

Teelin Private Lesson Guidelines for Instructors

Only approved private lesson instructors may coach Teelin students. In order for a champion dancer to be approved to give private lessons, he/she must be an active Teelin Class Assistant.

BEFORE THE LESSON:

1. **Please make sure that the family has submitted a private lesson request online.** It's fine to schedule the lesson with them directly, but they still need to follow that protocol **for every lesson**, regardless of where the lesson is to be held (studio, home, or zoom). When Maureen receives the request, she will forward the email to the requested instructor. This will be your confirmation that the online request was submitted.
2. Connect with Maureen via text BEFORE the lesson, preferably right when the lesson is scheduled (don't wait until the last minute). Share your intended lesson plan, to be approved, and/or ask Maureen's suggested objectives for this lesson. If no reply, please follow up with a PHONE CALL: 443-629-7808
3. Check the Studio Calendar (<https://teelin.com/TSID/logon/studio-calendar/>) for availability, and then send an email to webmaster@teelin.com to reserve the space. **If the lesson will be held at home, or through Zoom, make sure that is stated in the online lesson request.**
4. Confirm the rate to be charged for the lesson fee. The family will pay the instructor directly, not Teelin. Maureen and Kathleen decide the lesson fee rate that an instructor receives for private lessons. Lesson rates vary based on instructor experience level.
5. When teaching a lesson at the Teelin studio, a studio usage fee of \$15/hour must be paid to Teelin. This amount is included in the total lesson fee from the dancer, and then the instructor pays the fee to Teelin. For example, if an instructor's approved lesson rate is \$35/hour, then \$15 is paid to Teelin for studio usage, and the instructor keeps \$20. Place the \$15 studio usage fee in the tuition box in an envelope with the lesson date, names, etc. When Kathleen receives the \$15 fee, she will check it against the studio reservation on google calendar.

DURING THE LESSON:

- Per [CLRG child protection policies](#), the studio door will remain open if a one-to-one lesson is taught to a child when the parent is not in the room. Private lessons may be observed by a parent at any time. However, it is recommended that the student be allowed to focus their attention on the instructor independently for the majority of the lesson, and then parents may observe during the last 5-10 minutes, if appropriate.
- During the lesson, **take at least one video** of something being worked on.

AFTER THE LESSON:

- After the lesson, write a brief lesson summary and include the link to the video(s). Send this summary to Maureen and to the student (or parent of the student), either by text or email, **and add those notes to the student's lesson page in google drive.**
<https://drive.google.com/drive/folders/1fv7UM2cydtXy-sFZ9933yS9oDgcgEVIU?usp=sharing>
- Let Maureen know about any issues/concerns, behavioral or otherwise, via email, and cc Kathleen. Maureen will handle any sensitive issues.

Thank you for being part of our team of Teelin teachers! Maureen is ultimately responsible for this team. Communicate with Maureen when you are looking to teach more lessons, and/or if you are not available for lessons that have been requested. Students benefit from the variety of strengths that each teacher on our Teelin team brings to the table, and Maureen will sometimes recommend a variety of private lesson instructors for a student, based on the student's lesson objectives.