Preparing an Art Lesson

Two Weeks Before (at least!):

- Dream up an idea! Consider mediums you haven't yet worked with: textile, sculpture, natural materials, paint, etc. The art room is a great place for material inspiration!
- Trial it yourself and ideally with your own child. Adjust as necessary.
- Order any materials you may need but check the art room first. Let the art leaders know if any typically stocked supplies need replacing, these should not come from your class stipend. (We maintain paint, brushes, paper, markers, oil pastels, glue, glass, clay, glaze and basic packaging supplies). Save your receipts!
- While you are in the art room, take a look at the art calendar and see who else is doing art that week… are there any potential conflicts for you?
- Reach out to volunteers if you need any help prepping materials.
- Think through cleaning up, storing and finalizing the project. Is the project going on the bulletin board? Home? Is it a gift? Where will you store it while it awaits packaging? (the art room can provide limited space for small projects)

One Week Before:

- Message the teacher to confirm your time and let them know of any special requests you may have, for example: wear clothes that can get messy, need extra time, expect early finishers, will be showing a video, need accommodations for a particular student, need their help, permission to work in the hallway. **Remember! Glass, especially in primary school (K-2), is typically done in the pod by pulling out small groups of students while a lesson proceeds in the classroom run either by the teacher or an art volunteer.** This can require coordinating with other volunteers and classrooms in your pod.
- Message your volunteer team to remind them of your session and give them a time you'd like them to be there and leave. Build in time for clean up! If your lesson is at the end of the day, arrange to stay after school or be in the next morning to clean. Ask for any help you may need prepping.

Two days before (no earlier):

- Reserve a cart in the art room and load it with materials you need. Organize the materials so that passing out and cleaning up is streamlined. Check to make sure there is room for your project to dry if needed. It may be helpful for you to bring a box or folder to hold your project.

Day of the Lesson:

- Have so much fun!
- When you are done, please put away all the materials you used. Wash any cups/brushes in the art room slop sink and leave them out to dry (an unreserved cart is fine for this). Check to make sure the cart is clean for the next volunteer and the art room is left tidy. No paint should remain in the sink!
- Make note of any absent students and make a plan for make-ups. *Make ups are not required unless it is Square 1 or a gift*

Packaging the Lesson:

- If you are sending home a gift, feel free to use the resources in Portable 7 to package them. We highly recommend checking the supplies there before your project so you have time to purchase any additional packaging supplies you may want. This is a common area where classrooms spend some of their stipend for bags, tissue paper or decorative boxes.
- Please ensure that each package has an Art Start tag, sticker or stamp on it when it goes home.