

Little Flower Yoga Teacher Policies and Procedures

GENERAL

Insurance:

I must have current Insurance Certificates, naming Little Flower Yoga, on file for all teachers. You cannot teach without insurance, so please be sure that yours is current, and if Little Flower Yoga is not named on your certificate, you can add it by calling your insurance company, or through the website (for Fitness and Wellness) You will need to list:

Little Flower Yoga Studio, LLC
54 East 8th St. 5G
New York, NY 10003
jennifer@littlefloweryoga.com
917.385.2005

Please email or mail me a copy of your insurance certificate each Sept. 1.

Teacher Invoices and Payment:

Invoices should be submitted, and checks are written, on the 15th and the 30th of each month, and payment will be made on the subsequent pay period date. Please email your invoice to kate@littlefloweryoga.com, with the subject line: INVOICE. Invoices that are not submitted within 30 days of the class will not be paid.

Attendance and Feedback Forms:

These are important and must be submitted with your invoice at the latest. Checks will not be mailed until we have received these forms.

Substitutes:

Only subs from the Little Flower Sub list may cover classes, and these need to be approved in advance.

If you have to miss a class, you are responsible for getting it covered. First, email other teachers, and if necessary, follow up with phone calls. If you teach at a school that has multiple Little Flower teachers, reach out to them first to find a sub. If you have emailed and called everyone on the sub list, and are still having trouble getting it covered, call Kate. This is not to pass off the responsibility of finding coverage, but to make her aware of the situation. Subbing out a class should not be taken lightly, and should be done rarely.

The only time this should be different is if you have to be away for more than two weeks at a time. In that case, notify Kate first, so she can help you determine

a good fit, long-term sub. You'll then follow the above process of following through with getting it covered.

You should not be telling the school that you won't be there! This is extremely important. The only time you should be telling a site that you won't be there is if you are on your way to class and you have an emergency and cannot get in touch with either Jenn or Kate.

Photos and Bios:

All teachers need to send a short bio and photo (does not need to be a “yoga” photo) for inclusion on the website. Please send ASAP.

Dress:

I hate having to mention it, but please be aware that you are representing Little Flower in your classes, and how you present yourself is important. Make sure to dress appropriately for working with children.

Privates:

Any inquiries about private classes should be referred to Little Flower. While I understand that this may be frustrating, I have spent thousands of dollars and a tremendous amount of time on advertising and this is the right thing to do. You will have first option to teach the class. Teaching privates for Little Flower pays \$50 per class, unless otherwise negotiated.

Referrals:

If you refer a school to Little Flower Yoga and they enroll in classes for one school year or more, you will receive a \$100 referral fee and first option for teaching the class.

Teacher Training:

All teachers are required to take the Little Flower Teacher Training. First options for classes go to teachers who have taken all three levels of the training. Pricing for active (currently teaching a regular class) Little Flower Teachers is \$300 per course however limited spaces are available in each session for discounts so let me know as soon as you can when you want to participate. All teachers and subs are eligible for payment plans or paycheck deductions to pay for training.

Pay:

School Based Classes are one hour unless otherwise specified. Pay is \$40 per class. If class is cancelled with less than 24 hours notice you will receive full compensation. Any non-teaching time that is requested by the school or Little Flower, such as trips, performance rehearsal or meetings are

compensated at \$20 per hour, and must be approved in advance.

Prop Bags:

If you have been issued a prop bag it is your responsibility, and you must return it complete if you are no longer teaching a school class. Please do not leave bags at the school unless it is in a secure office or locker. If there is anything in your prop bag that you don't know how to use, please ask!

Check In:

Please send a text message to Kate at the end of class to confirm that you were there and all was well. (and of course let us know if there were any problems.)

Name: _____

Signature: _____