



June 10, 2020

Dear Contract Class Instructor:

I hope you and your families are safe and well. Thank you for being a partner with the City of Tustin offering classes to our community. During this COVID-19 period, the Parks and Recreation Department is committed to being ready to offer classes as the State allows the reopening of parks and facilities. Every class offering will need to follow social distancing guidelines and COVID-19 procedures that are being provided by the CDC. We will work together to have these put in place for the safety of all our instructors, staff, and participants. We are hopeful for a reopening that will allow us to offer programs once again. Thus, to continue to deliver high-quality 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.

- **Fall 2020 Activity Information Worksheets** – Information on **Fall classes** is due **Tuesday, May 26, 2020**. As a contract instructor, it is your responsibility to complete information on time and make sure your worksheets are **accurate and legible**. Incorrect worksheets will be refused and require resubmission.
- **Fall 2020 Session** - Begins Tuesday, September 8, and ends on Friday, December 18, 2020. Registration begins on Wednesday, August 19, 2020.
- **Facility Closure Dates** - Use these dates listed as a tool when completing the Activity Information Worksheets; please make sure to skip these dates or offer an alternative location.
- **Summer Instructor Contract** - **The contract will be sent to your email address on file.** Please read your contract carefully and acknowledge it in your Instructor Portal by **Tuesday, June 2, 2020**. **Without an acknowledged 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 before your classes start. 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. Purchase insurance quickly and easily through [Sparta](#).

- **Class Attendance** - Although the success of programs is measured by the 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 registration 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. New and/or updates to class descriptions must be submitted with activity worksheets no later than Tuesday, May 26, 2020.
- **Instructor Changes/Cancelations** – Send class changes and cancelations to contractclasses@tustinca.org. Keep in mind that you must inform our office of any changes made to classes.
- **Instructor Payment** – Payment requests for contract instructor payments are sent to our Finance Department after the last meeting of the 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 on the Parks and Recreation page Teaching [link](#). **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.

Respectfully,

Stephanie Finn
Recreation Coordinator
Tustin Parks and Recreation Department