

Teaching Classes at Yoga East Step Forward and Be the Light

Be a Yogi - Arrive Early!

Our website tells new yoga students to come to class 15-20 minutes early to register. **You also need to be there early to greet them.** This also gives you time to set up your mat, put on music, light incense, and be relaxed before you begin teaching. If you race in at the last moment, hassled and out of breath, you are not in a good frame of mind to teach yoga. Be early to your class.

Leave the studio the way you like to find it. Be thoughtful of the next class.

- Lights are off and candles and incense are extinguished;
- Heat/AC is turned to the appropriate level;
- Props are neatly put away;
- Is the studio ready for the next class? Look around to be sure.

Keep the Studio Safe - How to Use the Alarm System

All teachers must have and use an individual alarm code which is the last 4 digits of your SSN. Do not give out your code to anyone else, no matter how much you trust them.

Make sure the studio is locked and the alarm is set before leaving.

Alarms at the studios are no longer monitored. If you accidentally set off the alarm, re-enter your code or text Laura or Susan Reid for assistance.

Don't Allow Our Computers to Get Hacked!

Don't use our computers to surf the net. Our computers have been donated to us. Some are only used for accessing MBO and they don't have anti-viral protection, which would cause them to slow down. Do not use Yoga East computers for surfing the internet, accessing Facebook, or personal matters. If something happens to the computer, we can tell who accessed it. Don't jeopardize your position at Yoga East by unauthorized use of the computers.

We Can't Fix It If We Don't Know About It - Inform the Studio Manager of:

- **student injury or illness during class. Report it!**
- computer or internet down;
- electrical, heat, AC, or plumbing issues;
- supplies (out of toilet paper or chocolate).

Registration and Payment Information Must be Accurate - Be Attentive to Detail

Use your **teacher login** to check-in your students to MBO. You cannot use your personal log-in. Use your **personal log-in** to register yourself for a class or workshop.

Students who register online do not need to fill out a waiver.

Information on sign-in sheets and waivers must match MBO. Please type in all info accurately. We want everything in MBO: birthdate, phone, address, email.

Customer must sign credit card receipts!

Out of town students have scammed us by pretending to sign the receipt, or distracted the teacher and did not sign the receipt, or kept the signed receipt and then later reported their card as having been used without their authorization. If we don't have the signed copy of the receipt, we must refund the money. This scam always happens around holiday time, so be aware of it.

Getting Subs for Your Classes

We maintain a list of subs. Ask Susan Reid for the email list. Plan ahead - find a teacher who is readily available to sub your class on short notice when needed. Contact Susan Reid for help if you have difficulty locating a sub.

Have a sub? What to do next:

1. Confirm it by emailing your sub to Susan Reid.
2. Susan or Laura will have to update MBO to make sure payroll information is correct. MBO does not automatically correct payroll.
3. Inform your sub of any students with special needs, what you have been teaching, and anything else the sub needs to know.

If your plans change and you decide you want your class back, that is up to the sub. Teachers change plans, drive distances or give up other teaching opportunities to help-out a fellow teacher, so if the sub wants to keep the class they are entitled to it.

If your name is shown as the teacher in MBO, you are responsible for the class.

Subs for Off-Site Classes

If Yoga East assigns you to teach classes at an off-site organization or business, all Yoga East policies and procedure apply to the off-site classes. Yoga East retains control of the classes. If you should become unable to teach the classes, inform us, and Yoga East will assign a replacement teacher.

Maintain Yoga East as a Sacred Space for Yoga

Yoga East was founded as a non-profit yoga school, and we maintain Yoga East as a sacred space. Yoga East is not a gym or workout facility. Shoes are to be removed in the practice areas.

Prohibited in Yoga East Studios:

- ▶ foods containing meat;
- ▶ alcoholic drinks;
- ▶ marijuana and other illegal drugs;
- ▶ firearms or other weapons;
- ▶ literature or media which has violent or pornographic content.

The studios are for the practice and teaching of yoga and meditation, and other activities which support the programs of Yoga East. Do not use the studios for other purposes.

Help is welcome in cleaning the studios, but tasks are assigned by the Volunteer Coordinator for that studio. Do not clean at the studios unless you have been assigned a regularly-scheduled task. Random cleaning duplicates the efforts of the scheduled volunteers and creates confusion.

Your Personal Conduct as a Yoga Teacher

Your actions, words, and the way you present yourself in public, on the internet and in social media affect how people perceive you and respect you as a yoga teacher. Are your words and actions aligned with the values of the yoga tradition? Recognize that your behavior also reflects on Yoga East.

Personnel Committee

Yoga East policies regarding teachers are developed and managed by a Committee of senior teachers who are members of our Board of Directors: Susan Reid, Kim Eisner, Anne Kosko, Becky Thompson, and Karen Strobel. They have authority to review policy and procedures, make changes, deletions and additions to the policies. They also hear disputes, controversies and grievances relating to the policies. The same Committee is also in charge of disciplinary matters and can remove you from the schedule or terminate your contract for cause as governed by the Yoga East Instructors Contract. If you have a grievance or complaint about any Yoga East policy or person, please direct it to one of the Committee members.

Susan Reid: shreid1@bellsouth.net

Kim Eisner: kim.eisner@lrc.ky.gov

Anne Kosko: annekosko@att.net

Becky Thompson: rebecca9393@att.net

Karen Strobel: karen@yogaeast.org

Contact Information

East End Studio Manager, vacant

See Laura if you have questions about Holiday Manor

St Matthews Studio Manager, Susan Reid

Scheduling, Teacher Hiring, Sub Coordinator

Hours: Monday-Saturday 10:00 am-1:00 pm

Cell: 502-523-8020 (her phone is usually on silent/vibrate, so email or text is the fastest way to reach her)

susan@yogaeast.org during studio hours only

shreid1@bellsouth.net personal email

Susan also handles hiring teachers, class scheduling and subs.

Volunteer Coordinator: Susan Reid

Highlands Studio Manager, vacant

Volunteer Coordinator: Becky Thompson - see Becky at the studio.

Laura Spaulding, President

Legal, Fund-raising, Donations

Hours: Monday-Friday 10:30 am-5:00 pm

502-585-9642 This number rings at Laura's house. Do not call after hours unless it's an emergency.

Cell/Text: 502-585-2070. *Do not give out Laura's cell phone number to students.*

laura@yogaeast.org

Victor Davenport, IT Department & Accounting,

Computer emergencies if a manager is not available:

Phone 502-589-0500 (answered at all hours).

(Revised January 7, 2017)