

# Madera After School Enrichment Program (MASEP)

## Instructor Availability Form and Course Proposal

You are receiving this form either because you have taught previously in our MASEP Classes or have expressed an interest in teaching for MASEP. Please note: this form does not guarantee that you will be teaching in the 2016-2017 school year. Please complete one form **per course title** you are proposing to teach. Please complete this form no later than **Tuesday, July 11, 2016** to be considered.

Instructor's Full Name \_\_\_\_\_ Business / Organization: \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ 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

1. **Class Title:** \_\_\_\_\_
2. Classes may be held at Madera Elementary School, El Cerrito Community Center, Tassajara Pottery Studio and Canyon Trail Art Center depending on facility availability and space requirements for the class.

**CHANGES THIS YEAR: Only two 'Kindergarten Only'** classes may be held each session in Madera Elementary School. The classes may be held from **1:45PM-2:30PM in a classroom** and/or the second may be held only once during the week from **1:45 PM-2:45 PM in the Library. M/T/TH/F: K\*-6<sup>th</sup>** classes will begin at **2:45PM for Outdoor Classes** and **2:50PM for Indoor Classes. Wednesdays: K\*-6<sup>th</sup>** classes will begin at **2:00PM.**

\*Kindergartener's must be enrolled in Madera Childcare in order to participate in MASEP.

Classes held at other locations may be offered from 3PM on (M/T/TH) as we will have to transport the students from Madera. Transportation of students is **not** guaranteed to off-site locations.

Please check which session dates you are available to teach:

### Session 1 - 9/12/16-11/21/16

\_\_\_\_\_ Mondays: 9/12/16-11/21/16 (8 classes) **No Class:** 10/12, 11/2, 11/9  
\_\_\_\_\_ Tuesdays: 9/13/16-11/15/16 (8 classes) **No Class:** 11/13  
\_\_\_\_\_ Wednesdays: 9/16/15-11/16/16 (9 classes) **No Class:** 11/4, 11/11, 11/18  
\_\_\_\_\_ Thursdays: 9/15/16-11/17/16 (9 classes) **No Class:** 11/5  
\_\_\_\_\_ Fridays: 9/16/16-11/18/16 (8 classes) **No Class:** 10/30, 11/6

### Session 2 - 11/28/16-2/17/17

\_\_\_\_\_ Mondays: 11/30/16-2/29/17 (8 classes) **No Class:** 12/21, 12/28, 1/18, 2/15  
\_\_\_\_\_ Tuesdays: 12/1/16-3/1/17 (10 classes) **No Class:** 12/22, 12/29, 2/16  
\_\_\_\_\_ Wednesdays: 12/2/16-3/2/17 (10 classes) **No Class:** 12/23, 12/30, 2/17  
\_\_\_\_\_ Thursdays: 12/3/16-3/3/17 (10 classes) **No Class:** 12/24, 12/31, 2/18  
\_\_\_\_\_ Fridays: 12/4/16-3/4/17 (9 classes) **No Class:** 12/28, 12/25, 1/1, 2/19

### Session 3 - 2/27/17-5/26/17

\_\_\_\_\_ Mondays: 2/27/17-5/22/17 (12 classes) **No Class:** 4/4  
\_\_\_\_\_ Tuesdays: 2/28/17-5/23/17 (12 classes) **No Class:** 4/5  
\_\_\_\_\_ Wednesdays: 3/1/17-5/24/17 (12 classes) **No Class:** 4/6  
\_\_\_\_\_ Thursdays: 3/2/17-5/25/17 (11 classes) **No Class:** 4/7, 4/21  
\_\_\_\_\_ Fridays: 3/3/17-5/26/17 (12 classes) **No Class:** 4/8

3. **Class Grade Range** \_\_\_\_\_
4. **Class Size Minimum** \_\_\_\_\_
5. **Class Size Maximum** \_\_\_\_\_
6. **Does your class have a supply / Materials fee?**  yes  no

7. If yes, what is the amount \$\_\_\_\_\_

8. Please specify what the materials fee is used for:

Material Fees will be used for: *(please be prepared to present receipts upon request)*

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

Students will need to bring

10. Class Description to be printed in the Registration Packet. Please limit your description to 100 Words or less. The City of El Cerrito has reserved the right to edit your description.

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

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

13. How many minutes per day is your course? \_\_\_\_\_

14. What is your per class price to the consumer? (Ex: Per class price \$10. There are 8 classes in a session. Session fee is \$80. With our 60%/40% split, you the instructor would receive \$48 for the session, per student) \$\_\_\_\_\_ per class *(A 4% Admin Fee will be added onto this fee.)*

15. **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?

Please list any additional "No Class" dates:

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

Dates	Contact Person	Phone Number	Agency	Reason for Leaving

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

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

19. \_\_\_\_\_ 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.***