

## Harding After School Enrichment Program (HASEP) Instructor Availability Form and Course Proposal

Please complete one form per course title you are proposing to teach. Please complete this form no later than **Thursday, July 12, 2018** to be considered for session one. Proposals received after 7/30 may still be considered for sessions two and three. *Please note: this form does not guarantee that you will be teaching in the 2018-19 school year. All proposals are subject to approval.*

Instructor's Full Name: \_\_\_\_\_ Business/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Can we release your phone number?  yes  no If yes, which one \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Release e-mail?  yes  no

Classes will be held at Harding Elementary School, Tennis Courts or Field: 7230 Fairmount Ave, El Cerrito, CA 94530

Session start and end dates are dependent on school approval and subject to change. Transitional Kindergarten (TK)/Kindergarten-only classes will be begin at 1:55 PM. **M/T/TH/F: classes will begin at 2:45pm for outdoor classes and 2:50pm for indoor classes. Wed classes will begin at 2:10pm for outdoor classes and 2:15pm for indoor classes.**

**Please check which session dates you are available to teach:**

**Session One: 9/10/18-12/7/18**

\_\_\_\_\_ Mondays: 9/10-12/10 (11 classes) **No Class:** 11/5, 11/12, 11/19

\_\_\_\_\_ Tuesdays: 9/11-12/11 (12 classes) **No Class:** 11/6, 11/20

\_\_\_\_\_ Wednesdays: 9/12-12/12 (11 classes) **No Class:** 10/31, 11/7, 11/21

\_\_\_\_\_ Thursdays: 9/13- 12/13 (10 classes) **No Class:** 11/1, 11/8, 11/22

\_\_\_\_\_ Fridays: 9/14-12/14 (11 classes) **No Class:** 11/2, 11/16, 11/23 Class Length: \_\_\_\_\_ minutes

**Session Two: 1/7/19-3/8/19**

\_\_\_\_\_ Mondays: 1/7-/4 (7 classes) **No Class:** 1/21, 2/18

\_\_\_\_\_ Tuesdays: 1/8- 3/5 (8 classes) **No Class:** 2/19

\_\_\_\_\_ Wednesdays: 1/9- 3/6 (8 classes) **No Class:** 2/20

\_\_\_\_\_ Thursdays: 1/10- 3/7 (8 classes) **No Class:** 2/21

\_\_\_\_\_ Fridays: 1/11-3/8 (8 classes) **No Class:** 2/22 Class Length: \_\_\_\_\_ minutes

**Session Three: 3/18/19-5/10/18**

\_\_\_\_\_ Mondays: 3/18-5/6 (7 classes) **No Class:** 4/1

\_\_\_\_\_ Tuesdays: 3/19- 5/7 (7 classes) **No Class:** 4/2

\_\_\_\_\_ Wednesdays: 3/20-5/8 (7 classes) **No Class:** 4/3

\_\_\_\_\_ Thursdays: 3/21-5/9 (6 classes) **No Class:** 4/4, 4/18

\_\_\_\_\_ Fridays: 3/22- 5/10 (7 classes) **No Class:** 4/5 Class Length: \_\_\_\_\_ minutes

1. **Class Title:** \_\_\_\_\_

2. **Class Description:** Please prepare ready for publication and limit to 100 words. The City of El Cerrito reserves the right to edit descriptions.

3. What is your price per class? \$ \_\_\_\_\_ per class

Ex: Per class price \$10. There are 8 classes in a session. Session fee is \$80. With the standard 60%-40% split, the instructor would receive \$48 for the session, per student. This is the rate at which you invoice for, not the advertised price as the advertised price will contain a 4% administrative surcharge.

4. Does your class have a Materials fee? \_\_\_\_ yes \_\_\_\_ no If yes, what is the amount \$ \_\_\_\_\_  
If yes, please specify what the materials fee is used for:

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5. Supplies or materials students need to bring or wear to class:

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6. Class Grade Range \_\_\_\_\_

7. Class Size Minimum \_\_\_\_\_ Class Size Maximum \_\_\_\_\_

8. If class is NOT full, will you allow late enrollments? \_\_\_\_ yes \_\_\_\_ no

9. If you allow late enrollments, will you allow pro-rated fees? \_\_\_\_ yes \_\_\_\_ no

10. Please list any additional "No Class" dates: \_\_\_\_\_

11. **Communications:** Emails can be automatically generated through our Registration System. Please answer the following questions so that we know how to communicate with you.

Yes	No	Question
		Send Email When Classes Become Full?
		Send Email On Cancellations With Waitlist?
		Send Email On All Cancellations?
		Send Email When Minimum Count is Reached?
		Send Email On All Registrations?

12. **FOR NEW CONTRACTORS: Previous Instructor Experience - Please list the three most recent experiences:**

Dates	Contact Person	Phone Number	Agency	Reason for Leaving

13. Additional Items needed as part of your Course Proposal. Please check off that you have submitted the items.

14. \_\_\_\_\_ 1) Copy of your resume if it pertains to your class or program.

15. \_\_\_\_\_ 2) A copy of literature, handbooks or forms that you will pass out in class as part of this proposal.

Thank you for your Course Proposal. We will review the form and contact you should we decide to offer your course.

**If you have any questions or concerns, please contact Taylor Melton, Community Services Coordinator at [tmelton@ci.el-cerrito.ca.us](mailto:tmelton@ci.el-cerrito.ca.us) or (510) 559-7004.**