



MEMORANDUM

Date: February 6, 2020

To: ArtStream Teaching Artists

From: Lyndsey Medlin, Program Manager; Sarah Sandifer, Theatre and Events Manager

Re: Late fee for Teaching Artists

ArtStream is implementing a late fee stipend for Teaching Artists who stay late waiting for a student to be picked up.

The Teaching Artist who stays late will receive a late fee of \$20 for the first half hour. If the student is not picked up after 30 minutes, we will add an additional \$20 late fee.

For example, if class ends at 9:00 p.m. and the student is picked up at 9:20 p.m., then the Teaching Artist would add \$20 to their invoice. If the student is picked up after 9:30 p.m. then an additional \$20 can be added to the invoice.

Only one teaching artist is required to stay and monitor student pick-up. This role can be a single designated individual, or the responsibility can rotate. If more than one Teaching Artist stays late, then the fee will be split between them (e.g. \$10 each).

All incidences of late student pickup need to be reported via email or text to the ArtStream Program Manager within 48 hours (date, name of student, time student was picked up). Teaching Artists will be compensated monthly for late fee stipends, and may include the stipends on their monthly invoices submitted to billing@art-stream.org. *Please note: if a teaching artist submits their invoices based on the ITC stipend schedule, they will need to send a separate invoice for late pickup stipends on non-payment months, or wait and add the stipends to their regular invoice.*