



October 9, 2019

Dear Contract Class Instructor:

In an effort to continue to deliver high quality and safe programs to our patrons, we ask for your cooperation in following the requirements listed in this letter. Additionally, to ensure that we produce a professional Tustin Today Activity Guide, carefully review your worksheets before submitting and adhere to our deadlines, facility closures, and holidays.

- **Spring 2020 Activity Information Worksheets** – Information on **Spring classes** is due **Monday, November 25, 2019**. We are enforcing deadlines more strictly and will not be sending more than one reminder to instructors. As a contract instructor, it is your responsibility to complete information on time and make sure your worksheets are **accurate and legible**.
- **Spring 2020 Session** - Begins Monday, March 30 and ends on Sunday, June 7, 2020. Registration will begin on Wednesday, March 4, 2020.
- **Facility Closure Dates** - Use these dates as a tool when completing Activity Information Worksheets; please make sure to skip these dates.
- **Winter Instructor Contract** - **The contract will be sent to your email address on file.** Please acknowledge in your Instructor Portal and by **Friday, November 22, 2019**. Read your contract carefully and acknowledge it by the due date. **Without a signed Instructor Contract, your classes will be terminated.**
- **Fingerprinting** - If you offer classes for those under 18 years of age, it is important that you review items 5 and 6 on the attached Instructor Guidelines. If at any time there are staff changes in your organization and the person who completed the Live Scan is no longer employed, a new Live Scan must be submitted for the staff assuming the lead responsibility in your organization. Also, those who employ subcontractors, coaches, or additional staff, must submit a “Contractor Background Certification” form prior to your classes starting. This information is required each time there is a change in your staff; attached is a copy of the form.
- **Certificate of Liability Insurance** - Instructors are required to provide the City of Tustin a Certificate of Liability Insurance in the amount of one (1) million dollars, an Additional Insured Endorsement, a 30-day Cancellation Endorsement, and a Primary and Non-Contributory Endorsement; **these are four separate documents.** Language on the Certificate Holder must be as required by the City of Tustin.

- **Class Attendance** - Although success of programs is measured by quality of the program and instructor professionalism, enrollment also plays a big role. Our office evaluates programs every session; programs that continuously do not meet the required enrollment will no longer be offered in the Tustin Today.
- **Class Titles/Descriptions** - Instructors are encouraged to review their classes and make changes. Using catchy phrases in the class description without changing the structure of the class can also make a big difference in enrollment. Please keep in mind that class titles/descriptions must be family-friendly. If you would like staff to assist you in brainstorming, please contact me.
- **Instructor Changes/Cancellations** - This must be submitted to [contractclasses@tustinca.org](mailto:contractclasses@tustinca.org) whenever changes are made to classes. Keep in mind that you must inform our office of any changes made to classes.
- **Instructor Payment** - Payment to instructors will be submitted after the last meeting of class(es); early payments cannot be accommodated. Be aware that per the City of Tustin Finance Department policy, payments can take up to 30 days after the end of class(es). Instructors are encouraged to sign up for Direct Deposit through the Finance Department.
- **Activity Information Worksheets and Deadlines** - These documents are posted at [www.tustinca.org](http://www.tustinca.org). Go to the Parks and Recreation Page, click on Classes and scroll down to Teaching. **It is your responsibility to visit our website and obtain any necessary information.**

If you have any questions or concerns, please contact me at (714) 573-3333 or [sfinn@tustinca.org](mailto:sfinn@tustinca.org).

Respectfully,

Stephanie Finn  
Tustin Parks and Recreation Department