

# Harding After School Enrichment Program (HASEP)

## Instructor Availability Form and Course Proposal

You are receiving this form either because you have taught previously in our HASEP Classes or have expressed an interest in teaching for HASEP. Please note: this form does not guarantee that you will be teaching in the 2015-2016 school year. Please complete one form **per course title** you are proposing to teach. Please complete this form no later than **Tuesday, July 27, 2015** 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. **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
		<b>Send Email When Classes Become Full?</b>
		<b>Send Email On Cancellations With Waitlist?</b>
		<b>Send Email On All Cancellations?</b>
		<b>Send Email When Minimum Count is Reached?</b>
		<b>Send Email On All Registrations?</b>

3. Classes will be held at Harding Elementary School or Harding Clubhouse. The times of your classes will depend on a variety of factors: where the class will be held and the grade range of your class i.e. TK (Transitional Kindergarten) and Kindergarten Only classes may be held in the Harding Clubhouse as early as 1:15 PM (TK) and 12PM (K) and Harding Elementary classes will begin at 2:50 PM (M/T/TH/F) and 2:15 PM (Wed).

Please check which session dates you are available to teach:

**Session 1 - 9/14/15-11/23/15**

- \_\_\_\_\_ Mondays: 9/14/15-11/23/15 (8 classes) **No Class:** 10/12, 11/2, 11/9
- \_\_\_\_\_ Tuesdays: 9/15/15-11/17/15 (9 classes) **No Class:** 11/3
- \_\_\_\_\_ Wednesdays: 9/16/15-11/18/15 (8 classes) **No Class:** 11/4, 11/11
- \_\_\_\_\_ Thursdays: 9/17/15-11/19/15 (9 classes) **No Class:** 11/5
- \_\_\_\_\_ Fridays: 9/18/15-11/20/15 (8 classes) **No Class:** Friday-10/30, 11/6

**Session 2-11/30/15-2/12/16**

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

**Session 3-3/29/16-5/6/16**

- \_\_\_\_\_ Mondays: 2/29/16-5/2/16 (9 classes) **No Class:** 4/4
- \_\_\_\_\_ Tuesdays: 3/1/16-5/3/16 (9 classes) **No Class:** 4/5
- \_\_\_\_\_ Wednesdays: 3/2/16-5/4/16 (9 classes) **No Class:** 4/6
- \_\_\_\_\_ Thursdays: 3/3/16-5/5/16 (8 classes) **No Class:** 4/7, 4/21
- \_\_\_\_\_ Fridays: 3/4/16-5/6/16 (9 classes) **No Class:** 4/8

Please list any additional "No Class" dates:

- 4. Class Grade Range \_\_\_\_\_
- 5. Class Size Minimum \_\_\_\_\_
- 6. Class Size Maximum \_\_\_\_\_
- 7. Does your class have a supply / Materials fee? \_\_\_\_ yes \_\_\_\_ no
- 8. If yes, what is the amount \$ \_\_\_\_\_

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

Material Fees will be used for

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

Students will need to bring

11. 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.

- 12. If class is NOT full will you allow late enrollments? \_\_\_\_ yes \_\_\_\_ no
- 13. If you allow late enrollments, will you allow pro-rated fees? \_\_\_\_ yes \_\_\_\_ no
- 14. How many minutes per day is your course? \_\_\_\_\_
- 15. 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

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.

**Please email this Course Proposal and other required items to Vivian Brandt, Community Services Supervisor at: [vbrandt@ci.el-cerrito.ca.us](mailto:vbrandt@ci.el-cerrito.ca.us)**