



# Parks and Recreation Department

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Remembering what connects us.

January 27, 2023

Dear Contract Class Instructor:

I hope you and your families are safe and well. Thank you for partnering with the City of Tustin in offering classes to our community. Please carefully review your worksheets before submitting them and adhere to our deadlines, facility closures, and holidays.

- **Summer 2023 Activity Information Worksheets** – Information on **Summer classes** is due **Monday, February 6, 2023**. As a contract instructor, you must complete information on time and ensure your worksheets are **accurate and legible**. Incorrect worksheets will be returned for corrections and resubmission.
- **Summer 2023 Session** - Begins Monday, June 5, 2023, and ends on Sunday, September 3, 2023. Registration begins on Wednesday, May 17, 2023.
- **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.
- **Spring Instructor Contract** - The contract has **been sent to your email address on file**. Please read your contract carefully and acknowledge it in your Instructor Portal before the beginning of your classes. **Without an acknowledged Instructor Contract, your classes will be terminated.** Instructors are also required to review and sign the Contract Instructor Guidelines before the start of the Spring 2023 session.
- **Fingerprinting** - If you offer classes for those under 18 years of age, you must review items 5 and 6 on the attached Instructor Guidelines. If there are staff changes in your organization at any time 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 significant role. Our office evaluates programs every session; programs that do not meet the required registration will no longer be offered.
- **Class Titles/Descriptions** - Instructors are encouraged to review their classes and make changes. Using catchy phrases in the class description without changing the class structure can also make a big difference in enrollment. Please keep in mind that class titles/descriptions must be family-friendly. Please contact me if you would like staff to assist you in brainstorming.
- **Instructor Changes/Cancelations** – Send class changes and cancelations to [contractclasses@tustinca.org](mailto: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:

- **Kendall Wilson, Program Assistant**  
(714) 573-3335  
[kwilson@tustinca.org](mailto:kwilson@tustinca.org)
- **Christian Hernandez, Recreation Supervisor**  
(714) 573-3329  
[cjhernandez@tustinca.org](mailto:cjhernandez@tustinca.org)

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