



Tryon Arts & Crafts School  
373 Harmon Field Road  
Tryon, NC 28782  
828 –859 –8323  
tryonartsandcrafts.org

## Instructor Procedures 20191104

Welcome to Tryon Arts & Crafts School. Thank you for being with us and sharing your talent and expertise with our students. It is part of our mission to offer top-notch creative opportunities, and we are honored to have you contribute to this effort. We hope you enjoy your time here.

### Before Your Course

If it is your first time teaching at TACS, we encourage you to visit the school. If you are coming from afar, our regular instructors are available to talk with you by phone about our studios and operations so that you know just what to expect.

The below info and procedures will help you and your students have a safe and smooth experience.

*We ask you to please begin your program by going over safety and amenities, as covered below.*

### Safety

1. In the provided course packet, find the Student Release/Waiver Form (required). Collect signatures from all students before starting class.
2. Start your program with safety procedures specific to your project(s).
3. Be sure students are dressed safely, and resolve any safety concerns with their attire.
4. Model appropriate safety practices. Your students follow your lead, so even if you trust yourself to skip certain safety measures, please make no exceptions to safety while teaching.

### Amenities

1. Restrooms are on the south side of the main building, toward the front parking lot.
2. The kitchen has snacks, cold drinks, coffee and tea available for purchase (see the refrigerator and countertop). Insert money into the provided jars.

### Weekend, Early Morning, and Evening Studio Access

1. The main doors are locked afterhours. Instructors needing early morning studio access should make arrangements to pick-up a key from staff before the date of the program.
2. During non-business hours, direct traffic to/from your class through your exterior studio door.
3. Unless staff is present, you are responsible for closing at the end of day. Please be sure lights are off, heat or AC is adjusted appropriately, and the interior and exterior studio doors are closed securely. The gallery light switch panel is on the wall to the left of the jewelry studio window. The exterior building lights are set by an automatic timer.

### Problems

1. For any major medical emergency, call 911 immediately and then inform staff.

2. IF YOU HAVE ANY PROBLEM – a facility issue, an accident or illness requiring medical assistance, or any other matter of concern – contact the Executive Director or office staff.
3. If the director or staff are not present, call and/or send a text message to the Executive Director at 205-835-9975.

#### End of Class

1. Initiate a Group Clean-Up – students clean both their individual stations and communal areas.
2. Hand out evaluation forms for students. Have them seal the forms in the provided envelopes.
3. Complete the evaluation form for instructors.
4. Drop-off all forms (waivers, evaluations) and keys at the office in the original course envelope.