

City of Petaluma, Recreation Services

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CLASS INSTRUCTOR'S INFORMATION PACKET

THE FOLLOWING ITEMS ARE REQUIRED TO BE A CONTRACT INSTRUCTOR:

- Instructor Application
- Class Proposal
- Business License
- Fingerprints (if offering a course for minors)
- Insurance (may be required)

INTRODUCTION

- A. Class Sessions:** The City of Petaluma, Recreation Services Division conducts all their recreation classes on a seasonal basis, spring, summer and fall/winter.
- B. Advertisement:** Each season (Spring, Summer, Fall) the Recreation Department issues a brochure that is mailed to approximately an 8,500 address mailing list, posted on the City's website, distributed to several locations in town, and advertised through several social media outlets.
- C. Acceptance Criteria:** (Also see Class Proposal Section): Due to the number of requests made to the Division by prospective instructors and the limited availability of facilities, Recreation Services will review and select classes based on the following criteria:
1. Adherence to the Division Mission Statement
 2. Course Content
 3. Instructor Qualifications & Necessary skills for course taught
 4. Availability of Facility
 5. User need (i.e.: will our building accommodate your class needs?)
 6. Public Interest:
 - a) Minimum requirements 8 for classrooms, 15 for Assembly and Meeting Rooms.
 - b) We will not offer your class if it does not meet the minimum requirements for 2 consecutive seasons.
- D. Business License:** Instructors are required to have a Petaluma business license. They can be purchased at the city's Finance Department located at City Hall, 11 English Street.
- E. Instructor Payment:**
1. Class instructors are paid on a contractual basis. Your payment is based upon 65% of the registration fees for your class held in a City Facility.
 2. It is the instructor's responsibility to check roster (see Section V) to ensure correct and timely payment.
 3. Recreation Services will process check requests every two weeks.
 4. Caution: The City of Petaluma does not withhold taxes from your earnings. This is your responsibility.
 5. Establishing Course Fees: You establish the class fee, with Division approval. We encourage you to review our current activity guide to familiarize yourself with what other contract instructors are charging.
- F. Insurance Requirements**
1. The City of Petaluma requires liability insurance for some classes. You may need to provide your own insurance.
 2. The policy must name the "City of Petaluma, its officials, officers, employees, agents, and volunteers" as additional insured with \$500,000 liability. If you are unsure whether or not you need liability insurance, contact the class Program Coordinator. Review your instructor contract for additional information regarding liability.

CLASS PROPOSALS

A. Prospective Instructors:

1. **Class Proposal:** Complete the Department's class proposal. Priority is given to instructors who have submitted fully completed forms on time. Incomplete proposals will be returned. Providing alternative days and times helps us find room for your class. (See Activity Guide deadline dates)
2. **Business License:** All class instructors are required to have a Petaluma business license. Please see 'Introduction, D'.
3. **Teacher Biography:** We invite you to submit a short (40 words) biography of yourself that pertains to the class you are teaching.
4. **Deadline:** Submit completed proposals to the Program Coordinator by the date requested on the proposal. We will not give late entries priority and we may not accept them.
5. **Notification:** Within a few weeks after proposal deadline date, RSD will notify those who have completed their proposals by either a denial letter or a retyped class proposal and letter.
6. If your class is accepted, you will receive a contract that must be signed and returned to our office before you can begin instruction.

- B. Returning Instructors:** We will notify continuing instructors of upcoming class proposal submittal deadlines. If you do not teach a session, you will need to contact us about obtaining the current proposal form. Every instructor needs to submit a proposal in order to be considered for our class program schedule.

CLASS SCHEDULING

- A. Space Availability:** We try to accommodate all instructors but we make room assignments according to space availability and room changes may be necessary, depending on other scheduled events.
- B. Dates:** Schedule your class date(s) within class proposal date guidelines. Exceptions require approval.
- C. Holidays:** The City of Petaluma closes its buildings on City holidays. Classes in our buildings will not be held on these holidays. These are noted on your class proposal form.

PUBLICITY

- A. Brochure:** Each class is advertised in our seasonal brochure.
- B. Personal Advertising:**
1. Instructors may prepare and distribute flyers or additional advertising at their own expense after the class has been approved.
 2. You must include "Sponsored by the City of Petaluma" on additional advertising.
 3. Flyers and other advertising material must be approved by the Program Coordinator before distribution.

CLASS ENROLLMENT AND ROSTERS

- A.** A copy of your roster(s) is available at the front desk of the Community Center on the first day of your class; you can also access it online.

- B. A copy of your roster is provided in case you need to contact students, i.e.: Illness requiring cancellation of class.
- C. It is up to you to keep track of students enrolled in and attending your class. Note: You are not paid for individuals attending your class who are not registered through our office. Rosters should correspond to the number of students attending the class.

STUDENT REFUND POLICY

- A. Refund requests must be made to the Department staff. The Program Coordinator will make the final approval.
- B. Full refunds can be given if the request is received one or more business days prior to the starting date of the class. If a refund is requested after the class begins, but prior to the second scheduled class; an adjusted refund for the remaining classes will be issued. No refunds after the third class. We reserve the right to approve or deny refund requests.
- C. Supply fees are nonrefundable.
- D. If the City of Petaluma or the instructor cancels the class for any reason, the instructor may choose to add a make-up class at the end of their session. A refund for this class will be given if a student is unable to attend the make-up class.
- E. For refund policies regarding camps, youth, aquatics, and senior programs please see specific program materials.
- F. Refunds will be made for a Recreation Services class or activity by check or charge depending on the original payment method. Payments made by cash or check will be processed by the Finance Department within 3 to 4 weeks. Payments made by credit card will be credited to the credit card used.

CLASS CANCELLATION

- A. In case of emergency or illness **THE INSTRUCTOR** must inform all students and the Recreation Services Division of the cancellation and make-up date/time.

ROOM USAGE

- A. **Room Assignments:** Rooms are assigned and the Department reserves the right to make room changes whenever necessary.
- B. **Room Set-Up:** Staff will set up the room as close to possible to the room set-up requested by the instructor. Instructors must submit a room diagram along with their class proposal.
- C. **Responsibility:** It is the instructor's responsibility to leave the room in the condition it was received; i.e. orderly, clean tables, trash removed, etc. We do not store projects, materials and leftover items. Items left behind are subject to disposal unless previous arrangements have been made with the Program Coordinator.

CONDUCTING CLASS

A. It is the responsibility of the instructor to provide services that are individual to each course taught. It is also the responsibility of the instructor to maintain and control their classes. The instructor and participants are to be in class during the scheduled time, eliminating disruptions to other events in the building. All persons accompanying students but not participating in the class need to be reminded by the instructor of the rules regarding conduct and disruptions. Running or screaming in hallways is not permitted.

INSTRUCTIONAL SUPPLIES

A. **Supplies:** It is the responsibility of the instructor to bring their own supplies such as copies, staplers, paper clips, writing materials, pencil sharpeners, etc.

B. Selling of Materials and Supply Fees:

1. Selling of materials is not permitted in class - only with specific approval of the Program Coordinator.
2. No teacher, pupil, or other persons may act as the direct agent for any business firm to sell materials, supplies, or books to students during class time.
3. Supply Fees:
 - a. If you will be charging a materials fee, you must include the dollar amount on your proposal form as well as include a materials list (see proposal).
 - b. Recreation staff will not collect the supply fee. The student will pay the supply fee directly to the instructor on the first day of class. Instructors will need to be prepared to make change to their students for supply fees.

C. Department Instructional Equipment:

1. Instructor may use optional equipment, such as a TV/VCR/DVD, LCD projector, white erase board, easels, which are available on a first-reserved basis. Equipment is not available on an "ongoing" basis.
2. Use requests must be pre-arranged.
3. You must be able to operate the equipment by yourself. It is recommended instructors test equipment prior to use.
4. DO NOT leave equipment in your room when class is over. Arrange with staff for its return at completion of class or notify staff that the room is vacated.
5. If equipment is found to be defective prior to your use, report it immediately to our staff to ensure that you will not be billed for its damage.

COPYRIGHT LAWS

A. Groups, directors and instructors are directly responsible for compliance with all copyright laws, including performing rights, licensing and fees associated with the use of copyrighted materials.

EVALUATION

A. The coordinator or staff will distribute evaluation forms to be completed by students. These are intended to enhance the quality of recreation programs. Please communicate your own and student's suggestions and observations about the program to the Program Coordinator.

RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES

A. In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any events, programs, or activities.
RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES: We welcome persons with disabilities to participate in any class or activity offered by the Petaluma Parks and Recreation Department. We will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by our department.

B. The City of Petaluma prohibits discrimination in all its programs, facilities, activities, on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

CHILD ABUSE

A. If you are an instructor who works directly with children, you are required by law to report any suspected child abuse to Sonoma County Child Protective Services in Santa Rosa.

FINGERPRINTING

A. All instructors who teach classes to minors under the age of 18 need to be fingerprinted and have a background check performed through the Petaluma Police Department.

B. The RSD will assist you with scheduling and will cover the cost of the fingerprinting.

MISSION STATEMENT

To provide opportunities for the citizens of Petaluma to experience and develop their physical, mental, creative, and social abilities in an atmosphere which promotes individual achievement, satisfaction, self-esteem, and community pride; and which contributes to the enhancement of the quality of life within the community.

To foster creative and responsible development through the incorporation of community input in the planning and provision of programs, parks and facility needs of the City of Petaluma.

To manage and maintain such programs and facilities to the highest standards; to enhance the aesthetic experience and enrichment of the user, and to insure safety of the public and the longevity of the community's investment.