



Thank You for Being Part of Our Studio Family!

We are honored to welcome you to our team. We value what you bring to our space and community and are grateful to have you here!

The following guidelines help keep FCY safe, clean, organized, and running smoothly for students and teachers. Please review them carefully and reach out with any questions. We recommend saving this document to your phone for easy reference; a printed copy is also available in the kitchenette.

Liability Insurance:

Yoga teachers are expected to maintain their own current professional and general liability insurance. Our studio insurance requires that all teachers at our studio have coverage of at least \$2 million per occurrence and 4 million annual aggregate. Full Circle Yoga, 372 Main St, Suite 200, Longmont, CO 80501 should also be listed as an Additional Insured on your policy, and a current Certificate of Insurance should be provided to the studio upon request and at each renewal. If you have questions or need any assistance with this, please reach out.

Limited Liability Company (LLC):

Although it is not required, FCY encourages teachers to consider establishing an LLC for their yoga-teaching work. An LLC creates a clear business identity, helps separate personal and business finances and records, and may offer limited protection from certain business debts or obligations. It also supports clearer contracts, payments, insurance documentation, and recordkeeping between the teacher and FCY.

An LLC can provide a helpful professional foundation for private sessions, workshops, retreats, and teaching at multiple locations. However, it does not replace liability insurance or protect a teacher from responsibility for their own actions. If you have questions or would like more information about LLCs, please consult a qualified legal or tax professional.

Grounding Presence & Holding Space:

To support a calm, grounded experience, we let students know that our **doors open 20 minutes before class**. Please arrive with enough time to park, settle in, and ground yourself before opening the studio doors. Students can sense when a teacher arrives feeling rushed.

Please do your best to remain present and available before and after class, allowing appropriate space for questions, conversation, or support. After class, please wait until all students have exited before putting on your shoes or jacket. Human connection is a vital part of our community, but so are healthy boundaries. If you are ever unsure how to support a student or navigate a boundary, we are happy to offer guidance.

Sandwich Board Sign:

Our sandwich board helps promote the studio and our offerings. The first teacher of the day should place it outside, and unless otherwise instructed, the last teacher should bring it in. The side displaying “YOGA” should face south so it is clearly visible to northbound traffic.

Please follow the placement shown below, as required by the City of Longmont. The sign may remain indoors during high winds, rain, or wet snow. If you are ever unsure, please reach out.



When Using the Lock Box:

After unlocking the back door with the lockbox key, we suggest that you immediately return the key to the lockbox, close the box securely, and scramble the code. Before leaving after class, confirm that the top and bottom locks on both doors are secured and that the key has been returned (once again) to the lockbox and that it has been securely closed with the code scrambled.

The back entrance should never be used by students, and teachers should use it only when necessary to open or secure the studio. The stairs can become dangerously icy in winter, and the area is poorly lit at night.

During Class:

Lock the Doors

Both the Main Street and back doors must be locked before class begins. Students trust that their belongings and the studio are secure. In the past, unlocked doors have allowed unattended items to be stolen and uninvited individuals to enter, creating troubling experiences for teachers and students. Please take the time to confirm that both doors are locked, even if class begins a minute late.

If a registered student has not yet arrived, you may wait an additional minute or two before locking the doors and beginning class. Please encourage students to arrive 5–10 minutes early so class can begin on time.

We suggest locking the doors after class while you reset the space, use the restroom, or wrap up with any lingering students.

Thermostat

For classes, thermostat settings are typically kept at a comfortable room temperature (around 72–74°F). While we do not offer hot yoga, you may choose to increase the temperature slightly for more advanced classes. The thermostat is yours to adjust as needed. We ask that you are aware of the temperature and do your best to keep it comfortable for students.

In cold/winter months:

If there is a gap of more than two hours between your class and the next scheduled class, please set the thermostat (heat) to 70°F in the winter. Please do the same if you are teaching the last class of the day.

In warm/summer months:

If there is a gap of more than two hours between your class and the next scheduled class, please set the thermostat (air conditioning) to 75°F. If you teach the last class of the day, please leave the AC at 80°F overnight.

Please note:

1. The temperature in the studio entryway is actually a result of Crystal Joy's thermostat and can differ drastically from the upstairs.
2. The temperature in the East Room is also controlled by the thermostat located in the West Room. When classes occur simultaneously, please coordinate amongst yourselves what setting works ideally for both classes.

Class Announcements

We often provide laminated sheets with current studio announcements in the kitchenette. Two copies are available when classes are happening simultaneously. Please share these announcements before or after class. You are welcome to bring a sheet into the yoga room and refer to it directly. Sharing these updates helps keep students informed, supports the studio's success, and fosters an atmosphere of community and mutual support.

New Students & Last-Minute Walk-Ins:

New students should take the following steps to get started:

1. Open a browser on their phone and head to our website
2. Find the class they want to take on the schedule and select "Book now"
3. Explore available memberships (we encourage new students to do the 30 for \$30 Introductory Offer)
4. This prompts them to create a profile, sign a waiver, submit their payment, and complete their registration for class

If a brand-new student arrives only a minute or two before class and there is not enough time to register them, ask whether they can stay afterward to create their Momence profile and complete payment. If so, they may join class, **but they must first sign the printed waiver on the clipboard in the kitchenette drawer and add their name to the signature list.**

If you encounter a payment or technical issue, collect the student's name and contact information and text it to John or Milena for follow-up. Please do not leave use sticky notes.

More about Mومence:

Please familiarize yourself with our scheduling platform, Mومence, which can be accessed from a computer or smartphone. If you are new to Mومence, ask another teacher if you can arrive early to observe student check-in, or schedule a demonstration with John or Milena.

Students should download the Mومence app after their first class to manage registrations and memberships. There is no app for teachers. To monitor registrations and check students in from your phone, visit Mومence.com in your mobile browser and log in with your teacher credentials. You will need the Google Authenticator app on your phone to verify logins from a computer or smartphone. We recommend adding Mومence to your home screen (rather than bookmarking it) and remaining logged in on your personal phone for easier access.

Please process payments on the studio laptop using Firefox rather than Safari. Because the laptop is shared, use a unique Mومence password that is not associated with any sensitive accounts, and do not save it in the browser. Always log out before leaving to ensure accurate class tracking.

No Call/No Shows

If a student who registered using a drop-in or class pack does not show up and did not notify us in advance, we will no longer automatically issue a refund or return the class credit to their account. We may offer some flexibility when circumstances warrant, but John and Milena will handle any exceptions. **Please leave the student as registered.** If they contact you about the missed class, you may direct them to us. While we keep a very close eye on registrations, you're also welcome to let us know when students no-show so that we're sure to be aware.

Loaner Mats:

Loaner yoga mats are available in the furnace closet near the East Room. If a student needs one, please retrieve it for them. **Under no circumstances should students enter the closet themselves.** John's mat, which hangs in the kitchenette, is personal and should never be loaned out.

Please have students clean loaner mats before and after each use using the fresh hand towels and mat spray provided.

Studio Sauca:

Clean space = clear mind. Keeping our studio clean and tidy creates a safe, welcoming environment and reflects our care for students and one another. Please

tend to our sacred space as though it were your own, leaving it even better than you found it.

Please keep the following in mind as you help care for our space:

- Keep the kitchenette and check-in area free of clutter.
- Clean up spills, abandoned water bottles, and other messes. Cleaning supplies and cloths are located in the bottom kitchenette cabinet.
- If you provide food, beverages, or crafting materials, please clean up thoroughly afterward. Dispose of food waste in the outdoor street cans or the dumpsters behind the building.
- You are welcome to use the refrigerator while teaching, but please remove your items before leaving.
- If students or visitors ask to leave flyers, kindly explain that we do not have a promotional area or display flyers.
- To conserve resources, please use only one hand towel per visit whenever possible.
- Encourage students to return props neatly, especially blankets. You might say, "It helps us a lot if you take a moment to refold your blanket before returning it to the cubby." Please tidy any props that remain disorganized.
- Do not water indoor or outdoor plants unless you are a plant-care volunteer.
- Always use the curtain wand to adjust the curtains.
- Return any lights or other items you move to their original positions.
- Please do not place the boot tray over the downstairs floor vent.
- Please call or text us about any issues you encounter so we can address them promptly.

Before You Go:

To support our teaching collective, please complete the following steps after class and before leaving to reset the space for the next teacher and class. **If you are unable to do so, please let us know so we can make other arrangements.**

1. **Thoroughly dry-mop the studio floor with the Swiffer.** Even when the floor looks clean, it can collect considerable dust and lint. Use the green comb attached to the handle to remove debris from the microfiber cloth, then dispose of the debris in the trash. When a green cloth starts to appear soiled, replace it with a fresh one from the kitchenette cabinet (green cloths can be used a few times before needing to be replaced). The only exception to cleaning the floor after class is when the next class begins within 30 minutes.
2. **Empty and replenish the towel baskets.** Take down the white bin from the top of the refrigerator and place used towels from the bathroom and yoga-room basket inside. Refill the baskets with clean ones from the top kitchenette cabinet,

then return the white bin to its place.

3. **Log out of Mومence** if you used the studio laptop.
4. **Adjust the thermostat as needed (Please refer to the earlier HVAC guidance in this document.)**
5. **Reopen the curtains** if you closed them so the plants receive light.
6. **Turn off all lights.**
7. **Secure the studio.** Confirm that both doors are locked, including the deadbolts. If you used the lockbox, return the key, close the box securely, and scramble the code.

Completing these tasks allows the next teacher to arrive to a clean, orderly space and focus on preparing for their students.

Finding a Sub

Please send all substitute requests to both of us by email or in a group text so that whichever of us is available can respond promptly. If the request is urgent, please text us. We will manage the request and coordinate a substitute.

If we are out of town or otherwise unavailable, we will notify the team in advance. Only during those times should you use the most recent team email thread to contact the group.

Substitute Teachers

To remain on the Full Circle Yoga substitute list, please stay active. If six months pass without you teaching as a substitute, we will remove you to keep the list current. You are always welcome to rejoin later. If your schedule changes or you become unavailable for a period of time, simply let us know.

It is also important that students recognize you. As a community-centered studio, our students appreciate seeing a familiar face. As often as possible, please familiarize yourself with the general style and ability level of our different classes. You do not need to change your teaching style or imitate the regular teacher; be yourself! Understanding the class will help create a positive experience for you and the students.

Promoting Your Classes (Current & New)

Teaching at FCY provides exposure, but building attendance is a shared effort. Each teacher will have their own approach to their own promotion, whether through social media, flyers, personal invitations, or word of mouth. What matters is that we all actively promote both our own classes and the studio as a whole. This is vital to our shared success.

If an existing class needs a boost or you are planning a special theme, please reach out so we can coordinate sharing about it with our community. When a new class is added to the schedule, we will develop a promotional plan with you, including our newsletter and social media.

30 for \$30 Introductory Offer

Our Introductory Offer is hard to beat and provides new students with 30 days of unlimited yoga for \$30. The offer does not automatically renew, giving students the opportunity to decide what works best for them afterward, such as drop-ins, a monthly membership, or a 10-pack. Please be sure to make new students aware of this offer. We have a one-sheet in the kitchenette with QR codes to our different offers. Students can scan these with their phone for easy access.

Monthly memberships can be canceled through the Momenca app. Students who encounter an issue or need additional assistance may contact us through the form on our website.

FCY 30 for \$30 Cards & Flyers

We typically keep a stack of our 30 for \$30 cards in the kitchenette. Each of us teachers should have a few on hand to share with prospective new students we meet while out and about in the community. These cards are also great for posting on community bulletin boards around town. If you're interested in helping us distribute any of the other flyers we regularly post, please let us know. We'll gladly provide as many as you'd like to share.

Scheduling & Promoting Workshops

We encourage all of our teachers to offer workshops, with the hope that each teacher will lead at least one per year. Workshops are an opportunity to be creative and share your unique gifts! Past offerings have included hands-on assists, arm balances, meditation, sound healing, and Bunny Yoga.

Teachers set their own workshop prices and may choose from two formats:

Partner-Based Collaboration: The teacher keeps 60%, and the studio keeps 40%. We collaborate on promoting the event (a detailed breakdown of promotional offerings and processes will be provided upon request or once the event date is confirmed). The event will be posted on our website and Momenca will be used as the payment platform for registrations.

Independent: The teacher keeps 80%, and the studio keeps 20%. The teacher is fully responsible for promoting the event and managing ticket sales through their own

payment platform.

Submission Deadline: We will not accept any events, regardless of format, submitted less than 8 weeks before the event date.

Please reach out to us if you'd like to run an idea by us, have questions, or need assistance.

John Espinosa - (720) 933-0456; johnesp@mac.com
Milena Pastore - (303) 845-0862; milena@soultribeyc.com

Thank you for taking some time to review our Studio Guide. We're grateful that you are a part of this community and for all that you do to make it the wonderful space that it is!

With gratitude,
John & Milena