



County of Los Angeles Department of Parks and Recreation Contract Class Program Annual Production Schedule 2021/2022



Please Note: Highlighted rows represent Seasons with no new Recruitment

***Revised 2/24/2021**

Task	WINTER Jan-Feb (8 Weeks) 1/5/21-2/26/21	SPRING March - May (12 weeks) 3/8/21-5/29/21	SUMMER June - August (12 weeks) 5/31/21-8/21/21	FALL Sept - Nov (10 weeks) 9/15/20-11/21/20	WINTER Jan-Feb (8 Weeks) 1/5/21-2/26/21
DPR to Host New Contractor Virtual Informational Session	Sept 23 & 28 (10am)	No New Recruitment	Feb 24 & Mar 3	No New Recruitment	Sept 23 & 28 (10am)
Contractor Applies for Vendor Number and Direct Deposit (for new vendors)	28-Sep		3-Mar		28-Sep
Contractor Submits Application and Proposal Forms online	Sept 28- Oct 9	Dec 7-17	March 1- 11	June 15-26	Sept 28- Oct 9
DPR Reviews Proposals, Interview New Instructors/Conduct Reference Checks	Oct 5-16		Mar 15-26		Oct 5-16
Confirm Selection of Instructor/Proposals & notify Instructors	Oct 16- Nov 2	Dec 21-30	Mar 29-April 2	July 6-10	Oct 16- Nov 2
Live Scan New Instructors & TB Test	Nov 9-16		Apr 5-9		Nov 9-16
New Virtual Instructor Orientation	Dec 2 (am/pm)	Jan 20 (AM/PM)	Apr 14 (AM/PM)	July 27 (AM/PM)	Dec 2 (am/pm)
Marketing Launch	30-Nov	1-Feb	3-May	3-Aug	30-Nov
Registration Opens	7-Dec	15-Feb	17-May	17-Aug	7-Dec
Session Begins	4-Jan	2-Mar	31-May	15-Sep	4-Jan
Session Ends	27-Feb	29-May	21-Aug	21-Nov	27-Feb
Class Evaluations to Participants & Instructors	Feb 22-26	May 17-21	Aug 23-27	Nov 30-Dec 4	Feb 22-26
Make-Up Week	No Make-Up Week	No Make-Up Week	Aug 23-27	No Make-Up Week	No Make-Up Week
Instructor Submits ActiveNet Payment Due Report (if they do not have a make-up class)	3-Mar	26-May	25-Aug	25-Nov	3-Mar
Programming Break	No Break	No Break	Aug 23-31	Nov 23-30	No Break
No classes on County observed holidays	Jan 18; Feb 15	31-Mar	March 31; May 31; July 4-5	Sep 7; Oct 12; Nov 11	Jan 18; Feb 15