# County of Los Angeles Department of Parks and Recreation
## Annual Production Schedule for Contract Class Instructors
## 2020/2021

| Task | Summer<br>June – Aug<br>(13 weeks)<br>6/1-8/31/20 | Fall<br>Sept – Nov<br>(12 weeks)<br>9/1 – 11/30/20 | Winter<br>Dec – Feb<br>(12 weeks<br>1/4/20 – 2/26/21 | Spring<br>Mar – May<br>(13 weeks)<br>3/1 – 5/30/21 | Summer<br>June – Aug<br>(13 weeks)<br>May 31 – 8/31/21 |
|---|---|---|---|---|---|
| Solicit New Contractors & Proposals | Feb 17-March 13 | June 15-26 | Aug 17-Sept 11 | Nov 16-Dec 11 | Feb 15-Mar 12 |
| DPR to Host New Contractor Virtual Informational Session | March 2-6 | June 11 & 18 | Aug 26 & Sept 2 | Nov 30 & Dec 8 | Feb 24 & Mar 3 |
| Contractor Applies for Vendor Number and Direct Deposit (for new vendors) | March 13 | June 15-26 | Sept 11 | Dec 11 | Mar 12 |
| Contractors Submit Proposal Form (s) | March 13 | June 15-26 | Sept 11 | Dec 11 | Mar 12 |
| DPR Reviews Proposals, Interview New Instructors/Conduct Reference Checks | March 16-20 | June 26-July 3 | Sept 14-18 | Dec 14-18 | Mar 15-19 |
| Contractor Submits Vendor Number to Coordinator | March 23-27 | July 6-10 | Sept 21-25 | Dec 21-30 | Mar 22-26 |
| Confirm Selection of Instructor/Proposals & Notify Instructors | March 23-27 | July 6-10 | Sept 21-25 | Dec 21-30 | Mar 22-26 |
| Live scan New Instructors & TB Test | April 6-10 | July 13-24 | Oct 12-16 | Jan 11-15 | Apr 5-9 |
| New Virtual Instructor Orientation | April 10 | July 27 (AM/PM) | Oct 21 (AM/PM) | Jan 20 (AM/PM) | Apr 14 (AM/PM) |
| Priority registration (children's programs) | May 4 | Aug 10 | Nov 9 | Feb 8 | May 10 |
| Registration Opens | May 11 | Aug 17 | Nov 16 | Feb 15 | May 17 |
| Session Begins | June 1 | Sept 1 | Dec 1 | Mar 1 | May 31 |
| Session Ends | Aug. 14 | Nov 20 | Feb 27 | May 22 | Aug 20 |
| Class Evaluations to Participants & Instructors | Aug 17-21 | Nov 30-Dec 4 | Feb 22-26 | May 24-28 | Aug 23-27 |
| Make-Up Week | Aug 17-21 | No Make-Up Week | No Make-Up Week | May 24-28 | Aug 23-27 |
| Instructor Submits ActiveNet Payment Due Report (if they do not have a make-up class) | Aug 19 | Nov 25 | Mar 3 | May 26 | Aug 25 |
| Break (no contract class/camp or after school offerings) | Aug 24-31 | Nov 23-30 | Dec 24-Jan 1 | May 24-28 | Aug 23-31 |
| No Classes on Observed County Holidays | July 3-4 | Sep 7; Oct 12; Nov 11 | Jan 18; Feb 15 | Mar 31 | May 31; July 4-5 |