

New Kent County

Parks and Recreation

Contracted Instructor General Information, Contract, & Forms

Thank you for your interests in becoming a contracted instructor for New Kent County Parks and Recreation. Please read the following information regarding program proposals. Please note that protocol is reviewed annually, or as needed.

Instructor Meetings

1. All instructors are required to attend an Annual Contracted Instructor Meeting. This is usually scheduled in December. The purpose of the meeting is to orient new instructors and update existing instructors. Attendance is required. Failure to comply with this requirement may jeopardize contracts with the Parks and Recreation Division. Please seek approval from the Parks and Recreation Manager if an emergency or an exception arises.
2. Meeting Agenda will include, but is not limited to, general information review, program proposals, scheduled brochure dates, and update records i.e. liability insurance and certification documentation.

Planning Your Program

A. Program Proposals

1. Complete a program proposal form. Please type or print the information. Please provide the information to the best of your ability.
2. Please include a syllabus, lesson plan, or outline for each program you propose (not required for each session).
3. Please provide a brief bio for publicity needs if they arise

B. Facilities

1. New Kent Parks and Recreation manages the following facilities: Quinton Community Center, Quinton Community Park, Wahrani

Nature Trails, after school hours for New Kent Elementary School, George Watkins Elementary School, New Kent Middle School, and the Historic School Gym. Please note schools have designated community use areas that are designated for groups (i.e. gymnasium, cafeteria).

2. If a New Kent County School is requested / or used for a program, Parks and Recreation will facilitate the reservation. You will be provided with confirmation for use of the facility. Please do not contact schools directly.

3. If you have questions regarding facilities, please contact Parks and Recreation.

C. Setting Dates for your Program

1. When submitting proposed dates, please consider school holidays/workdays and County holidays. You can access the school holidays at www.nkcps.com and www.co.new-kent.va.us.

2. Consider a make up day within your proposed dates. New Kent County Parks and Recreation programs are cancelled when New Kent County Schools close for inclement weather.

D. Insurance

1. Neither contracted instructors, nor their staff is covered by the county's insurance policy. It is the responsibility of the instructor to obtain insurance coverage. A general liability policy for \$1,000,000 is required. Please see the attached information, ***Tips for Obtaining Liability Insurance.***

2. A copy of your insurance must be on file with Parks and Recreation two weeks prior to your start date or the program may be cancelled.

3. If the contracted instructor, company, or organization has multiple instructors, insurance is required for any individual the County enters a contract with.

Promoting Your Program

1. Your program will be advertised in the department's seasonal activity guide pending the program proposal is received on time. You will receive a copy of what will be printed in the brochure. Please review and make any changes within 24 hours due to time constraints in production. The activity guide is mailed to New Kent County residents. The guide is also available at the county website: www.co.new-kent.va.us/parks.

2. New Kent Parks and Recreation sends information to Community Calendars. The local papers determine which items are printed

due to space in the papers. New Kent County releases information to: Tidewater Review, New Kent/Charles City Chronicle. Occasionally, new programs/events are highlighted in the Richmond Times Dispatch and Richmond Parents Magazine.

3. Select program announcements are sent to the schools, preschools, civic groups and churches in flyer form.
4. Select program announcements are submitted to Cox Cable Channel 48 (local government station).
5. Instructors desiring additional advertising must have approval from New Kent County Parks and Recreation and are responsible for any costs.

Setting the Fee for Your Program

1. Instructors are responsible for setting his/her fee.
2. Please be aware that Parks and Recreation will collect 20% of the overall fee.
3. Instructors receive 80% of the fee.
4. Instructors are responsible for providing any materials and equipment that are required of the class. Instructors may have a materials fee or class list of items needed.
5. Various equipment owned by Parks and Recreation may be requested for an instructor's use. Please indicate on the Program Proposal.

6. Example: Participant Cost:

\$60.00 for a 6 week class x 10 participants	= \$600
<u>20% to Parks and Recreation</u>	<u>= \$120</u>
Instructor Receives	= \$480

Cancellations/Refunds

1. New Kent County Parks and Recreation reserves the right to cancel a program if the session has not the minimum enrollment by the deadline. Programmers will notify instructors if the program is at risk of being cancelled due to low enrollment.
2. If a program is cancelled, Parks and Recreation will handle contacting the registered participants and issuing refunds.
3. New Kent County Parks and Recreation reserves the right to cancel a program if the instructor is in violation of their contract or other mandatory conditions (i.e. liability insurance).

Cancellation of Individual Class during a session

1. The instructor is responsible for contacting participants if he/she is cancelling an individual class. The instructor is also responsible for notifying Parks and Recreation. If a make up day is needed, facility arrangements must be coordinated through Parks and Recreation.

Instructor Payment

1. Please make sure to indicate on the Instructor Information Form, the name or company the check should be made out to. Please provide the correct Tax ID or SSN. Please notify Parks and Recreation if there are any changes in your information.
2. Instructor payments are submitted after the 2nd class meeting, or the Thursday following a single class meeting. Please note that payments are submitted to the Finance Department and the request usually takes 14 days, but up to 30 days.
3. Checks will be mailed directly to instructors from the Finance Department. If you have questions regarding the payment cycle, please call Parks and Recreation.

Evaluations

1. Classes that are new should complete an evaluation after the first session.
2. Classes / events that are one time only should complete an evaluation.
3. Classes that are ongoing should evaluate multiple times during the year. Program staff will set a schedule for evaluations.
4. Evaluations are used for Parks and Recreation to monitor class / program offerings.
5. Evaluations are valuable feedback for instructors on how to improve his/her class.

Class Rosters

1. Rosters will be sent to the instructors via email, mail, or fax prior to the class.
2. If you have not received your class roster 3 days before your class, please contact Parks and Recreation.
3. It is the instructor's responsibility to verify the roster at the first class meeting.

4. If a participant is not on the roster, Parks and Recreation has not received payment/registration. Please note: Parks and Recreation submits the instructor payment based on what is in the system.
5. Participants must sign a registration form / waiver before they can participate in the class.
6. Class rosters will include Participant name, Phone numbers, allergies / medical conditions disclosed to Parks and Recreation, email address, age, and parent/guardian for youth programs. If additional information is required, please indicate in your program proposal and justify why the information is needed.
7. Class rosters are confidential. At the end of your session, please return to Parks and Recreation or shred the information.P

Attachments

1. Instructor Information Form
2. Program Proposal
3. Program Contract



Contracted Instructor Information Form

Business Name (if applicable): _____

Instructor Name / Contact: _____

Address _____

Phone (Home) _____ (Work) _____

(Cell) _____ (Fax) _____

Email: _____

Social Security / Tax Id: _____

Instructor payment made payable to: _____

Address check to be mailed to (if different from above):

Insurance Information:

Insurance Company: _____

Policy No: _____ Exp. Date: _____

Please provide a copy of the policy/rider to New Kent County Parks and Recreation no less than two weeks before the class starts.

For Office Use Only:

Approved By: _____ Date: _____

Vendor No: _____ Insurance Copy Rcv'd: _____



Program Proposal

Program Name: _____

Instructor/Business: _____

Please provide a brief description of the program that will appear in the New Kent Parks and Recreation Activity Guide. Information may be edited for printing purposes.

Program Details – Session 1

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Dates Class will not meet: _____

Meeting Day/Days: Mon Tue Wed Thu Fri Sat Sun

Program Location: 1st Choice: _____
2nd Choice: _____
3rd Choice: _____

Type of Room Needed (i.e. gym, classroom, cafeteria): _____

Participant Program Fee: _____ (80% instructor)

Additional Material Fee: _____

Material Fee Payable to: _____

Min. Enrollment: _____ Max. Enrollment: _____

Participant Age: Toddler 18 mos. to 36 mos.
Preschool 3 to 5 y.o.
Youth 6 to 12
Teen 13 to 17
Adult 18 +
Mature Adult 55+
Other: _____

Other information: Parent / Guardian Participation
Parent / Guardian Attendance
Bring towel / water to class

Attach materials list if applicable.

Program Details – Session 2

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Dates Class will not meet: _____

Meeting Day/Days: Mon Tue Wed Thu Fri Sat Sun

Program Location: 1st Choice: _____
2nd Choice: _____
3rd Choice: _____

Type of Room Needed (i.e. gym, classroom, cafeteria): _____

Participant Program Fee: _____ (80% instructor)

Additional Material Fee: _____

Material Fee Payable to: _____

Min. Enrollment: _____ Max. Enrollment: _____

Participant Age: Toddler 18 mos. to 36 mos.

Preschool 3 to 5 y.o.
Youth 6 to 12
Teen 13 to 17
Adult 18 +
Mature Adult 55 +
Other: _____

Other information: Parent / Guardian Participation
Parent / Guardian Attendance
Bring towel / water to class

Attach materials list if applicable.

Program Details – Session 3

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Dates Class will not meet: _____

Meeting Day/Days: Mon Tue Wed Thu Fri Sat Sun

Program Location: 1st Choice: _____
2nd Choice: _____
3rd Choice: _____

Type of Room Needed (i.e. gym, classroom, cafeteria): _____

Participant Program Fee: _____ (80% instructor)

Additional Material Fee: _____

Material Fee Payable to: _____

Min. Enrollment: _____ Max. Enrollment: _____

Participant Age: Toddler 18 mos. to 36 mos.
Preschool 3 to 5 y.o.
Youth 6 to 12
Teen 13 to 17

Adult 18 +
Mature Adult 55+
Other: _____

Other information: Parent / Guardian Participation
Parent / Guardian Attendance
Bring towel / water to class
Participants should wear:

Attach materials list if applicable.

Financial Considerations

Do you offer multi-family or sibling discounts? If yes, please explain.

Do you offer scholarships? If so, please explain and provide criteria.

Is there any other information you would like to provide?