



City of Foster City Parks and Recreation Department:

2016/2017

Hello Wednesday Enrichment Instructor!

I am excited that you have decided to partner with the Foster City Parks & Recreation Department to provide a unique and valuable service to our community through the Wednesday Enrichment Program.

Enclosed are very important items that need to be returned to me:

1. The final session dates/schedule for the enrichment program for 2016/2017 academic year. *Please hold on to this so you know when each session will begin and end; as well as the holidays for that particular session.* Unfortunately, there is no feasible flexibility in this schedule, so you will have to adhere to the dates listed on each sheet.
2. Independent Contract Instructor Information Sheet.
3. Proposed Class Syllabus.
4. Enrichment Procedures Sheet: This will need to be sent to your instructor for the class as each school has a slightly different procedure. Procedures need to be strictly followed to ensure the Wednesday Enrichment Program be successful.

The goal of the Wednesday Enrichment Program is to expose children to different areas of interest in a non-traditional class setting while gaining new skills and improving self-confidence. In addition, the program offers an opportunity for children to stay on campus during early dismissal days to provide children a safe and reliable activity to attend each Wednesday. Because of this, we are **not** able to cancel a class. It is critical that you have someone available who can take your place in the likelihood that you are unable to make a class for any reason.

We are committed to providing excellent service, exciting programs, and exceptional places, and that starts with *you!* As an independent contractor teaching classes for the City of Foster City, you are a representative of the City of Foster City and will strive to provide excellent customer service to participants.

Again, I thank you for your interest in our Wednesday Enrichment Program. I look forward to a fantastic year! If you have any questions or concerns at any time or need to speak with me, please call me at (650) 286-3387 or email me at bdieterle@fostercity.org.

Sincerely,

Ben Dieterle

**Wednesday Enrichment Program
2016/2017 Schedule**

Audubon Elementary School 841 Gull Ave.	Foster City Elementary School 461 Beach Park Blvd.
Enrichment Time: 1:10-2:10pm	Enrichment Time: 12:50pm-1:50pm

Session I:

September 7, 2016 – November 9, 2016 (9 classes) *No classes on 10/26*

- Flyer information due from instructor: August 17
- Flyers out to students: August 24

Session II:

November 16, 2016 – February 1, 2017 (9 classes) *No classes 11/23, 12/21, 12/28, & 1/4*

- Flyer information due from instructor: October 19
- Flyers out to students: November 2

Session III:

February 8, 2017 – April 12, 2017 (9 classes) *No classes 4/5*

- Flyer information due from instructor: January 18
- Flyers out to students: January 25

Session IV:

April 19, 2017 – June 7, 2017 (8 classes)

- Flyer information due from instructor: March 22
- Flyers out to students: March 29



**FOSTER CITY PARKS AND RECREATION DEPARTMENT
INDEPENDENT CONTRACT INSTRUCTOR INFORMATION SHEET**

Name: _____
(First) (Middle Initial) (Last)

Billing Address: _____

City/State/Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

E-mail address: _____ Website (if applicable): _____

Education: _____

Please describe your experience related to the class you plan to teach beginning with the most recent experience.

Have you ever been convicted of a misdemeanor or felony? _____ if so, please explain:

Professional References

Reference Name: _____ Phone: (____) _____

Reference Name: _____ Phone: (____) _____

**FOSTER CITY PARKS AND RECREATION DEPARTMENT
PROPOSED CLASS SYLLABUS**

Course Title: _____ Instructor: _____

COURSE DESCRIPTION: _____

Proposed Day: Wednesday Time: FCE 12:50pm-1:50pm or Audubon 1:10pm-2:10pm

School Location (Circle All That Apply): Audubon Elementary or Foster City Elementary

Base Fee: _____ + \$5 Administration Fee = _____ Brochure Price

How does payment for classes work?

Brochure Price – \$5 Administrative Fee = Base Fee

Base Fee * 70% (Your Split) = Profit per Registration

It is not based on the number of weeks you teach the class

Participant Ages: Applicable for 1st-5th grade Class Size: Minimum _____ Maximum: _____

Materials/Lab Fee (how much): _____ For: (be specific) _____

Description of Space required: _____

