



PLANNING	
<b>Coordinate:</b>	Talk about AE with teacher and other volunteers to coordinate schedules in terms of how many times a month, on what day and at what time—this may already have been taken care of if you’re not the “lead” docent for your class. If you’re not lead docent, you will most likely receive a schedule and a list of opportunities to lead, if you want, or simply help out.
<b>Project:</b>	<p>If you are the person in charge of the docents for your class, find the <u>grade-specific binder</u> and lesson plans for your scheduled days.</p> <ul style="list-style-type: none"> <li>• Lessons in binders begin easy and get more complicated: kids in K-3 classes may not have mastered all techniques, but by 4<sup>th</sup> grade applications are mostly familiar, just more involved. There are 4 sections to the binders, Deep Space Sparkle, Arts Attack, Supplemental lessons and Clay.</li> <li>• Teachers will sometimes have a specific idea of the lessons they want to include during the year, and often will have them coincide with units of study (4<sup>th</sup> grade usually study whales in the spring, for example), so be sure to check with them before finalizing your schedule.</li> </ul>
<b>Calendar:</b>	<p>Sign up on <u>calendar</u> and list all materials needed. Please consider changing your lesson if two other people are already signed up for the same materials that day. <b>CLAY LESSONS MUST BE SIGNED UP ON THE CLAY ROOM CALENDAR</b> (separate from ArtEd calendar)</p> <ul style="list-style-type: none"> <li>• <b>Tip:</b> sign up all your classes sooner rather than later, don’t wait ‘til the last minute when it’s more likely the same materials might already be in use at the same time. This saves the aggravation of discovering 10 minutes before your class that someone has all the watercolor brushes out already and they won’t be finished until halfway through your lesson!</li> <li>• We have an online calendar to reserve the Art Room so that you can teach lessons (especially clay lessons) right in the Art Room. <b>Room must be reserved by contacting Art Chair (ECCArtEd@gmail.com) 48 hours prior to needing the room.</b></li> </ul>
PREPARATION	
<b>Project:</b>	<b>1 Week Before:</b> review lesson plan from binder, check out DVD (if necessary), look at class samples in <u>sample folders</u> , request book to be read to class if there is one that accompanies your lesson or read it to the class before your art lesson if time permits.
<b>Art Material &amp; Teaching Aids:</b>	<p>Check supplies in AE workroom—paints, brushes, paper, glue, fabric, prints, books, sample file, drawing aids, make sure everything you will need is a standard stock item.</p> <ul style="list-style-type: none"> <li>• If necessary, get material that is not available in AE workroom from the internet, library, and props from your garage, your back yard, your kid’s room, etc. contact</li> </ul>

	us, if you feel that you need to buy something (we will tell you if it is a reimbursable item or if you need to use class funds for it).
<b>Test Run:</b>	If you're new at this, do a sample yourself, or with your child at home. Doing it with your child provides the greatest insight into what could come up (go wrong) during the actual class. For example kids get dizzy if they blow through straws for too long (spooky trees lesson)! The seemingly simplest things can very often present the biggest challenges!
<b>TEACHING</b>	
<b>On Day of Lesson:</b>	Gather supplies from AE Room (list of supplies are at the beginning of the lesson plan, plus anything extra you want to bring along). Sign out book if using one with your lesson. Only take supplies from the supply area (not from our overflow stock).
<b>Set up for Lesson:</b>	If you are fortunate to have it scheduled after a break, get in early to set up while the class is still empty. If you are using the DSS video to teach, get the computer setup early with the website, login and password. <ul style="list-style-type: none"> <li>• Paint lessons require newspaper to be put over the desks, sharpies often bleed through paper as well.</li> <li>• Clay lessons require freezer paper to be taped to the desks (do not cover the whole desk in freezer paper, just enough to roll clay out on—it's expensive!)</li> </ul>
<b>Introduce Lesson:</b>	Give quick background, read accompanying book (if there is one), show prints and finished products from sample folders, demonstrate, and start video (if using the DSS video to walk the kids through the lesson) <ul style="list-style-type: none"> <li>• <b>Tip:</b> It is usually best not to leave up previous students' examples as very often children will simply copy the composition instead of making up their own.</li> </ul>
<b>Warm Up:</b>	If necessary, have students practice on <u>newsprint</u>
<b>Project:</b>	Guide students through and assist as necessary.
<b>CLEAN UP</b>	
<b>After Lesson:</b>	Clean supplies and return all materials to their <u>correct places</u> in AE Room, including any books used to read to the students. We all benefit from a tidy, organized Art Room. Don't leave boxes of supplies out in a crate for someone else to put away. And please don't put empty tempera or dried out sharpies/markers back on the shelf. Wash all brushes. <b>If you used the last of a supply please email <a href="mailto:ECCArtEd@gmail.com">ECCArtEd@gmail.com</a> to notify us that we need order more.</b>





## WORKROOM REQUESTS

- Calendar:** Sign up on calendar and list all materials needed—change your plan if two other people signed up for the same materials that day
- AA & DSS DVDs:** Sign check out sheets for 24 hours only
- Binders:** Sign check out sheets. One set stays on site; other set is 24 hours check out.
- Prints/Music/Books:** Lesson use only; return within the day; file by artist last name
- Art Library:** Sign check out sheets. Check out 24 hours only
- Paper:** Be conservative; use no larger than 12x18, use watercolor paper only on special projects
- Fabrics:** Fold and return to correct bins; keep fur fabrics, regular fabrics and yarn in separate containers

## CLEAN UP

- Brushes:** Clean till water runs clear, **store bristle up**; don't scrub on paper, return to correct color-coded cup
- Watercolors:** Clean box and palette: remove palette and quickly rinse color wells. Soak up excess water with paper towels or sponges. Store flat 5 high, 30 to a bin
- Storage:** Return all supplies to correct location—paper by color, fabric in bins, etc. Paint brushes are separated by size and type.
- Replenishment Bin:** Drop incomplete sharpie/marker ziplocs, glue bottles, watercolor palette, etc. that need refilling into bin.
- Supply Sheet:** If you use the last of something (starch, paper plates, watercolor paper, etc.,) please let us know—we visit the workroom frequently to check inventory but can't always be there to monitor every supply need. Often we will have a stock in our overflow cupboard and can restock immediately. If not the items will need to be ordered and purchased and if your lesson is coming up, the sooner we know the better! Plan ahead—don't wait until the last minute to discover we don't have the item you need.

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If you have urgent questions/requests/problems finding stuff, you can text me.

**Please TEXT as opposed to calling.** Kathy Gilmette: **760-688-6278** or email: [kathygilmette@gmail.com](mailto:kathygilmette@gmail.com)