

# CITY OF CHINO HILLS

## Contract Class Instructor Handbook

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Welcome To The City of Chino Hills Recreation Division!

This contract class instructor handbook is designed to inform individuals interested in teaching a class with the City of Chino Hills. We hope that most of your questions are addressed in this handbook. The information on the following pages offers suggestions and ideas, as well as departmental policies and procedures you will need once you become contracted with the City.

Your comments and questions regarding this handbook or the program are welcomed. Please call Chino Hills Recreation Division at (909) 364-2700. We look forward to meeting with you regarding your special instructional class.

City of Chino Hills  
Recreation Division  
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Chino Hills, CA 91709

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## **HOW TO BECOME AN INSTRUCTOR**

If you are considering teaching a class for the City of Chino Hills, it is very important that the City knows everything about you and the first step in that process is for you to fill out a Class Proposal (Attachment A). The class proposal will provide staff with initial information about you and the program you are requesting to teach, which is a critical first step in the process of ensuring that what you are offering is appropriate. Other information you will want to include with the Class Proposal are personal references and a lesson plan for each class, which again will assist staff with the decision making process. (We do not want to waste your time or our time with a meeting if the information you submit is not pertinent to the goals and objectives of the City for offering quality recreation programs to the citizens of Chino Hills).

Upon completion of the Class Proposal, please submit for staff's initial review and within 30 working days staff will contact you for an in-person interview, if appropriate. If not appropriate, you will receive written notification why your proposal has not been accepted.

## **YOU'RE ACCEPTED! – WHAT'S NEXT?**

Your class proposal has been approved, now comes the paperwork! The City requires the following from all instructors.

- Current Business License (Instructors with own facility)
- Yearly Contract
- Seasonal Contract
- Live Scan – Fingerprinting & Criminal Background Check (All instructors/aids)
  - Live Scan must come back clear before you may begin working with the City.

Your status as an instructor with the City is that of an independent instructor. Criteria established by the Federal Government determines the difference between an independent Contract instructor and a paid hourly employee. You will not be eligible for social security, worker's compensation or retirement benefits. Federal and state taxes will not be taken from your check; the City will report your income to the IRS on a 1099 form at the end of the year. Other information is included on the contract; please read it carefully and know what you are signing. The City is self-insured and only covers activities engaged by its employees. An Independent Contract Instructor is not an employee of the City, so other coverage(s) must be obtained by you.

## LIVE SCAN (FINGERPRINTING & BACKGROUND CHECK)

As an independent contract instructor with the City of Chino Hills you will need to comply with the fingerprinting and criminal background check (live scan) requirements set forth by the City of Chino Hills Community Services Department's Recreation Division. All instructors and instructor aids must complete and clear their Live Scan before they begin teaching any classes.

Live Scans only need to be completed once. The City of Chino Hills will cover the fees associated with Live Scan for (2) instructors/aids the first year. After that the City of Chino Hills will pay for (1) additional instructor/aid per year. Additional instructors can be added for \$50 each. If you no longer have an employee working for you, please notify us immediately as we need to notify the State. Please note that if you are found conducting a class that doesn't have an employee cleared to teach through the City of Chino Hills your contract will be terminated immediately.

## INSTRUCTOR PAYMENTS

The most frequently asked question deals with instructor compensation and the process for payment to the instructor...How much will I make?...How much should I charge for my class?...How much should I charge for materials?...Etc.

**How much will I make as an Instructor?** Instructors are paid based on a percentage of the gross activity fee (Gross activity fee is after a \$4 administration fee per student is deducted). Instructor percentages are determined based on the type of class and location of class, i.e....City Park, city facility, or private location.

Example of Payment:	
Instructor Percentage 60%	City Percentage 40%
30 students * \$45-\$4 Admin fee = \$1230	
Instructor Percentage \$1230 * 60% = \$738	
City Percentage \$1230 * 40% = \$492	

The City's percentage of revenue from the fees collected pays for administration, facility rental, promotion and supplies. Instructors will not be given a percentage of any additional fees added on to the regular class fee (i.e., \$4 administrative fee, non-resident fees, etc). If the cost becomes prohibitive to residents or the City, you may be required to either increase your registration fee or take a smaller percentage. Should this occur, we will evaluate your class with you.

**When do I get paid?** The City will process all class payments at the conclusion of the second-class meeting for any programs over two-weeks long. For one or two day workshops payment will be processed after the class has been concluded. The Process...the Recreation Division submits to the Community Services Department payments on Mondays, which are then forwarded to the Finance Department on Tuesdays with a check to be cut to the instructor. The entire process from the time of the first submittal by the Recreation Division to the Community Services Department until the time the instructor receives the check in the mail can take up to three weeks pending holidays, which in that case could take longer.

**Who will collect the money?** All class fees are collected at the Chino Hills Government Center, 14000 City Center Drive, or at Founders Recreation Center, 2000 Founders Drive. No fees may be accepted by the instructor. It is the responsibility of the Instructor to assure that all participants have paid the class fee before the second-class meeting. The Chino Hills Recreation Division will provide Instructors with rosters to verify enrollment. Instructors can also check enrollment of classes online (Username and password will be provided).

## **HOW DO I GET THE WORD OUT ON MY CLASSES?**

The key to a successful class is how well you market what you have to offer. The Recreation Division can assist you in several ways on publicizing your classes; if you have other ideas please let us know, as we will take them into consideration.

The Recreation Coordinator in charge of contract classes will submit your class information for inclusion in the City's Quarterly City News and Recreation Brochure, (available at the City of Chino Hills Government Center, Founders Recreation Center and online at [www.chinohills.org](http://www.chinohills.org)) sends out news releases, public service announcements, and submits information to the City's Channel 3 TV. This will be accomplished routinely.

## **MORE IMPORTANT INFORMATION!**

1. If you are going to be late or unable to make your scheduled class time, please contact the Chino Hills Recreation Division immediately at (909) 364-2700. You should make an effort to contact your students in the event of an absence. Make-up dates are to be arranged through the Recreation Coordinator in charge of contract classes and must be approved prior to you informing class participants.
2. If students are attending but not paying for the class, you are teaching them for free! Students not paying by the second-class meeting are to be dropped from the class. The City only pays you for the registration taken by the City. No fees may be accepted by the instructor.
3. Refunds or credits may be issued at the request of the student. All refund and credit request(s) must be made by the student prior to the second-class meeting, for refunds there will be a \$10 processing fee. All refund requests must be made to the City not to the instructor. The \$10 processing fee will be waived in the event a class is cancelled.
4. In the event of an injured participant, follow all proper first aid and CPR procedures according to the level of certified training. If you are not trained in first aid and or CPR and the injury/situation is deemed serious call 911. Any injury or incident with a participant or parent must be immediately reported to the City by contacting the Civic Center Community Building at (909) 364-2700 and ask for the Recreation Coordinator in charge of contract classes, if not present leave a message with staff. The Civic Center Community Building is typically staffed from 7:30 a.m. to 10:00 p.m., seven days a week. Note: A City Incident or Accident Report will need to be filled out after each accident to provide documentation to the City in case of a claim against the City.
5. All instructors are responsible to check class enrollment 48 hours before the first class. If enrollment is low and the instructor does not cancel, they are responsible for holding the class, and will not be able to cancel at a later time. Prior to the start of class Instructors should pick up class rosters or check enrollment online regularly. If instructor chooses to cancel a class, the class will be cancelled in the registration system; those who signed up for the class will be notified and refunded by the City.
6. The City of Chino Hills reserves the right to cancel any class for any reason.

# CITY OF CHINO HILLS



## Recreation Division Contract Class Proposal

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**Please complete the information on this sheet and return to our office as soon as possible. Thank you!**

Name of proposed class: \_\_\_\_\_

Instructor: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Nighttime Phone: \_\_\_\_\_

C.P.R. & First Aid Certified: Yes No Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

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Proposed day for your class to meet: \_\_\_\_\_

Proposed time: \_\_\_\_\_

Proposed location: \_\_\_\_\_

Participant ages: (if children indicate youngest to highest age appropriate for class) \_\_\_\_\_

Length of Class: Ex. 1-Day workshop, 6 weeks, 8 weeks, etc. \_\_\_\_\_

Proposed Fee: \$ \_\_\_\_\_ per class month session

Material Fee? Yes No If "yes" how much is the fee? \$ \_\_\_\_\_

What does the material fee cover? \_\_\_\_\_

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Minimum Number of participants needed for your class to be held: \_\_\_\_\_

Maximum number of participants you can handle: \_\_\_\_\_

Do you have any Volunteers or Instructors that will be helping you? \_\_\_\_\_

If "yes" please provide Volunteers/Instructors name(s): \_\_\_\_\_

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Field Trips: Yes No Date(s) Location(s): \_\_\_\_\_

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Class Description: \_\_\_\_\_  
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**\* Please attach a sample lesson plan to this form.**

Program Goals & Objectives: \_\_\_\_\_  
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Please indicate your background and experience as it relates to this class:  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list three references from people who know of your ability to teach this class:**

1.	_____	_____	_____	_____
	Name	Address	City	Daytime Phone
2.	_____	_____	_____	_____
	Name	Address	City	Daytime Phone
3.	_____	_____	_____	_____
	Name	Address	City	Daytime Phone

**After review of the your information provided you will be contacted by the Recreation Division within 30 working days. Completion of this information form does not imply a contract. Therefore, no guarantees can or will be made for the proposed class to be offered by the City of Chino Hills Recreation Division.**