



City of Irvine | Community Services Department

CONTRACT INSTRUCTOR HANDBOOK



MISSION STATEMENT



The mission of City of Irvine employees is to create and maintain a community where people can live, work, and play in an environment that is safe, vibrant, and aesthetically pleasing. We are **one team**... that exists to serve our community in the continual pursuit of a City that offers an exceptional quality of life. We have **one focus**... to differentiate ourselves by maintaining an intense focus on establishing Irvine as a learning organization that will serve as an incubative launching pad for people, ideas, programs, and careers. And, we are **One Irvine**... through embrace of a team-oriented approach by living our values every day.

The City of Irvine's five values reflect the interests and needs of the community, and the level of service they expect and deserve.

HUMILITY

We place the needs of the team over individual self interest.

INNOVATION

We do common everyday things in an uncommonly precise way, while remaining open to new ideas.

EMPATHY

We recognize the things we say and do have an impact on those around us, we use our engaging words and actions to bring people together, and we avoid behaviors that rip people apart.

PASSION

We know how fortunate and lucky we are to work for the City of Irvine, and we bring a can-do attitude to our work.

INTEGRITY

We do what we say we're going to do, and hold ourselves accountable for living our values each and every day.

OUR COMMITMENT

To provide quality municipal services.

OUR BELIEF

Cooperation and teamwork will help us achieve our mission.



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THE BENEFITS OF TEACHING WITH THE CITY OF IRVINE

VARIOUS LOCATIONS AVAILABLE

Irvine has numerous parks, athletic fields, courts, and facilities with classrooms, exercise rooms, multi-purpose rooms, and meeting rooms.

PRINT PUBLICATION

Class/program listing in *Inside Irvine*, the City's quarterly community magazine that is mailed out to Irvine residents.

WEB PRESENCE

Class/program listing on yourirvine.org, the City's dedicated page for classes, programs, and workshops.

INSTRUCTOR PORTAL

Instant access to class rosters and participant information through the City's web-based instructor portal.

REGISTRATION

Convenient activity registration in-person or online through the City's web-based registration portal.

MARKETING

Promotion for classes/programs may also be available through the City's website, social media, Irvine Community Television (ICTV), and through the Irvine Unified School District (IUSD).

INTRODUCTION

The City of Irvine is a culturally diverse master planned community consisting of 303,051 residents. As one of the safest cities in America, Irvine is home to more than 16,000 acres of park space, sports fields, dedicated open space, and more than 20 community facilities.

The Irvine Community Services Department offers the opportunity for independent contractors to teach a variety of classes, workshops, seminars, and activities. We would like to thank you for your interest in providing knowledgeable instruction in your area of expertise, as your participation helps compliment the Department's dedication to bring health and well-being to the Irvine Community.

Ideal candidates are individuals who combine a sincere interest in community service with a desire to supplement their existing income. *Please note, workshops or classes designed to sell or recommend products from your business are prohibited.*

This Contract Instructor (referred to as contractor) handbook was created in order to allow potential instructors to acquaint themselves with the City of Irvine and the process of becoming a contractor. It also serves as a resource for current contractors on Irvine Community Services' expectations, rules, and guidelines.



BECOMING A CONTRACT INSTRUCTOR

Prospective contractors must first submit an online application at cityofirvine.org/jobs. The application requires a description of the course(s), targeted age group, facility type needed, and information on experience and qualifications.

Once an application has been submitted, City staff will review the application and determine if the proposed course meets the needs of the Irvine community. Experience, community need/demand, and facility availability will be determining factors as to whether your proposed class will be accepted.

If the City staff would like to move forward with your proposed class(es), they will schedule a phone or in person interview to review your proposal(s), our contract, and program policies and procedures.



NEEDED DOCUMENTS:

If accepted, contractors are required to provide the following items in order to be approved as a contractor with the City of Irvine:

- LiveScan clearance through Irvine Police Department.
- Internal Revenue Service W-9.
- Certificate of Liability insurance.
 - \$1,000,000 minimum coverage.
- Policy must name the City of Irvine and the Great Park its Officers, Employees, Agents, Volunteers and Representatives as additional insured.
- Primary and Non-Contributory Endorsement is required by written contract.
- City of Irvine Business License.
- First Aid/CPR/AED certification is not required but highly recommended.
- Any applicable training/certifications that may be required to properly instruct all of the contracted program/class(es), including but not limited to all fitness, adaptive and specialty courses, and update certification(s) as needed.

Upon approval and completion of all required items, contractors will enter into a contractual agreement that is executed on an annual basis with the City of Irvine.

ACTIVITY GUIDE INFORMATION

COURSE INFORMATION REQUESTS

Contractor must submit class information and schedules, verify accuracy, and sign contracts and documents by the deadlines City staff provide. A raw proof and final proof version of the *Inside Irvine* publication will be made available for contractor review and editing twice prior to being sent for print. Contractors are expected to thoroughly review dates, times, fees, course description, and any other important information for accuracy in a timely manner. Updated activity information must be inputted into the Quarterly Course Entry spreadsheet.

Instructions and due dates for information submission will be provided by City staff. Adherence to the schedule is vital for activity review, processing of paperwork, and proofing. Failure to submit activity information within specified schedule will result in printing of course information as-is or possible omission of activity from the *Inside Irvine* publication and other marketing materials.

CITY FACILITIES

City staff will accommodate the submitted activity schedules based on the availability of each City facility. City staff will provide a location for classes without charging the contractor any rental fees, unless otherwise agreed upon by the two parties. City facilities shall only be used for classes authorized by the City under the contracted agreement.

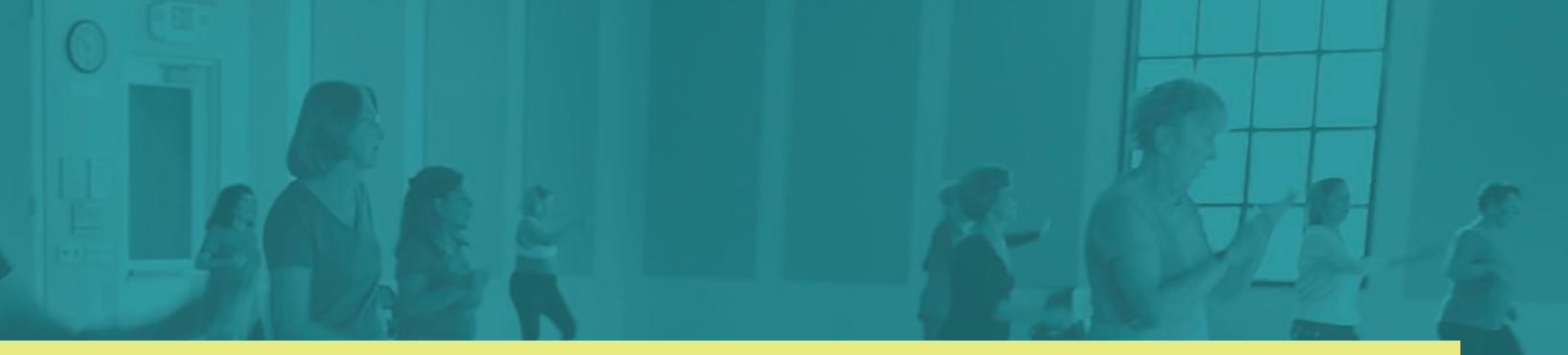
CLASS SIZE

To ensure the quality and safety of class participants, contractors determine the minimum and maximum number of participants with City approval. Facility location will be determined by City staff based on the participant numbers provided.

OVER ENROLLING & WAITLISTS

Once a class enrollment fills, a waitlist is established. If you would like to over enroll, the waitlist order must be honored. Waitlisted participants will receive a link to register that is valid for 24 hours. If 24 hours passes and the participant does not enroll, City staff will move down the waitlist to the next participant. Contact information for waitlisted participants cannot be shared with instructors.





QUARTERLY SEASONAL SCHEDULE

Contractors are afforded the opportunity to offer classes on a quarterly seasonal basis. Listed below is a breakdown of each seasonal quarter:

- **Winter:** January–March
- **Spring:** April–June
- **Summer:** July–September
- **Fall:** October–December

Specified dates pertaining to each season will be provided by City staff.

OBSERVED CITY HOLIDAYS

Classes held in City facilities will not be held on the City observed holidays listed below. If classes are held in a non-City facility on a National or public school holiday, the contractor must notify City staff at the time class proposals are submitted.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day (Fourth of July)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

ACTIVITY REGISTRATION

City staff shall be responsible for all in-person registration of participants. Patrons may also register online through the City's registration portal at yourirvine.org. Contractors are prohibited from processing registrations and/or accepting registration fees. Contractors may accept supply fees in-person directly from registrants if they have been approved by City staff and been advertised.

All registration is processed on a first-come, first-serve basis. All participants must be registered prior to class participation. If there is a dispute regarding registration, please request the participant to provide a receipt. It is the contractor's responsibility to verify registration via class rosters.

CIVICREC ACCESS

Civic Rec is the online registration software program that correlates with the *Inside Irvine* Activity Guide. As a part of their duties, the City shall provide online access to class rosters to contractors via the Instructor Portal on the registration website, yourirvine.org. Participant addresses and contact information, and any other such information or documents compiled by the City and provided to contractors, shall remain the property of the City.

REFUNDS, WITHDRAWALS & CANCELLATIONS

REFUNDS & WITHDRAWALS

Participant requests for refunds may be granted in accordance with guidelines as stated below. Contractors are encouraged to contact participants who are absent from the first class meeting to remind them of the class schedule(s). Please visit cityofirvine.org for additional withdrawal and cancellation information.

CLASS TYPE	FULL REFUND*	50% REFUND	NO REFUND**
Classes with 1–3 dates	7+ days before first class.	N/A.	6 days before first class.
Classes with 4+ dates	3+ days before second class.	N/A.	1–2 days before second class.
Classes with 2+ dates per week (ex. MWF or TTH)	One day before second class.	N/A.	Start of second class.
Aquatics	10+ days before first class.	1–9 days before first class.	Start of first class.
Camps	7+ days before first class.	1–6 days before first class.	Start of first class.
Racket Sports	7+ days before first class.	After first class.	Start of second class.

*A \$5 withdrawal fee will apply. | **Unless approved by the City.

CITY CANCELLATION

The City of Irvine reserves the right to cancel or postpone a class if a facility becomes unavailable. City staff will notify the contractor and any registered participants if this situation arises.

CLASS SESSION CANCELLATION PER INSTRUCTOR

Contractors have the option to cancel their classes no later than 24 hours from the start of the class for various reasons such as low enrollment or if the instructor is no longer available to offer the class. In those instances where the contractor decides to cancel the entire class session, a notice of cancellation must be submitted in writing to contractclasses@cityofirvine.org with the following information:

- Activity Title
- Course Number
- Start Date
- Reason for Cancellation

It is the contractor's responsibility to notify the participants and/or parent/legal guardian of the class cancellation. Once all participants have been notified of the cancellation, City staff will process refunds accordingly. Contractor forfeits any fees associated with the canceled class.



FINANCIAL INFORMATION

INSTRUCTOR COMPENSATION & CLASS FEES

Contractors determine and set fees for their own classes. When determining a class fee, consideration must be given to the cost of class supplies, materials, as well as the 50/50 revenue split between the contractor and the City of Irvine.

The revenue split will be as follows*:

- Contractor 50 percent.
- City of Irvine 50 percent.

Note: The City adds a \$5 non-resident fee (for classes up to \$74) and \$10 (for classes \$75 and over). When applicable, this fee will be added on top of the fee set by the contractor. Non-resident fees are not part of the base class fee and contractors will not receive any portion of this non-resident fee in their payment(s).

**Revenue split and non-resident fee are subject to change.*

SUPPLY FEES

Any supplies needed for classes will be the responsibility of the contractor and must be approved by City staff prior to class implementation. If supply fee is to be paid by class participant, notation of fee information and reason for requirement is to be provided to City staff for inclusion in City publications and promotional materials. Supply fees not listed or published cannot be collected. All supply fees are to be paid directly to the contractor at the first class meeting*.

**The City of Irvine is not responsible for reimbursing unpaid supply fees.*

PAYMENTS

All payments are processed and verified internally by City staff based on revenue reports produced from the City of Irvine's registration software system. Payment for services shall be based on class and/or program participation and registrations collected for classes and/or programs performed by the contractor. Payments will not be produced based on submission of invoices provided by contractor. Financial compensation will not be given for additional time needed for set-up, clean-up, or travel to facility sites.

Distribution of payment will be processed as follows:

- Classes and/or programs that occur three (3) or fewer sessions, or programs of five (5) or fewer consecutive days (e.g., camps), processed upon completion of class.
- Payments are processed after the withdrawal period and verification of registration. A second payment will be processed upon class completion, if needed, to reconcile late registrations.

Registration fees (e.g., non-resident fees, convenience fees, etc.) are collected by the City and are excluded from contractor payments. The City will pay the contractor the agreed upon percentage of the amount of the total enrollment fees collected, minus the non-resident fees.

Please note: Upon completion of the quarter, the City will conduct a payment audit to ensure all classes have been paid accurately. Please allow two to three weeks to receive your check/deposit. Holiday closures and system maintenance may delay payments.

FINANCIAL INFORMATION (CON'T)

TAXES & WITHHOLDINGS

Contractors are not employees, therefore the City of Irvine does not withhold State or Federal income tax, Social Security, or other deductions. Under the United States Internal Revenue Code, the City of Irvine is required to report the payments made to contractors each year to the IRS for certain threshold amounts. Contractors are business owners, and may have the ability to claim tax deductions for ordinary and necessary business expenses, which are directly connected with providing the contracted services to the City. The contractor has the responsibility to satisfy any taxes, withholdings, or contributions due on behalf of the contractor (and the contractor's employees, if any) in an appropriate manner. The contractor is encouraged to contact a professional tax advisor with questions regarding their tax liability.



RESPONSIBILITIES & PROCEDURES

PROGRAM RESPONSIBILITIES

Contractors are expected to conduct themselves in a professional manner at all times with the general public, class participants, and City personnel.

As a contractor, you are expected to:

- Ensure the safety of the participants at all times.
- Teach only the classes you are contracted to teach.
- Accommodate participants of all abilities.
- Classes are not to be used as a vehicle to send people to another location, promote your own business, or a program that you teach elsewhere.
- Carefully train and monitor any sub-contractors, assistants, volunteers, or helpers, as they are a reflection of your business and the City.
- Adhere to and support City policies and procedures, as well as the Code of Conduct.
- Accept constructive evaluation of your program and strive to improve based on feedback from participants and/or City staff.
- Maintain a cooperative and working relationship with the City.
- Maintain a professional appearance at all times.

GENERAL SAFETY PROCEDURES

The contractors' primary responsibility is to ensure the safety of the participants involved in their class/program. Visually inspect the facilities you are working in. If any aspect of the area appears unsafe, it is your responsibility to notify the on-site staff and take actions that will ensure your participants' safety. Contractors should be familiar with the location(s) of emergency exits, AED, first aid kits, restrooms, and designated meeting areas.

COVID-19 EXPOSURE PROCEDURES FOR CONTRACTORS

Contractors are required to inform the City of potential or positive exposure. City staff will notify participants and track attendance based on exposure dates. For more information on the City's COVID protocols and procedures, please contact City staff for more information.

RESPONSIBILITIES & PROCEDURES (CON'T)

EMERGENCY PROCEDURES

Incidents and accidents may occur during the course of your classes. For all life-threatening emergencies, call 911 immediately.

Contractors are to use sound judgment in the interest and the safety of the participant. If the contractor or a participant encounters a minor accident (small cuts, skinned knees, elbows, etc.) treat the injury as needed. For serious accidents (unconscious, bleeding profusely, heart attack, stroke, broken bone, head/neck injury, etc.) call 911 and immediately notify City staff on-site.

In case of an on-site incident/accident in your class, no matter how minor or serious the injury may be, please notify the on-site staff who will complete an Incident/Accident report. If you are off-site, please email City staff with the participant's full name, phone number, date, time, location of the incident/accident, description of what occurred, and the action taken.

In case of a potentially life-threatening emergency, classes will be canceled until it is deemed safe to continue activities. If an emergency happens during a class, the contractor should cease activities and report to the designated meeting area. Be sure that all participants are safe and accounted for. Minors under the age of 18-years-old must be picked up by a parent, legal guardian, or designated individual.

If a fire alarm should sound, please use sound judgment and follow these procedures:

- Lead participants to the nearest exit to a safe location.
- Follow directions given by on-site staff.
- Be sure participants are out of the building.
- Use the class roster to account for all participants.
- DO NOT re-enter the building until appropriate personnel permits to do so.
- In case of a situation where participants are unable to return to the building, make sure any participants under the age of 18 years old are held

in a safe area until parents/guardians can pick them up.

For any outdoor or unstaffed City facilities, please use sound judgment and follow these procedures:

- Act calmly, promptly, and effectively.
- Call City staff for help if needed. The numbers can be found on Pages 17 and 19 of this handbook.
- Cone off or move participants to a safer area if applicable.
- Accidents on the grounds shall be reported, whether or not witnessed by the contractor.
- Notify City staff immediately to request an Incident Report be filled out by City staff.
- The completed Incident Report will be forwarded to appropriate City staff within 24 hours.
- Please see a list of important phone numbers listed by facility name on Page 19 to call/report the hazard/safety concern as applicable in the next section.

CHILD ABUSE

All instructors working with participants under the age of 18-years-old are considered mandated reporters and are legally required to report suspected child abuse. Any signs of emotional, physical, sexual abuse, and/or neglect are to be reported to the local child abuse hot line. Any suspected child abuse must also be reported to City staff immediately.

RELEASING OF MINORS

At the end of the class/program time, the contractor must not release children to anyone

ORANGE COUNTY CHILD PROTECTIVE SERVICES

714-940-1000 or 800-207-4464



other than the parent, legal guardian, or designated individual. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. Participants contact information is available on rosters to confirm pick-up arrangements.

If a parent, guardian, or designated individual is late picking up a child, please escort the child to the staff office. The child should remain with on-site staff until the parent or guardian arrives. If class is held at a non-staffed facility, the contractor should stay with the child until the parent or guardian arrives. If the problem persists and the parent/guardian is continually late, notify City staff so that a follow up can be done to ensure prompt pick-ups in the future.

If a participant is not picked up and the parent or guardian cannot be reached, please call the Irvine Police Department at (949) 724-7000 for further assistance.

CLASS ROSTERS & ATTENDANCE

A list of all course participants must be obtained prior to the start of the first class. Rosters are available through the instructor portal and available upon request by emailing City Facility staff. Printed attendance sheets are available upon request to contractors to verify class participants at the facility where classes are held.

It is the responsibility of the contractor to monitor participant attendance, to verify that all participants are registered, and check that the roster matches those in the class. If the contractor is unsure if a student is registered, they can request an updated roster or check with the on-site staff during regular business hours. If the participant is not registered, the contractor must send the participant to the front desk to get registered in order to participate in the class. If needed, contractors should email participants through the instructor portal regarding class updates. Only the participant information provided on the roster is given to the contractor.

CLASS ARRIVAL & DISMISSAL

Contractors must follow proper procedure for releasing of minors and sign-in/sign-out procedures when parents/guardians drop off and pick up their children. Upon arrival, all contractors must have a parent, legal guardian, or a designated individual sign in any minors who are under 18 years of age. Contractors should never leave the class area unless all participants have been properly picked up and the building/room has been totally vacated. Contractors of minors who are under 18 years of age, will be required to keep a sign-in sheet when releasing a child from class. The sign-in sheet should be turned in to facility staff at the Community Centers or emailed if class is held at a non-staffed facility such as a neighborhood park.

CLASS DELIVERY

Under the direction of the contractor, participants come to class to learn or secure a new skill. To fulfill this goal, it is important and mandatory that each contractor is thoroughly prepared to teach the participants who look to them for guidance.

Contractors must provide the necessary supplies, equipment, and staff to run a quality class. Classes must be taught in accordance with the published *Inside Irvine* program description and schedule. Class time is designated solely for instruction of approved activity. The sale and/or promotion of additional products and/or services outside of the purpose of the class is prohibited.

RELATIONSHIP WITH PARTICIPANTS

Contractors must not have contact with any participant that is unobservable by other staff, parents, or participants at any time. For youth classes, contractors are encouraged to establish open communication with parents/guardians and create an atmosphere that is welcoming for in person observation. Parents/guardians are allowed to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.

CONTRACTOR ATTENDANCE POLICY

CONTRACTOR ABSENCE

If a contractor is ill or unable to run the scheduled class, notify City Facility staff immediately with the following information:

- Activity title.
- Activity course number.
- Date of absence.
- Reason for cancellation.

Notice of cancellation must be in writing and sent to City Facility staff. It is the contractor's responsibility to notify participants and/or parent/guardians of class cancellation. Make-up classes must be approved and scheduled through City staff. Once approved, participants should be notified by the contractor. Scheduling of make-up classes will be available dependent on facility availability. If a make-up class is not possible, a one-day credit for each missed class will be issued back to each participant's City of Irvine account by City staff.

CONTRACTOR TARDINESS

Contractors are to notify City Facility staff immediately if they will be arriving late to a class. If a class starts five minutes or later after the advertised start time, an appropriate amount of time should be added to the standard class end time to make up the difference. Upon arrival, contractor should check with City Facility staff to ensure added time will not conflict with another class/reservation.

If available, City Facility staff will inform waiting participants of late coming contractor arrival.

SUBSTITUTE INSTRUCTORS

If arrangements have been made for an approved substitute instructor during a class program, contractors are to notify applicable City staff ahead of time. All participants must be told that a substitute will be instructing a class in the contractor's absence. The contractor is liable and responsible for the substitute and is required to hire, train, supervise, and pay for substitutes and assistants for his or her classes.

Contractor needs to follow all applicable requirements in their contract pertaining to instructors, including substitutes.



CITY FACILITY STAFF

COMMUNICATION

Timely and effective communication with City staff is important for the scheduling and operation of classes. Contractors will receive information such as payment information, program proposals, important dates, etc., via email; therefore, it is mandatory all contractors have, maintain, and frequently check an email address. It is the contractor's responsibility to provide their updated email address to the City and in CivicRec. When needing to communicate with City staff regarding classes, please send inquiries to the appropriate department(s) as follows:

CONTRACT CLASSES

contractclasses@cityofirvine.org

949-724-6611

ATHLETICS

athleticprograms@cityofirvine.org

pickleball@cityofirvine.org

tennis@cityofirvine.org

IRVINE FINE ARTS CENTER

fineartscustomerservice@cityofirvine.org

949-724-6880

SENIOR SERVICES

SeniorServices@cityofirvine.org

CHANGE IN CONTACT INFORMATION

Contractors must notify Community Services staff immediately of any change in personal contact information written on the Agreement.

CITY OF IRVINE & COMMUNITY SERVICES DEPARTMENT POLICIES

DISCRIMINATION & HARASSMENT

The City of Irvine has a firm policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, whether physical, verbal, visual, or sexual. It destroys morale and impairs teamwork and workplace efficiency. It is essential for all persons to recognize that harassment based on any of the protected characteristics of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status, and sexual orientation is illegal. Contractor is responsible for themselves, their sub-contractors', and employees' actions/conduct and must never engage in discrimination or harassment.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is a federal legislation that gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunities for individuals with disabilities in employment, public accommodations, transportation, local and government services, and telecommunications.

The City of Irvine, Community Services Department provides high-quality leisure services for all residents of Irvine with disabilities. The City understands the requirements of the ADA and invites people with disabilities to enjoy all programs and services offered by the Department. Contractors are required to adhere to all necessary ADA rules and regulations. For questions regarding services and accommodations for residents with disabilities, contact Disability Services at 949-724-6732.

SCHOLARSHIP PROGRAM

The Community Services Department offers scholarships to qualifying participants. Participants must be an Irvine resident and provide additional documents to determine Scholarship eligibility. Scholarship information and applications can be found online at cityofirvine.org/seek-assistance. For additional information or questions, please email ScholarshipOffice@cityofirvine.org or call 949-724-6455. Contractors will receive full compensation for a participant who receives a scholarship.

CLASS EVALUATION & AUDITS

Contractors and their classes will be evaluated periodically by City staff and participants in order to continue to provide high-quality programming. The City of Irvine, its officers, agents, and employees may observe the classes, with or without notice. Results of these evaluations will be discussed with each contractor. Class registration numbers, cancellations, surveys, and evaluation results will be reviewed on a quarterly basis by City staff. These results will be shared with the contractor annually prior to the contract renewal.



IRVINE CIVIC CENTER



ADDRESS

1 Civic Center Plaza

CONTACT

949-724-6611

contractclasses@cityofirvine.org

OFFICE HOURS

Monday–Thursday: 7:30 a.m.–5:30 p.m.

Friday: 8 a.m.–4 p.m.

FACILITY USAGE

Contractors are responsible for the proper care and use of furnishings and any equipment inside the facility space used for their class. Contractors must leave their facility space clean and in the condition in which it was found. Contractors are responsible for the behavior and actions of class participants in how they utilize the facility and its furnishings. The contractor shall report any facility issues or maintenance repairs needed to City Facility staff.

Contractors will be given at least 15 minutes prior to their class start time to set up and prepare for instruction. City Facility staff can assist with any issues and questions regarding facility use and room. Contractor shall not store equipment on City property unless prior approval is given by City staff. The City is not responsible for any material or equipment brought in by the contractor that is damaged or stolen.

Fire extinguishers, fire alarms, AED, and first aid supplies are located inside all City facilities. Please be aware of their locations and speak with City Facility staff if you need assistance locating any.

NEIGHBORHOOD PARKS

Blue Gum	14 Aberdeen
Brywood (BRY)	15 Westwood
Canyon	6 Canyon Park
Carrotwood	60 Bennington
Chaparral	19032 Turtle Rock Dr.
Citrusglen (CIR)	12170 Citrusglen
College	14471 Mayten
Comstock	5 Countryside Dr.
Coralwood	12 Fremont
Creekview	300 East Yale Loop
Dovecreek	3 Dovecreek
Eastwood (EAS)	130 Frontier
Flagstone	21 Flagstone Dr.

Hoepner	5331 Hoepner
Homestead (HOM)	8 Cliffwood
Knollcrest (KNO)	2065 Knollcrest
Meadowood	4685 Meadowood
Orchard (ORC)	1 Van Buren
Orchard Trails	150 Tomato Springs
Pepperwood	55 Columbus
Pinewood	11 Hudson
Plaza	610 Paseo Westpark
Presley	4732 Karen Ann Ln.
Racquet Club	4030 Robon
Ranch	5161 Royale
San Carlo (SAN)	15 San Carlo

San Leandro	12 Paseo Westpark
San Marco	1 San Marco
Sepulveda Vista Point	4 Federation Way
Settlers (SET)	35 Settlers Way
Silkwood	1 Mayflower
Stonegate (STO)	280 Honors
Sweet Shade	15 Sweet Shade
Sycamore	27 Lewis
Valencia	3081 Trevino Rd.
Valley Oak (VAL)	16001 Valley Oak
Willows	4562 Ranchgrove



COMMUNITY CENTERS & PARKS



Cypress Community Center & Park

255 Visions
949-724-6190



Northwood Community Center & Park

4531 Bryan Ave.
949-724-6728



Deerfield Community Center & Park

55 Deerwood West
949-724-6725



Portola Springs Community Center & Park

900 Tomato Springs
949-724-6192



Great Park

8000 Great Park Blvd.
949-724-6247



Quail Hill Community Center & Park

39 Shady Canyon Dr.
949-724-6814



Heritage Community Center & Park

14301 Yale Ave.
949-724-6750



Rancho Senior Center

3 Ethel Coplen Way
949-724-6800



Irvine Fine Arts Center

14321 Yale Ave.
949-724-6880



Trabuco Center

5701 Trabuco Rd.
949-724-7300



Las Lomas Community Center & Park

10 Federation Way
949-724-6844



Turtle Rock Community Center & Park

1 Sunnyhill Dr.
949-724-6734



Los Olivos Community Center & Park

101 Alfonso
949-724-6292



University Community Center & Park

1 Beech Tree Ln.
949-724-6815



Lakeview Senior Center

20 Lake Rd
949-724-6900



Woodbury Community Center & Park

130 Sanctuary
949-724-6840

CONTRACT INSTRUCTOR HANDBOOK



City of Irvine | Community Services Department