10

TIMES	FULL DAY
9:00-10:30 (Class 1)	Ceramics (Bldg. W-8)
10:40-12:10 (Class 2)	Movement (Bldg. W-11)
12:20-12:50 (Lunch)	LUNCH
12:50-1:30 (Activity)	ACTIVITY
1:40-3:10 (Class 3)	3-D (Bldg. W-10)
3:20-4:50 (Class 4)	2-D/Mixed Media (Room 305)

INTENSIVE | 14-17

TIMES	WEEK 1	WEEK 2
9:00-10:30 (Class 1)	Portfolio Prep (W-16)	Portfolio Prep (W-16)
10:40-12:10 (Class 2)	Culinary TR (302) 2-D MWF (W-10)	Culinary MWF (302) 2-D TR (W-10)
12:20-12:50 (Lunch)	LUNCH	LUNCH
12:50-1:30 (Activity)	ACTIVITY	ACTIVITY
1:40-3:10 (Class 3)	Glass (W-7)	Glass (W-7)
3:20-4:50 (Class 4)	Ceramics (W-8)	Ceramics (W-8)

WHAT WE SEEK

We seek experience in the following fine arts media for the camp programs on the following page:

Portfolio Prep for Teens	Short Film & Animation	Figure Drawing
Culinary Arts	Drawing	Acrylic Painting
Watercolor Painting	Mixed Media	Collaging/Mosaics
Glass	Ceramics	3-D Design
Yoga/Movement	Graphic Design	Photography

CAMP PROGRAMS

CAMP PROGRAMS INCLUDE:

ONE WEEK SUMMER CAMP | GRADES 1-3, 4-6, AND 7-8 : Campers are meant to sample a diverse group of media that can include textile arts, culinary arts, mixed media, drawing, painting, digital arts, glass and ceramics. Runs Monday - Friday, FULL DAY ONLY, 9am - 5pm.

DOODLE TOTS ARTS CAMPS | AGES 4-6: Campers experience circle time, music and movement, arts activities and games, special classes from visiting artists, outdoor and story-times. Only half day AM sessions , Monday - Friday, from 9am to 12:30pm.

Visual Arts Creators Camp | Rising grades 1-3: Full day sessions, 9am - 5pm, Monday - Friday. Designed to allow campers to experieiment in a multitude of media from textile arts, culinary arts, mixed media, drawing, painting, digital arts and ceramics.

Visual Arts Explorers Camp | Rising grades 4-6: Full day sessions, Monday - Friday, 9am - 5pm **and** half day sessions AM 9am -12:30pm and PM 1:30pm - 5pm. Designed to allow campers to experieiment in a multitude of media from textile arts, culinary arts, mixed media, drawing, painting, digital arts and ceramics.

Fine Art Innovators Camp | Rising grades 7-8: Full day sessions, 9am - 5pm **and** half day sessions AM 9am -12:30pm and PM 1:30pm - 5pm. Designed to help campers develop technical skills, and use critical thinking to fuse art and history together while creating new concepts in a multitude of media from textile arts, culinary arts, mixed media, drawing, painting, digital arts , glass and ceramics.

Summer Arts Intensive for Young Adults | Rising Grades 9-12: Full day sessions, Monday - Friday, 9am - 5pm only in Session A and B. A more intensive camp on real life art practices. students are presented with resources for making a career in the arts, create work fit for college admissions porfolios, while broadening thier skill set in a multitude of media to include glass, ceramics, painting and drawing.

Foundations of Digital Games | Rising Grades 1-3: Only one session a summer, typically half- day 9am to 12:30pm. This is a partnership camp with Mason's Game & Technology Academy where STEM practices are used to teach campers how to create digital games.

Introduction to Game Design | Rising Grades 4-6: Only one session a summer, typically half- day 9am to 12:30pm. This is a partnership camp with Mason's Game & Technology Academy where STEM practices are used to teach campers how to create digital games. This camp focuses on the "next-steps" for those who took the "Foundations of Digital Games" in the previous summer.

Short Film Camp | Rising Grades 3-6: Typically two sessions a summer, half-day only 9am to 12:30pm. A focus on computer assisted short film production from writing a script , to creating characters, and acting. Short films are then presented to families in the W-3 theater on the last day of camp.

Performing Arts Summer Camp Challenge: Please reach out to Josephwallen@workhousearts.org to learn more!

New Music Camp Options!: Please reach out to aubreylisowski@workhousearts.org to learn more!

CAMP PROPOSAL TEMPLATE

SUMMER CAMP CLASS PROPOSAL TEMPLATE

All Class Proposals MUST be submitted in the following format

Course Name:

Description of the Course:

Course Objective/ Skills Learned:

Preferred Time Slot and Preferred Camp Session:

Preferred Age Group:

Lessons Plans for Projects:

Project Proposal & Significance

Provide a detailed explanation of the individual project with notes on why it is significant or how it meets course objectives and skills learned.

Lesson & Learner Outcomes

What is your end goal in terms of objects made, vocabulary learned, concepts and techniques covered?

End of Lesson

Highlight key points, review concepts, ask questions, and prep campers for the next lesson

Overall Materials List:

Please format any specific material request as shown below. Those who fail to provide this detailed information can not be guaranteed materials will be purchased in a timely manner.

SKU #	Item	QTY.	Price (Each)	Weblink
00711-1049	6-pack, Basic Acrylic Paint	3	\$27.30	http://www.dickblick.com/items/00711-1049

CAMP INSTRUCTOR APPLICATION

NEW INSTRUCTOR APPLICATION

Please submit a typed/digital document(s) containing the following information regarding your back ground, education, experience and qualifications.

Name (Full legal name as it appears on your Birth Certificate)

Address

Contact Information (EMAIL is mandatory, phone #'s like cell and home)

Resume/CV/ Supportive documents you would like to include

Education level (College degree awarded, certifications, licensures, etc.)

Instruction Experience (Where, when, years of experience)

References (Twp professional references - names, email and phone of those people)

Artistic Bio (One paragraph)

5-10 Digital images of Current Artwork

Work submitted must be within the last two years

This is optional for artists who have successfully juried into the Workhouse Arts Center

When naming your images, please use this format: Artistlastname.title of work.jpg

W-9 and Authorization for Background CHeck form located in this packet.

To save turn-around time, please make sure to include these documents along with your class proposals.

MUSIC PROGRAM OVERVIEW

MUSIC INSTRUCTORS AT THE WORKHOUSE

Are you a musician with a passion for teaching your craft? Do you have experience working with children and/or adults in a community education setting? Are you interested in helping develop a new Music Program for the Fairfax and Prince William County communities?

About Music at the Workhouse

We are seeking enthusiastic instructors to lead technique-intensive music classes to children and adults. Instructors should be kind, patient, fun-loving, work well with others and have a genuine interest in music education. We are searching for instructors with experience teaching the following:

Early Childhood Music Education

Ages 6 months to 6 years

Private Lessons

All ages, Piano, Voice, Strings, Woodwinds, Brass

Group Lessons

Ages 5-11 and Adults in Cello, Flute, Guitar, Piano and Violin

Ensembles

Rock Band

Jazz Band

Chamber Ensemble

Adult Chamber Ensemble

Instructor Requirements

- Bachelor's Degree or higher in Music, Music Education, or equivalent
- Minimum two years teaching experience and/or professional experience within specific medium
- Fun, energetic, and interested in working with children and adults
- Knowledgeable of different styles and techniques
- Interested in helping build a new community-based music program from the ground up

HOW TO APPLY?

Please complete the packet specifications outlined on page 19 of this Packet and send it to the below contact.

For more information, please contact Aubrey Lisowski:

E-Mail: aubreylisowski@workhousearts.org

Phone: (703) 584 - 2934

MUSIC PROGRAM TUITION/COMPENSATION

TUITION FOR WEEKLY CLASSES

The chart below illustrates what the **student will pay in tuition** for a weekly class.

Class	Tuition
Private Lesson	\$40/30 min. lesson
ECM Class (45 min.)	\$110/ 6 wk. session
Group Lesson (1 hr.)	\$105/ 4 wk. session (minimum 4 students)
Beginning Instrument Class (2 hr.)	\$170/ 6 wk. session (minimum 4 students)
1 Day Workshop	\$50/ 2 hr. workshop (minimum 4 students)

Instructor Compensation for Weekly Classes

The chart below illustrates the **per student rate an instructor will receive** for a weekly class.

Class	Compensation
Private Lesson	\$24/30 min. lesson
ECM Class (45 min.)	\$40/class/6 wk. session
Group Lesson (2 hr.)	\$45/class/4 wk. session
Beginning Instrument Class (2 hr.)	\$60/class/6 wk. session
1 Day Workshop (2 hr.)	\$25/hr. @ 4 students, plus \$25/student after 4

GUARANTEED MINIMUM COMPENSATION SCHEDULES The minimum number of students required to run a music class is five (5). The Workhouse will guarantee a minimum compensation of \$15 per hour in instances where the class has not met the minimum (5) number of students to run but where there is interest to run the class from the students and as long as the Workhouse overhead and administrative costs are met. The \$15 an hour minimum compensation is not a fail-safe for running a class under four people and can **only** be decided upon by the Program Director.

INSTRUCTOR COMPENSATION CALENDAR The Workhouse Program Offices will submit check requests to the Business Office. The Business Office is then responsible for printing, signing, and mailing the instructors checks. If you do not receive your check for instructional payment within 30 days of the 1st of the month, please notify the Business Office at 703-584-2914.

MUSIC PROGRAM APPLICATION GUIDELINES

NEW INSTRUCTOR APPLICATION

Please submit a typed/digital document(s) containing the following information regarding your background, education, experience and qualifications:

Name (including professional name, if different)

Address

Contact Information (phones, email **email is mandatory*)

Curriculum Vitae, Resume, Supportive Documents

Make sure to list College degree(s) awarded, any specialized certifications, licensure, etc.

Instruction Experience- Where, when, years of experience

References (two professional references- names and contact information)

Teaching Philosophy (one paragraph, explaining style and/or methodology)

Artist Bio (one paragraph personal/professional bio for web or print use)

Example of Teaching Ability

Video of teaching experience or copy of lesson plans. If not available for application, please be prepared to teach a lesson or class during the interview process.

Related Awards, Recognition (optional)

The Education Department will be in touch regarding your application and for any further details or information. Processing new instructors applications takes extra time, please submit as early as possible.

ADDITIONAL NEW INSTRUCTOR INFORMATION (REQUIRED)

Please complete the following required forms, which are featured in this packet:

W-9 Tax Form

Background Check Authorization Form

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	Workhouse Arts Center 9518 Workhouse Way Lorton, VA 22079
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> <td style="width: 10%; border: 1px solid black;"> </td> </tr> </table>										
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,



**Workhouse Arts Foundation INC
Authorization for Background Check**

Name:

First _____ **Middle** _____ **Last** _____ **Maiden** _____

Social Security No. _____ **Birth Date (DD/MM/YYYY)** _____

Current Phone _____ **Current Email** _____

All Addresses within the Last 8 Years:

Current: **Address** _____

City/State/Zip _____

Dates: From (DD/MM/YYYY) _____ **To Current**

Most Recent Past: **Address** _____

City/State/Zip _____

Dates From (DD/MM/YYYY) _____ **To (DD/MM/YYYY)** _____

Past: **Address** _____

City/State/Zip _____

Dates From (DD/MM/YYYY) _____ **To (DD/MM/YYYY)** _____

Gender: _____

Race: _____

Applicant declares the above information to be correct, true and complete. Applicant authorizes the Workhouse Arts Foundation and/or authorized agents of the Workhouse Arts Foundation to verify the information. Applicant understands that the Workhouse Arts Foundation may terminate contract services entered into for any misrepresentation made above.

Applicant Signature _____ **Date** _____

Please complete ALL lines on this form

COURSE POLICIES (KEEP FOR REFERENCE)

Skill Levels: Classes are described by skill level, grade and/or age appropriateness. Skill levels include beginner, intermediate and advanced. Ages for youth classes are 5-15 unless otherwise specified. Young Adult is considered 16 years of age. Adult classes are for ages 18 and above.

Supply Lists & Materials Fee: Classes and workshops will indicate a materials fee to be paid either at the time of registration or at the first class meeting.

Cancellation Policy: The Workhouse Arts Center reserves the right to cancel any class, workshop or camp that does not meet its minimum enrollment at least 3- 7 days prior to the start date of the class or workshop. If a class, workshop or camp is cancelled, enrolled students are notified immediately via e-mail and phone and are entitled to transfer to another class without penalty (applying their paid tuition towards the new class) or may request to receive a refund. If the student fails to respond to the cancellation notification within 30 days, no refunds will be granted.

Refund Policy (for weekly classes): Class refunds are given (minus a \$20 cancellation fee) if the refund request is made at least three days prior to the first day of a class. Refunds are not given after the second class meeting regardless of if the student attends the first two classes or not. There are special visiting artist classes that do not qualify for a refund. Those ineligible for a refund may request an acknowledgement from the Workhouse Arts Center of a tax-deductible contribution in the amount of the unused tuition.

Refund Policy (for workshops): Workshop refunds are given (minus \$20 cancellation fee) if the refund request is made at least three days prior to the first day of the workshop. Refunds are not given for workshops if the student does not attend. It is not the responsibility of the Workhouse to accommodate individual student schedules. There are special visiting artist workshops that do not qualify for a refund. Those ineligible for a refund may request an acknowledgement from the Workhouse Institute of a tax-deductible contribution in the amount of the unused tuition.

Refund Time Limit: In the event that a class or workshop is canceled and our offices contact the student for further information, the student has 30 days to contact us before their funds are considered a donation to the Workhouse Arts Center.

Late Registration, Transfer's, and Missed Classes: A \$10 late fee will be added to any class, workshop or camp registration received after its first meeting. (Late registrations are only allowed for classes that do not have full enrollment.) All transfers must be made prior to the second meeting of the class. Should a student miss a class due to personal conflicts, sickness or prior engagement the Workhouse instructors are not required to offer make-up lessons to that student. Neither the Workhouse nor our instructors are responsible for a student's personal schedule and how that may affect the student's class attendance.

Workhouse Policy: Students or participants enrolled in classes, camps and workshops are required to obey all safety standards and policies established by instructors and/or program directors. Some classes and media carry inherent hazards, which will be discussed by instructors before or at the first class meeting. The Workhouse is not liable for any personal injury or loss of property, including art work belonging to any student. No student will be denied admission on the basis of race, sex, or ethnic origin. However, because of the need for group cooperation in classes, the Workhouse reserves the option of refusing admission to any person deemed incompatible with any class group due to disruptiveness, or for any impediment to the learning process of the group as a whole.

Weather Policy: In the event of inclement weather, The Workhouse Arts Center will decide regarding closure and will update our website to reflect the status of our campus. For the sake of clarity, we will now use a coded system. We will make the current closure code available to the public as soon as possible through our website and Facebook page.

Workhouse Holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Veterans Day and Christmas. These holidays, weather-related closures, or any additional days designated by the instructor may have make-up dates to be scheduled with students.

When will I receive my payment for instruction?

*In an effort to make sure weekly instructors get paid according to the schedule outlined on page 14, the Education Department will re-quest payment on the second and sixth week of weekly classes. Workshop payments will be submitted to the Business Office directly fol-lowing the completion of the Workshop. The Business Office is responsible to distribute checks on the 15th and the 30th of every month. If you are not a studio artist your check will be mailed to the address you have provided. **For payment inquiries, please contact our CFO Margaret Hayek at margarethayek@workhousearts.org, 703-584-2942.***

When will I be notified if my class is cancelled?

The Workhouse Arts Center reserves the right to cancel any class, workshop or camp that does not meet the minimum enrollment at least 3- 7 days prior to the start date of the class. The managing Program Director will notify instructors via email if enrollment is low. If the instructor would like to hold on cancelling the class one week prior in an effort to gain a few last minute registrations, that can be negotiated with the Program Director for up to three days before the class is to begin.

The Program Director will honor special requests made by instructors if there is need to cancel a class more than one week prior to its start. Please contact us for more details. (e.g.-death in the family, unexpected travel, etc.)

How long do I have to make changes to my submitted proposal before it goes to print?

The "due date" for submitted proposals is a final due date. You have the option of submitting proposal(s) prior to the final due date but no changes can be made after the final due date.

Can I submit a proposal after the deadline?

The deadline for proposals is to ensure that your class will be listed in the class catalog. Any proposal submitted after this deadline will not be included in the class catalog print version but may still be considered for the web listing if space and scheduling allow.

I was given a roster with more student names than actually attended my class. Who should I notify?

*If a student fails to attend the first day of your class, please notify the Program Director **immediately**. Our registration system auto-matically sends every student an email confirming the start of their class and as stated above we encourage every instructor to email his/her students before class begins, however in some cases a student will still fail to come to class.*

Where can I find a copy of the Workhouse Education course policies?

The Workhouse Education course policies can be found on the inside cover of every class catalog, online and on page 27 of this packet. In addition to this, every student who registers online must read and check mark the course policies to complete registration. The course policies are also included in the confirmation email every student receives.

What should I do if the weather is bad on the day of my class?

*If the classes are cancelled the Workhouse will place a note about the cancellation on our facebook page and our main page at www.WorkhouseArts.org and the Education Department will notify the instructors. It is then the responsibility of the **instructor** to follow up with his/her students. If the Workhouse is closed due to weather and unsafe conditions instructors **can not** hold class. If instructors do not see a cancellation note on the main page, classes are expected to run as scheduled. If a class falls on a day the Workhouse has not cancelled classes and the instructor still feels the weather is particularly bad he/she can postpone class but must inform his/her students and the Education Department.*