



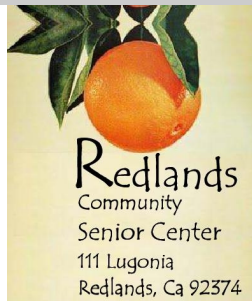
Quality of Life Department
Recreation and Senior Services Division

Contract Instructor's Information Packet & Application

Redlands Community Center
111 W. Lugonia Avenue
Redlands CA 92374
(909)798-7572
Fax (909)798-1349

Redlands Senior Center
111 W. Lugonia Avenue
Redlands CA 92374
(909)798-7579
Fax (909) 793-3569

Joslyn Senior Center
21 Grant Street
Redlands, CA 92373
(909) 798-7550



A Division of the City of Redlands'
Quality of Life Department

About Us....

Thank you for your interest in becoming an independent Contract Instructor with the City of Redlands Quality of Life Department's Recreation Division. We are excited about the possibility of working together to reach our common goals and to serve our community. The Recreation Division is dedicated to improving the quality of life of individuals in Redlands and surrounding communities by promoting healthy lifestyles and activities for all ages.

Senior Services

The Senior Transportation program currently provides transportation trips for seniors to medical appointments, pharmacies, and grocery stores. The City is also active in providing education and workshops on senior issues, health, and nutrition.

Recreation

The Redlands Community Center provides many recreational programs for young children up to adults. Classes are taught by contracted instructors as well as City staff in such activities and programs such as basketball, tennis, karate, and exercise programs.

Mission Statement of the Quality of Life Department, Recreation & Senior Division

Our mission is to provide fun, safe, and informative programs to the community, recruit independent instructors who have the talent and motivation to inspire and teach, and provide affordable access to clean and safe facilities for rent.



How It Works....

The Recreation Division utilizes independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors.

The process begins with the independent Contract Instructor "*proposing*" a course or activity. There is a form and insurance requirements enclosed in this handbook that you are required to complete. Together, the Program Specialist works with the applicant to determine the specific design of a course/activity in regards to suitability, facility availability, fee structure, course time frames, participant maximums or minimums, age ranges, course descriptions, etc.

The proposal is then reviewed among staff by the proposing contactor. Recreation Division staff will then review the proposal, assess the "*content*" of the course/activity to determine its potential in meeting the Department's vision and goals. If the Recreation Division staff recommends the proposal, staff will then contact Human Resources to arrange to have your fingerprints and background checks performed by the Redlands Police Department.

After the proposal receives a recommendation from staff and the fingerprints clear, an Independent Contractor Agreement will be written for the class and must be approved by the Redlands City Council.

The current contract specifies a 70/30% contractual split of funds collected, based on resident fees. The contractor receives 70%, and the City retains 30% to cover operating expenses and facility use. Once City Council approves the contract, Contractor shall obtain a Redlands Business license, as a condition of performing the services required hereunder.

Insurance

Contractor shall obtain and maintain during the term of this Agreement, all insurance and submit to the City Certificates of Insurance in force.

Contractor shall provide:

Worker's Compensation and Employer's Liability insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.

Comprehensive Commercial General Liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and name the City as an additional insured.

Professional Liability insurance in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City.

Commercial Automobile Liability insurance with minimum limits of one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability shall be in force and name the City as an additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.

City shall be named as an additional insured on all policies and such insurance shall be primary and non-contributing to any insurance or self-insurance maintained by City.

If Contractor can't provide insurance coverage for the program, contractor shall then be responsible for paying all costs associated with insurance coverage for participants as specified in the City's contract with Southern California Municipal Athletic Federation for recreation programs. You may wish to contact Risk Management at (909) 798-7679 regarding pricing and insurance information.

About the Contract....

- All Contract Instructors must obtain a City of Redlands Business License.
- All Contract Instructors, and any staff they employ must be fingerprinted.
- All instructors must secure their own insurance and list the City of Redlands as additional insured (The City of Redlands insurance does not cover Contract Instructors) .
- The City of Redlands does not withhold state or federal income tax, but does report the contractor's income via form 1099.

Course Delivery Policies....

- Registration ~ All registration takes place through the Redlands Community Center front desk or online via the Internet. Instructors should not be collecting money or registration forms. Participants that have not paid are not formally registered and may not participate. Each activity is sold as a unit or per class; this is up to a contractor's discretion. All registration fees are due by the second Saturday of each calendar month.
- Promotion ~ The Recreation Division will list all classes online in both the City of Redlands website and its registration website on ActiveNet. The Recreation Division will also regularly post information in the local newspapers, create flyers for your course and display them at City facilities. The Contract Instructor must seek additional locations for their distribution. All advertising done by instructor must represent it as a City of Redlands Quality of Life Department program, and must contain the City of Redlands and Recreation Logos.
- Course Cancellation ~ In the event that a class needs to be cancelled, the instructor must contact the Program Specialist immediately. The Recreation Division staff will contact the participants regarding all cancellations, reschedules, or refunds.
- Contractor Instructor Payment ~ Contract Instructors generally receive a percentage of the participant fees. Larger participation levels will yield a larger income for the Contract Instructor. Payment processing takes place after the third class session.

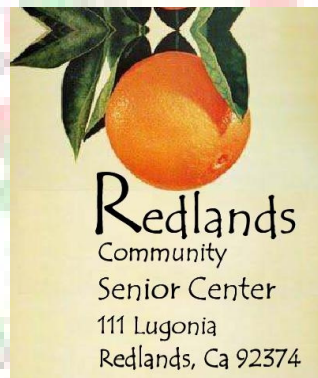
Policies & Procedures....

The Recreation Division also holds Contract Instructors responsible for the following policies and procedures:

- Representing the City through Professional Conduct ~ Although not employees of the City of Redlands, Contract Instructors *do represent* the City. To some participants, the Instructor is the only representative of the City they will see. Instructors must conduct themselves in a professional manner including dressing and speaking professionally, and supporting policies and the City's decisions.
- Releasing of Minors ~ At the end of the activity time, the Contract Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The Contract Instructor must stay until all participants have left the facility. Instructors may request for a sign-in/sign out form for their records from the front desk.
- Contract Instructor's Relationship with Participants ~ The Contract Instructor must not have contact with a single participant unobservable by other staff, parents or participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.
- Safety of Participants ~ The Contract Instructor's primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the programs and facilities you are working in. If any aspect of the area appears unsafe, it is your responsibility to notify recreation staff and to take actions that will ensure participant safety.
- First Aid Provision ~ It is the Contract Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will be suffice. For serious accidents, DO NOT MOVE the injured participant, then call 9-1-1. If a child is involved, notify the parent/guardian immediately.

(Continued...)

- Discrimination and Harassment ~ The City of Redlands has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.
- Mandatory Reporting~ By law, all employees employed by the City, and its Instructors, must notify staff or law enforcement of any and all signs of child abuse. Such abuse may include but is not limited to physical abuse, emotional abuse, verbal abuse, sexual abuse, or neglect.
- Mail~ Each Center cannot receive mail on behalf of the instructor. In addition, it is also the Contractor's responsibility to inform staff of any changes in contact and class information in writing.



Contract Instructor's Proposal Form

Name of Instructor: _____

Name of Program: _____

Program Focus....

My program supports the City of Redlands by (Check the one that fits best):

- Fostering Human Development** (Dance, Art, Preschool, Drama, Cultural, Continued Learning, Skill Building, Nature Appreciation)
- Connecting People to Others** (Social, Neighbors Helping Neighbors, Friendships)
- Strengthening Families** (Participating Together, Appreciation, Parenting Skills)
- Increasing Safety** (Safe Habits, Prevention, Life Saving Skills, Crime Reduction)
- Improving Health and Wellness** (Fitness, Healthy Habits, Aerobic, Strengthening, Endurance, Stretching)

Program Outcomes....

List up to 3 outcomes, by priority, using measurable action phrases such as define, demonstrate, name, analyze...

“As a result of their experience in this program, participants will be able to:”

Method of Learning....

Participants in this program will be engaged in learning when (Check all that apply):

- Active Instructor:** Instructor shows the physical example while participants watch and try to repeat steps. Instructor then checks for understanding and repeats example if necessary
- Passive Instructor:** Instructor tells how it is done while participants try to initiate the steps.
- Lecture:** Instructor talks about subject while participants sit and listen.
- Video:** Participants watch a video.
- Reading:** Participants are given material to read and learn.
- Parent Participation:** Parents are encouraged to participate with child to repeat instructions to participant if necessary.
- Take-Home:** Participants take materials home with them.
- Quiz:** Participants take a written quiz on material covered in class.
- Performance:** Participants have the opportunity to perform as a group.
- Small Groups:** Participants work in small groups to come together on a solution.
- Stations:** Participants move among multiple stations.

Outcome Measurement....

How will the above outcomes be measured?

A success is defined as:

Program Description....

Please describe your program in 30 words or less:

Need for Program....

Please list all other providers of a similar program in this community:

Name: _____ Phone: _____

Summary of Service: _____

Name: _____ Phone: _____

Summary of Service: _____

Name: _____ Phone: _____

Summary of Service: _____

Name: _____ Phone: _____

Summary of Service: _____

Why should the Recreation Division be the organization to enter a contract with you to provide this program?

Is there another local organization more suitable to offer this program? _____

Initial Participant Petition....

- Please list at least 10 people who have agreed to participate in this program should the City of Redlands enter a contract with to provide this program.

	Name	Home Phone	Cell Phone	Email	Before?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Instructor Qualifications....

Please list previous experience in providing this service along with a reference that can speak to your abilities/qualifications. You may attach a separate sheet if necessary:

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

- Please provide a copy of all pertinent certifications held.
- Please list other qualifications that may lead us to contract with you for this service:

Proposed Format....

This information represents the Instructor's "ideal," and is intended as a starting place for discussions between the Recreation Supervisor and the Instructor.

- Course Length (1day, 4wks, 6wks, etc): _____
- # Days / Week: _____
- Weekday(s): _____ Times: _____
- Location (or type of facility): _____
- Min. Enrollment: _____ Max. Enrollment: _____
- Age Ranges: _____
- Per Student Fee: \$ _____
- Worth of Service: \$ _____ (Total amount contractor needs to receive at end)
- Supply Fee: \$ _____
- Other Specifications (attach a separate sheet if necessary):

Instructor's Information...

(If you will have additional instructors, please attach a separate sheet)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Date of Birth: _____

California Driver's License #: _____ Class: _____

Expiration Date: _____

Education

High School: _____ Did you graduate? Yes No

Name and Location: _____

NAME OF COLLEGE/UNIVERSITY	DATES ATTENDED	DEGREE	MAJOR/MINOR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other languages in which you can communicate:

Conviction

Have you ever been convicted of a felony or misdemeanor? Yes No
Have you ever been convicted of a child molestation or firearms violation? Yes No
If yes, list all incidents below:, attach a separate sheet if necessary:

CONVICTION	APPROX. DATE	CITY & STATE	SENTENCE OR PENALTY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*All instructors are required to submit fingerprints for a background check before contracts will be approved.

All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for termination of my contract.

Signature _____ Date _____

Please complete this form and return to the appropriate Program Specialist at:

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