PLANT Teacher Class Listing Checklist

Prior to Listing

Attended New Teacher Meeting

Signed Terms of Service

Completed Background Check

Signed Facilities Use Agreement

Provided w-9

provided parent/teacher agreement

provided drop off/pick up policy

Class Listing Info

Name of Teacher Submitting Listing  
Teacher e-mail  
Teacher phone Number  
Whether to publish e-mail only, phone only or e-mail and phone  
Title of Class  
Day(s)  
Start Time/End Time (please leave 5 minutes before the hour for transition to next class)  
Start Date/End Date  
Date to End Registration (if not full) otherwise registration will stay open during length of class  
Location  
Target Age  
Age/Grade/Gender Restrictions (those outside the restriction will not be able to register)  
Class Price (keeping in mind PLANT, Inc. will keep 10%)    
Will you allow payment plan?  (you will receive monthly payments until one month after the end of the class)  
class description  
Minimum number of students to hold the class  
Maximum number of students

Enable waitlist ?  
Any discounts you will offer (for example 10% sibling discount for 2nd, 3rd sibling in same class or other class) or discount for taking more than one of your classes  
A picture for the class listing

Dates to be excluded/classes to be skipped

Total number of sessions