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