

**CITY OF ARCADIA
RECREATION & COMMUNITY SERVICES DEPARTMENT
375 CAMPUS DRIVE
POST OFFICE BOX 60021
ARCADIA, CALIFORNIA 91066-6021
626.574.5113**

PROSPECTIVE CONTRACT INSTRUCTOR INFORMATION

The City of Arcadia desires to provide recreational instruction in a specialized field for the residents of Arcadia. Thank you for your interest in the City of Arcadia's Recreation and Community Services Department Contract Class Program. This information is designed to help answer questions a new instructor may have.

Phone Numbers

For questions and information regarding the contract class program, facilities, scheduling, class proposals, class additions or changes, enrollment and instructor payments:

Emily Buchanan
Recreation Coordinator

Office: 626.821.4368
Email: ebuchanan@arcadiaCA.gov

Registration Information

Participants enroll in classes on a quarterly basis according to the Recreation, Library and Museum Class Buzz Brochure. All registration is taken and processed at the Recreation Office. Recreation staff begins enrolling participants immediately after the Buzz Brochure is mailed to the residents of Arcadia.

During the first two weeks of registration in any session, enrollments continue to come in at a very steady pace. Instructors are encouraged to wait until the **week before** their classes begin to inquire about enrollment. Keep in mind there are many "last minute" registrations and enrollment and all registrants need to be on roll attendance sheet or show you a receipt proving payment and enrollment. The Recreation Office will begin a waitlist if your class is full. Instructors may not add any additional students at any time. All inquiries regarding class availability must be handled through the Recreation Office.

Registration

The City shall be responsible for and have complete control over registration of participants. Under no circumstances is an instructor to accept payment directly for a class. If a student shows up for a class but has not enrolled, do not allow them to participate in your class. You may have our recreation staff to assist you in asking a student to leave if your class is at the Community Center.

Class Rosters and Attendance

The City will give you a class roster prior to the start of your class. It is important that you use your class roster to take roll at each class. This is the only way that we can verify how many participants are actually in each class.

Class Cancellation Policy

All classes which have not met their minimum registration within one week prior to the scheduled start date may be cancelled by the department. Instructors and students will be notified when their class has been cancelled.

Livescan Requirement

All contractors interested in teaching for the Arcadia Recreation & Community Services Department must go in Livescan (fingerprinting) at the Arcadia Police Department before considered.

Changes in Schedule

It is very important that classes start and end at the time which is advertised. Starting classes late or ending early can cause distress among participants and is a poor representation of the high quality of programs which the City of Arcadia offers. Ending classes late can cause undue burden for the other instructors and can also cause problems for the staff person at city and other cities who has a schedule in which to comply. Any anticipated changes in schedule must be reported to the Recreation Department immediately so that necessary arrangements can be made to keep the program running smoothly.

Instructor Absence

If the instructor will be tardy or absent from class, it is **their** responsibility to notify both the staff and enrolled students. A makeup class must be scheduled at the end of the session or when agreed upon by the Recreation Coordinator. Excessive absences and tardies may result in an instructor no longer working with the City of Arcadia.

Make Up Classes

Instructors must speak to the Recreation Department immediately to schedule makeup dates so that facilities can be secured and necessary staffing can be arranged prior to usage.

Late Pick Ups

If a parent is late picking up a child, it is the instructor's responsibility to deliver the child to the Recreation staff on duty. If the problem persists and the parent is continually late, the Recreation Department will follow up to ensure prompt pick up in the future, including the parent paying a late fee.

Facility Maintenance and Set Up

Instructors should inspect their facility and report any problems to the Recreation Department immediately. City staff is responsible for unlocking, locking and setting up rooms at City facilities. Instructors must clean the area after class and leave the room as they found it. Please include any special requirements that you may have on the class proposal form. We will make every effort to meet your needs. If you have any problems with any facility, please see the on-site staff member and call the Recreation Office the next day so that the situation can be remedied as soon as possible.

Instructor Payments

A signed copy of the contract is processed and forwarded to the Finance Department for payment. Payments will not be processed if a signed contract is not on file in our office. Payment is based on the number of participants registered in your class. You will be compensated at the completion of the class or as scheduled by the City. Therefore, it is imperative that you return your signed contract immediately upon receipt. As an independent contractor, it is your responsibility to report all earnings to the State and Federal Governments. Instructors will receive a 1099 form at the end of January for the preceding year worked.

Accident/Incident Reports

In case of an on-site accident to a participant, be sure to notify the Recreation Staff on duty to assist you with initiating an accident report for the incident. Off-site instructors may pick up incident reports from the Recreation Office.

Emergency Procedures

In case of emergencies, such as: earthquake, or other potentially life-threatening situations, classes will be cancelled until it is deemed safe to continue activities. If an emergency happens during a class, the instructor should cease activities and be sure that all participants have been picked up or have their own transportation before leaving the facility.



CITY OF
ARCADIA

Contract Instructor Application

Recreation and Community Services Department
375 Campus Drive, Arcadia, CA 91007 626.574.5113

Instructions: If additional space is needed, attach additional sheets. All statements subject to verification. Please print legibly. Use only ink or typed.

Last Name	First Name	Middle	
Number and Street Address	City	State	Zip Code
Home Phone	Cell Phone/Business Phone		Social Security #
Driver's License Number	State	Exp Date	
Email Address			

Education

High School: _____ Did you Graduate? ___ Yes ___ No
Name and Location

College or University	Dates Attended	Degree	Major/Minor

Your email address that you check regularly: _____

Other training you have received (i.e. Workshops, Seminars, work training):

Teaching Experience

Name of Organization	Dates	Location	Supervisor	Phone	Class Name

Convictions

Have you ever been convicted of a felony or misdemeanor?

If yes, list all incidents below:

Conviction	Date	City and State	Sentence or Penalty

All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for termination of my contract.

Signature_____ Date_____

Recreation Class Proposal

Please list the specific class you wish to teach. Include a brief description, the goals and objectives of the course as they relate to leisure education. Include any required material fees or items that need to be brought to class (i.e. books, exercise equipment, etc.):

Please list class format (i.e. weekly, one day workshop, etc.)

Please keep in mind most of our classes are one day a week for 8-week sessions.

Minimum enrollment requested:_____ Maximum enrollment:_____

Please keep in mind the Recreation Department reserves the right to adjust all minimum and maximums as seen as appropriate by the Department.

Cost per class:_____ Most of our classes run between \$4-5 class hour

Type and size of facility needed for class _____

Completion of this form does not guarantee a position with our Department. Our facilities are very impacted at this time and it is not likely for space to add new classes. We will keep your application on file and contact you should any space become available.

Please return this application to the *Recreation and Community Services Department*

Attention: Recreation Coordinator
375 Campus Drive
PO Box 60021
Arcadia, CA 91066

If you have any questions, please call the Recreation Office at 626.574.5113