



Community Services Department



Contract Instructor Handbook
& Class Proposal Form

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Life
Better!**SM

Contract Instructor Handbook & Class Proposal Form

City of Pleasanton
Community Services Department

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Contract Instructor Handbook & Class Proposal Form

City of Pleasanton Community Services Department

Thank you for your interest in becoming an independent Contract Instructor with the City of Pleasanton. We are excited about the possibility of working together to reach our common goals and serve our community.

Special Interest Class Information

The Community Services Department is dedicated to building strong families through the provision of educational, creative, and recreational opportunities. Pleasanton Community Services Department (PCS) utilizes independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and mature adults.



How to Get Started

Class Proposal - Prospective Instructors who wish to teach for the Community Services Department must complete the Instructor Proposal Forms included in the Contract Instructor Handbook. Returning Contract Instructors will not automatically be enrolled for the following instructional quarter until a returning proposal form is submitted to the Recreation Supervisor by the quarterly deadline. Application deadlines are listed below.

Deadlines - To place your programs in the Activities Guide, time must be allotted to create, edit, print, and mail the guide. Therefore, agreements must be completed by the following:

Community Services Department

FALL/WINTER ~ April 1

SPRING ~ September 1

SUMMER ~ January 1

Business License Application - All independent Contract Instructors who perform a service for the City of Pleasanton are required to complete the business license application process. Application fees are not pro-rated and are non-refundable. Applications are available at the Business License Department at the Pleasanton City Hall building located at 200 Old Bernal Avenue or on the City's website at <http://www.ci.pleasanton.ca.us/business/license/>.

Fingerprinting - The City of Pleasanton requires that all Contract Instructors, Instructor Assistants, and Subcontractors complete a background screening before entering the program. Contract Instructors will receive a Live Scan Form once they are approved to teach. Contract Instructors must schedule an appointment with the Recreation Supervisor to complete their background screening. Be prepared to bring an I.D. card or Driver's License to the screening.

TB Test - California State regulations require any person employed in connection with a park, playground or recreational center to produce a valid Tuberculosis (TB) test certificate prior to employment. As it relates to our department, this applies to contract employees and their staff. If you already completed the test and have a certificate from the last 2 years, please submit a copy to the Recreation Supervisor. As a reminder, Tuberculosis (TB) test will be at the contractors own expense. Teaching schedules may need to be suspended until we are in full compliance with California State regulations. TB certificate must reflect an examination within the past two (2) years.

Reporting Income - The City of Pleasanton does not withhold state or federal income tax, but will report the Contract Instructor's income via Form 1099. Instructors will receive a W-9 form to complete.

Insurance - The City of Pleasanton is a part of a self-insured insurance pool known as the "Association of Bay Area Governments" or the ABAG. In the event that an accident or injury occurs, and a claim is brought against the City of Pleasanton, the ABAG will defend it. The ABAG will not defend or pay out any claims brought against an Independent Contractor. The City of Pleasanton requires that all

Contract Instructors obtain a separate liability insurance certificate to protect themselves from any claims brought against them. The City recognizes that there may be little risk involved in program activities, but the Contract Instructor is still required to obtain liability coverage.

Contract Instructors also have the option of obtaining liability insurance through their homeowners or business insurance. Before teaching, Contract Instructors must provide a copy of their insurance certificate to the Recreation Supervisor listing the City as an additional insured.

We would like to reiterate:

- All Contract Instructors must complete the business license application process.
- All Contract Instructors, Assistants, and Subcontractors must be fingerprinted and have a current TB test on file.
- The City of Pleasanton's insurance does not cover Contract Instructors. Contract Instructor must additionally insure the City on their general liability policy.

Standard Revenue Split

A standard split of 50/50 will be applied to compensate Contract Instructors unless otherwise negotiated. Contract Instructors will receive 50% of the monies received from class registration. The remaining 50% is retained by the City of Pleasanton to cover general operations. Contract Instructor proposals can also include camps and workshops as part of their proposals. Registration fees and

compensation for short-term programming can be negotiated.



Material Fees

Student material fees will be determined by the Contract Instructor. Material fees will be assessed as part of the registration fee. Instructors may also opt to supply classroom materials, direct students to the appropriate source, or build the cost of supplies into the class fee.

Available Facilities

Firehouse Arts Center - Classroom A and Classroom B

Pleasanton Senior Center - Main Hall, Meeting Room, Class Room

Cultural Arts Center - Pottery Studio and Main Room

Veterans Memorial Building - Main Hall

Amador Recreation Center - Main Hall

Pleasanton Middle School Gym - Two Full Courts or Four Side Courts

Harvest Park Middle School Gym - Two Full Courts or Four Side Courts

Thomas Hart Middle School Gym - One Full Court and Three Side Courts

We also have the Pleasanton Sports and Recreation Park as well as numerous parks and sports fields available for classes.

Holidays

The City of Pleasanton observes the following holidays, therefore classes will not be offered on these days:

New Year's Day

Martin Luther King, Jr. Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and day after

Christmas Eve and Christmas Day

City of Pleasanton, Community Services Department Contract Instructor Proposal

Instructor's Name _____
 Business Name _____
 Address _____
 City _____ Zip _____
 Web Site _____
 Email Address _____
 Phone _____ Cell Phone _____

Title of Class _____
 Class Description (60 words or 300 Characters MAX) _____

Place an X next to the age group and subsection where you would like your class information listed in the activities guide. Mark one age group and one subsection only.

Age Group:

Preschool (Ages 2-5) _____
 School Age Children (Ages 6-12) _____
 Teens (Ages 13-17) _____
 Adults (Ages 18-54) _____
 Mature Adults (Ages 55 and up) _____

Subsection:

The Arts _____
 Special Interest _____
 Exercise & Wellness _____
 Sports _____

1st Facility Preference, not guaranteed: _____

2nd Facility Preference, not guaranteed: _____

Age: Min. ____ Max. ____ Max. # of students: ____ (City will determine the minimum)
 Material Fee: \$ ____ Items: ____

Code (office use only)	Day(s)	Date(s)	Time(s)	# Of Classes	Omit Date(s)	Fee
-office use only-	Returning Contractor	DOJ Clearance	Insurance on File	Current TB Test	Business License	

Contract Instructor Proposal Form

Program Focus

What statement(s) does your class support? (Check all that apply)

Fostering Human Development

Fine Arts _____
Preschool _____
Cultural _____
Continued Learning _____
Skill Building _____
Nature Appreciation _____

Strengthening Families

Participating Together _____
Appreciation _____
Parenting Skills _____

Connecting People to Others

Social _____
Neighbors _____
Helping Neighbors _____
Friendships _____

Increasing Safety

Safe Habits _____
Prevention _____
Life Saving Skills _____
Crime Reduction _____

Lifelong Learning

Financial _____
Family Planning _____

Improving Health and Wellness

Fitness _____
Healthy Habits _____
Aerobic _____
Strengthening _____
Endurance _____
Stretching _____

Method of Learning

How will participants in this program be engaged in learning? (Check all that apply)

_____ **Active Instructor:** Instructor shows the physical example while participants watch and try to repeat steps. Instructor then checks for understanding and repeats example.

_____ **Passive Instructor:** Instructor tells how it is done while participants try to initiate the steps.

_____ **Lecture:** Instructor talks about subject while participants sit and listen.

_____ **Video:** Participants watch a video.

_____ **Reading:** Participants are given material to read and learn.

_____ **Parent Participation:** Parents are encouraged to participate with child to repeat instructions to participant if necessary.

_____ **Take-Home:** Participants take materials home with them.

_____ **Quiz:** Participants take a written quiz on material covered in class.

_____ **Performance:** Participants have the opportunity to perform as a group.

_____ **Small Groups:** Participants work in small groups to come together on a solution.

_____ **Stations:** Participants move among multiple stations.

Contract Instructor Proposal Form

Instructor Qualifications

Please list previous experience in providing this service along with a reference that can speak to your abilities/qualifications:

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Please list other qualifications that may lead us to contract with you for this service: _____

Please provide a copy of all pertinent certifications held, resume, and/or biography.

Program Outcomes

List up to 3 outcomes, by priority, using measurable action phrases such as: define, demonstrate, name, analyze... "As a result of their experience in this program, participants will be able to..."

1) _____

2) _____

3) _____

Outcome Measurements

How will the above outcomes be measured? _____

A success is defined as: _____

Need for Program

Please list all other providers of a similar program in this community:

Name: _____ Phone: _____

Summary of Service: _____

Name: _____ Phone: _____

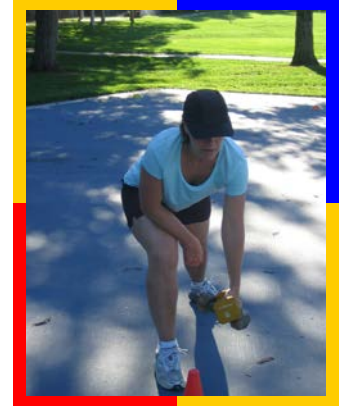
Summary of Service: _____

Community Services Department Sessions

FALL/WINTER ~ September, October, November,
December, January, February

SPRING ~ March, April, May

SUMMER ~ June, July, August



Course Policies

Registration - All registration takes place through the City of Pleasanton Community Services Department or online at <http://online.activecommunities.com/pleasanton>.

Contract Instructors should never collect registration money, registration forms, or lab/material fees.

Promotion - Instructor should work with the Recreation Supervisor to create promotional materials and departmental publications. All print copy must be approved by the Recreation Supervisor prior to distribution.

Course Cancellations - Contract Instructors are responsible for contacting the Recreation Supervisor immediately if they have reason to cancel a class. The Recreation Supervisor will then contact any participants regarding cancellations, reschedules, and refunds. Classes that do not meet the minimum student enrollment may be cancelled. If a class or workshop is cancelled by the City, the City will issue refunds to registrants.

Contract Instructor Payment - Contract Instructors receive a percentage of the participant fees. Larger participation levels will yield a larger income for the Contract Instructor. Contract Instructor payments will be issued within 30 days of completing the course.

Course Rosters - A list of all course participants should be obtained from the respective department Staff prior to the start of each course. Rosters are emailed to instructors 5-10 business days prior to the start of the class. It is important to have the most up-to-date participant information. If you don't receive a roster or want to request an updated roster, please contact the Recreation Supervisor.

Evaluations - Participant survey forms can be obtained from the Community Services office. They are to be given to participants on the final day of class, and

returned to the Recreation Supervisor. Course evaluations may also be distributed by the Recreation Supervisor using an online survey tool.

Contract Instructor Proposal Handbook Policies & Procedures

The City of Pleasanton holds Contract Instructors accountable for the following policies and procedures:

Representing the City through Professional Conduct - It is imperative that Contract Instructors be helpful and courteous at all times. The City of Pleasanton does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and City Staff. If a Contract Instructor, participant, or guest engages in an inappropriate or unsafe manner, he or she will be asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited.

Personal Business - Contract Instructors are not allowed to solicit personal services or items to participants, guests, or Staff. The Contract Instructor may not receive or make personal phone calls, nor have their own children with them, while performing services.

Facility Access - Instructors may receive facility access by being issued a City Prox Card. These cards cannot be loaned or issued to anyone other than the authorized instructor.

Closing of Facilities - When leaving a City activity site, the Contract Instructor must ensure that all doors are locked securely, alarms are set, and lights and A/C are turned off. Staff will be in charge of opening and locking classrooms for Contract Instructors teaching within the Middle School Gyms, Firehouse Arts Center and Pleasanton Senior Center.

Releasing of Minors - At the end of the activity time, the Contract Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The





Contract Instructor must stay until all participants have left the facility. The Contract Instructor should contact the parent or guardian if a child is not picked up. If you cannot reach a parent or guardian and more than 15 minutes go by, the Instructor should contact Pleasanton Police Department at 931-5100. Instructor should stay with the child until an officer or the parent/guardian arrives.

Contract Instructor's Relationship with Participants

The Contract Instructor must not have contact with a single participant unobservable by other Staff, parents or participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.

Safety of Participants - The Contract Instructor's primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify Staff and to take actions that will ensure participant safety.

First Aid Provision - It is the Contract Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, DO NOT MOVE the injured participant, and call 9-1-1. If a child is involved, notify the parent/guardian immediately, and then contact the CS administration office or Recreation Supervisor at 931-5340. All Contract Instructors are required to be American Red Cross CPR and First Aid Certified. Copies of Certification must be submitted to Recreation Supervisor annually. In the event that Incident/Accident does occur during your program an Incident/Accident report must be completed and submitted to the recreation Supervisor by Noon that next business day.

Discrimination and Harassment - The City of Pleasanton has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.

Community Services Department

Upon receiving the proposal form, the Recreation Supervisor will evaluate the content to determine if it reflects the department's vision and goals. Together, Staff will work with the Contract Instructor to determine the specific design of a course/activity.

The Recreation Supervisor will then contact the applicant and enter into verbal agreement. A written contract is then produced listing the specific course, dates, times, and fees along with a mutually agreed upon percentage.

Please include additional application forms if you are proposing to teach more than one type of class. Completed proposals can be mailed to the address below or faxed to (925) 931-5477 or complete them online at <http://www.ci.pleasanton.ca.us/services/e/ContractInstructorProposal.html>.

For more information contact:

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