



BEE TEACHER AGREEMENT

Name _____

Class Name _____

Day(s) of Week _____

Class dates _____

Payment Rate _____

Class Size: Minimum number of students: _____ Maximum number of students: _____

Do you require a specific kind of space for your class (gym, outside, field)?

Do you require any specific set-up (music, sink, desks, tables)? Please specify.

BEE Program will provide:

- o Facility
- o Marketing of class to students
- o Registration and enrollment
- o Class rosters and attendance forms
- o Tuition collection
- o Payment
 - *Non-Brownsville Faculty*- BEE Teachers will receive a check for the full amount due for instruction before the end of the month in which the class starts. The Brownsville PTO deems its outside BEE Teachers as independent contractors, and as such BEE Teachers are responsible for the payment of all federal, state and local taxes, including estimated taxes, social security, disability insurance, if any, and any other similar form of payments.
 - *Brownsville Faculty* - BEE Teachers will receive their checks from Albemarle County. The full amount due to the teacher will be submitted to the County before the end of the month in which the class starts, and the County will make appropriate withholdings.
- o BEE Teachers are required to be at check-in by 2:15 to assist the BEE Program with checking in students for their class. (Brownsville Faculty will come to the BEE check-in area after escorting their Brownsville classes to the busses).

BEE Teacher agrees to the following:

- Submit to a background at least SIX WEEKS before the first day of your class. Check is administered by the County and includes a TB check (BEE teachers will be reimbursed for these tests by the BEE Program. Brownsville teachers do not need to do this because they are already County employees.)
- Provide a description of the class (3 to 5 sentences).
- Develop curriculum for class. If your class is taught outside, develop at least one lesson plan for back-up in case of bad weather.
- Teach the class as specified on the first page of this Agreement.
- Provide any instruction material needed for class. The BEE Program will consider reimbursement of supplies, or add a supply fee to the class cost. Please discuss material needs with your BEE representative as soon as possible so that we can include possible fees in our marketing materials.
- Report to BEE Program check-in area by 2:15 p.m. on the day of class (Brownsville Faculty will come to the BEE check-in area after escorting their own classes to the busses).
- Bring any students that have not been picked up on time to the Main Office or to a BEE Program representative.
- Report any unacceptable behavior by the students to a BEE Representative as soon as possible so that necessary action can be taken. Students that cannot behave will not be allowed to participate in the program and no refunds will be given.
- Provide as much notice as possible to Sally Cushing or Katherine Merhige if you are unable to come to a class. If a teacher, for any reason misses a class, a make-up class will be scheduled. The BEE Program will observe the holiday and school closing policies of Albemarle County Public Schools.
- Non Brownsville Faculty will provide one scholarship for a student in each class free of charge after the Brownsville PTO has sponsored at least one scholarship student.

I hereby agree to the above conditions.

BEE Teacher Signature

Date

BEE Program Representative Signature

Date

