



Independent Contractor Course Proposal: 2020 Summer Camps

Please type in your answers and email to Taylor Melton: tmelton@ci.el-cerrito.ca.us

Phone: (510) 559-7004

Instructor's Full Name _____ Business/Organization: _____

New Instructor _____ Returning Instructor _____ Work Phone _____ Cell Phone _____

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

Your e-mail address: _____ Release e-mail? _____ yes _____ no

Street Address _____ City _____ Zip _____

Website Address: _____

2020 Camp Schedule

Week 1: 6/8-6/12	Week 6: 7/13-7/24
Week 2: 6/15-6/19	Week 7: 7/20-7/24
Week 3: 6/22-6/26	Week 8: 7/27-7/31
Week 4: 6/29-7/3	Week 9: 8/3-8/7
Week 5: 7/6-7/10	Week 10: 8/10-8/14

Communications: E-mails can automatically generate through our Registration System when a registration has been processed. Please let us know if you would like to receive automated emails.

Yes	No	Question
		Send E-mail On All Cancellations?
		Send E-mail On All Enrollments?
		Send E-mail When Classes Become Full?
		Send E-mail When Minimum Count is Reached?

Published Camp Name: _____

Camp Schedule & Information: Complete this portion covering the time frame of June 8- August 14, 2020

**Please note that ALL contractors will be REQUIRED to participate in our one-day 10% discount. Please factor this discount into your camp fee.*

Date Range Please Write Week # and Dates	Time Frame: AM: 9am-12pm PM: 1pm-4pm All day: 9am-4pm	EI Cerrito Resident Fee ONLY this fee is used for invoicing purposes	Non-Resident Surcharge 25% of Resident Fee	Admin Surcharge <i>Office Use Only</i> 4% of Resident Fee (\$8 Max)
<i>All fees will be rounded to the nearest dollar. Surcharges will affect advertised price, but not Contractor payments.</i>				
Ex: Wk 1 6/8-6/12	Ex: 1-4pm	Ex: \$100.00	Ex: \$25.00	Ex: \$4

Camp GRADE Range: _____ Maximum Enrollment: _____ Minimum Enrollment: _____

If camp is not full, will you allow late starts? ____ Yes ____ No If Yes, will you pro-rate fees? ____ Yes ____ No

Does your camp have a Materials Fee? ____ Yes ____ No If yes, what is the amount? \$_____

These fees are collected by and payable directly to the Contractor. Materials Fees may only be for consumable, take-home items used by campers. Contractor must provide receipt or detailed itemized list of what fees are used for.

Material Fees will be used for (general description; must be able to provide detailed receipt/list week prior to camp start):

Is there an alternate way that the Materials Fee can be paid? Such as a website, PayPal, Venmo, or mailing address?

Camper needs to bring to class or wear: _____

Class Description: *Due to limited space in the rECguide, LIMIT your Course Description to 100 words or less. The City reserves the right to edit your description.*

Facility Needs (i.e. outdoor space, classroom space, sink needed, etc.): _____

Other Special Instructions/Requirements: _____

Camp Showcase! The El Cerrito Recreation Department will begin camp registration on Wednesday, **Feb. 5, 2020**. Prior to registration, a showcase will be held on Monday, Feb. 3, 2020 from 6-8pm, and camp representatives are invited to come promote their camps. As an incentive to get campers registered early, a 10% discount is offered to all families who register on the first day of registration. **All contractors MUST participate in the discount offering**, and all are encouraged to attend the showcase.

____ I understand there will be a 10% discount on my camp fee for all registrations that occur on 2/5.

____ I wish to attend the camp showcase and have a table at the event on 2/3.

____ I am unable to attend the event on 2/3.

NEW CONTRACTORS: Please attach the following:

- 1) Copy of your resume as it pertains to your class or program OR a list containing your most recent program experience (include agencies worked with, dates, etc.)
- 2) A copy of your curriculum, literature, handbooks or forms that you will distribute in class as part of this proposal.

For Office Use:

Date Received _____ Staff Initials _____ Facility Assigned: _____

Inputted to Computer (Initials) _____ Facility Reserved (Initials) _____

Activity Name & Activity # in RecTrac _____



Summer Camp Instructor Expectations

All camp instructors who work with the City of El Cerrito Recreation Department assume an important role in working with children. You are a leader, role model and even a "stand-in" guardian during the hours that campers are in your camp.

As an Instructor, you or anyone from your organization/company who will be leading camp are expected to:

- Be at least 18 years of age (helpers under the age of 18 are allowed when there is at least one person of age present)
- Attend a camp training hosted by the El Cerrito Recreation Department (date TBA)
- Be enthusiastic and create a positive, safe, and supportive environment for all children. Provide patience, support, guidance and encouragement at all times
- Maintain a 14:1 camper to instructor ratio
- Closely supervise and interact with campers during organized activities and free play in a safe and purposeful manner. Children should not be left alone at any time
- Act as role model for children through actions, language, work habits and general conduct
- Abide by camp policies, procedures and guidelines including but not limited to:
 - Sign In/Out Procedures: Instructors must take attendance each day, and ensure an appropriate person (according to the provided emergency roster) is signing kids out at the end of each day
 - Background Checks: Any instructors or aides/helpers sent to work camp must go through the City's background check process. Once an instructor has gone through the Live Scan process through the City, this process does need to be repeated. Helpers under the age of 18 are exempt from the Live Scan requirement
 - Nut Free Program: Instructors will not bring food items containing nuts to camp, including food for personal lunch/snack
 - Parent Outreach: Instructors are expected to contact any families of participants who are not present on the first day of camp. Instructors are also expected to communicate with parents if any behavioral issues or concerns arise during camp
- Be available for the entire session. Each camp week, the instructor should remain consistent except in emergency situations when a sub is used
- Maintain a clean and professional appearance and respect the buildings and facilities being utilized. Instructors will be provided tables and chairs and should be prepared with all other materials needed to run camp.

Signature _____

Date _____