



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



Task	WINTER	SPRING	SUMMER	June	FALL	WINTER
	Jan-Feb (8 Weeks) 1/5/21-2/26/21	March - May (12 weeks) 3/8/21-5/29/21	- August (12 weeks) 5/31/21- 8/21/21		Sept - Nov (11 weeks) 9/7/21-11/20/21	Dec-Feb (12 Weeks) 12/6/21-2/26/22
DPR to Host New Contractor Virtual Informational Session	Sept 23 & 28 (10am)	No New Recruitment	Feb 24 & Mar 3		No New Recruitment	August 11&17
Deadline for Contractor to apply for Vendor Number and Direct Deposit (new vendors)	28-Sep		3-Mar			17-Aug
Contractor Submits Application and Proposal Forms online	Sept 28- Oct 9		March 1- 11			August 16-Aug 27
DPR Reviews Proposals, Interview New Instructors/Conduct Reference Checks	Oct 5-16		Mar 15-26			Sept 27-Oct 8
County Assess Class Risk Level of classes			March 29-April 2			October 4-8
Confirm Instructors that have submitted all necessary documents.	Oct 16- Nov 2		April 5-9			Oct 25- Oct 29
Live Scan New Instructors & TB Test	Nov 9-16		April 12-15			Nov 8-15
Virtual- Instructor Orientation	Dec 2 (am/pm)	3-Mar	May 12 (am/pm)		25-Aug	10-Nov
Marketing Launch	30-Nov	1-Feb	26-Apr		2-Aug	8-Nov
Registration Opens	7-Dec	15-Feb	17-May		17-Aug	22-Nov
Session Begins	4-Jan	8-Mar	31-May		15-Sep	6-Dec
Session Ends	27-Feb	29-May	21-Aug		21-Nov	26-Feb
Class Evaluations to Participants & Instructors	Feb 22-26	May 17-21	Aug 23-27		Nov 29-Dec 4	Feb 28-March 5
Make-Up Week	No Make-Up Week	No Make-Up Week	Aug 23-27		Nov 29-Dec 4	No Make-Up Week
Instructor Submits ActiveNet Payment Due Report (if they do not have a make-up class)	3-Mar	2-Jun	25-Aug		25-Nov	2-Mar
Break	No Break	No Break	Aug 23-Sept 4		Nov 23-30	No Break
No classes on County observed holidays	Jan 18; Feb 15	3/31/2020; May 31	July 4-5		Sep 6; Oct 11; Nov 11	Jan 17; Feb 21