



City of Santa Clarita
Parks, Recreation, and Community Services Department

Dear Potential Instructor:

Thank you for expressing an interest in our Contract Class program. The City of Santa Clarita's Recreation Division is dedicated to building strong communities and individuals through recreational and enrichment opportunities. Programs may be designed for preschoolers, school age children, teens, adults, seniors, or even families.

In our Contract Class program, instructors are contracted quarterly on a percentage split. This means instructors who use a City facility will contract on a 60/40 split. A contractor that uses their own facility will contract on a 70/30 split.

All instructors are required by the City to be fingerprinted. The fingerprint fee is \$46 for each instructor and payment is the responsibility of the instructor.

Instructors using their own facility are required to carry liability insurance for their classes listed in the *Season's* brochure or online. The minimum insurance coverage is \$1,000,000.00. A current copy of your liability certificate is required when you submit your instructor service agreement. A building occupancy permit is also required from the Building and Safety Department.

Enclosed please find a class proposal form and general information sheet explaining the process; this information will be an excellent resource for you.

At this time the City is **not** accepting course proposals for the following: Martial Arts, Dance, Exercise Gymnastics, Cheer, Music, or Tennis classes. We will keep your application on file for one (1) year.

If you have any questions after reviewing this information, feel free to contact staff at (661) 250-3715 or contractclasses@santa-clarita.com

Sincerely,

Cynthia Victor

Cynthia Victor
Recreation Supervisor

Gale Copp

Gale Copp
Recreation Coordinator

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Mission Statement

The mission of the City of Santa Clarita's Recreation Division is to strengthen the community through exceptional programs and services that promote an active and healthy lifestyle.

Getting Started

The process begins with the independent contract instructor proposing a course or activity. There is a form enclosed in this handbook that you will need to complete when proposing a new course. The proposal is then submitted to the City of Santa Clarita Recreation Division/Contract Classes office.

When you have completed the Class Proposal form, please mail, email, or fax the information to Contract Class staff. Please attach a copy of your résumé if it pertains to your class program.

City of Santa Clarita
Attention: Contract Classes
20880 Centre Pointe Parkway
Santa Clarita, CA 91350
contractclasses@santa-clarita.com
Tel: (661) 250-3715 Fax (661) 250-3724.

Contract Class staff will review the proposal; assess the content of the course/activity to determine its potential in meeting Recreation's vision and goals.

If your proposal is approved, you will be contacted to set up an interview with staff. Final determination will be made within two weeks.

Contract Class staff will work with you to determine the specific design of a course/activity in regards to facility availability, fee structure, course time frames, participant minimums & maximums, age ranges, course descriptions, etc.

Additional Details

Representing the City: Though not employees of the City of Santa Clarita, Contract Instructors do represent the City. To some participants, the Instructor is the only representative of the City they will come in contact with. Instructors must conduct themselves in a professional manner including dressing and speaking professionally, and supporting City policies and decisions.

Rosters: Rosters are available online through the City's website. It is your responsibility to guarantee that all participants in your class have registered and signed a waiver **before** they participate, so that you are paid accurately.

Class Fees: All Contract Instructors set their class prices. The Recreation Supervisor/Coordinator will provide assistance on current market conditions.

Minimum: If less than the minimum number of students indicated in the *Seasons* brochure or online are registered five (5) days prior to the first day of class, you have the option of cancelling the class *at that time* by informing the Contract Class Recreation Supervisor. Classes that do not reach the City's required minimum of five participants in each class after two seasons will no longer be offered in the brochure.

Maximum: The Parks, Recreation, and Community Services registration system will not allow for more participants than the maximum number that you have set for your class without your approval.

Contract Sessions

The *Seasons* brochure is published four times a year.

Winter Session is January-March

In order to submit for the brochure, your information will be due by mid-July

Spring Session is March-June

In order to submit for the brochure, your information will be due by mid-October

Summer Session is June-August

In order to submit for the brochure, your information will be due by mid-February

Fall Session is August-December

In order to submit for the brochure, your information will be due by mid-April

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Contract Instructor Class Proposal

Name: _____ Date: _____
Business/Organization _____
Address: _____
City: _____ Zip Code: _____
Home #: _____ Work #: _____
Cell #: _____ E-mail: _____
Website: _____

Proposed Class Information

Class Title: _____
Desired Days: _____ Desired Time: _____
Number of weeks: _____ Ages: _____
Desired Location (City Facility/Private Facility): _____
Desired Fee: _____ Material Fee (if applicable): _____
Material Fee will cover: _____
Participant Minimum: _____ Participant Maximum: _____

Class Description- (30 words or less, be creative):

Course Objectives:

Class Outcome:

Please list qualifications and/or certifications pertaining to your class proposal.

Please list three references or employers. Note: Two (2) Professional References are required.

Company: _____

Company Contact: _____

Address: _____

Phone: _____

Company: _____

Company Contact: _____

Address: _____

Phone: _____

Company: _____

Company Contact: _____

Address: _____

Phone: _____

Signature: _____

Date: _____