

CAPITOLA RECREATION DEPARTMENT - TIMELINE FOR INSTRUCTORS - 2020

WINTER:	SUMMER:
Session Dates: 1/6-2/14	Session Dates: 6/1-8/28
Make-up Week: 2/17-2/21	Make-up Weeks: 7/13-7/17 & 8/31-9/4
Holidays: 1/20 & 2/17	Holidays: No classes 7/3 & 7/4 and no classes at NBMS
Contact Instructors: Tuesday, 10/15/19	Contact Instructors: Monday, 3/23
Online Proposal Opens for Returning Instructors.*: Tuesday, 10/15/19	Online Proposal Opens for Returning Instructors.*: Monday, 3/23
Proposals Due: Sunday, 10/27/19	Proposals Due: Sunday, 4/5
Brochures to Homes: Monday, 11/25/19	Brochures to Homes: Monday, 5/4
Registration Begins: Thursday, 12/5/19	Registration Begins: Thursday, 5/7
Paychecks sent out*: The Friday during the last week of class or the following Friday if short class.	Paychecks sent out*: The Friday during the last week of class or the following Friday if short class.

SPRING:	FALL:
Session Dates: 2/26-5/22	Session Dates: 9/8-12/4
Make-up Weeks: 4/6-4/10 & 5/26-5/29	Make-up Weeks: 10/19-10/23 & 12/7-12/11
Holidays: No class at New Brighton Middle School 4/6-4/10 & Memorial Day 5/25	Holidays: NO class 9/7, 11/26 & 11/27
Contact Instructors: Monday, 12/9/19	Contact Instructors: Monday, 6/22
Online Proposal Opens for Returning Instructors.*: Monday, 12/9/19	Online Proposal Opens for Returning Instructors.*: Monday, 6/22
Proposals Due: Friday, 12/20/19	Proposals Due: Sunday, 7/5
Brochures to Homes: Monday, 2/3	Brochures to Homes: Monday, 8/3
Registration Begins: Thursday, 2/6	Registration Begins: Thursday, 8/6
Paychecks sent out*: The Friday during the last week of class or the following Friday if short class.	Paychecks sent out*: The Friday during the last week of class or the following Friday if short class.

*Proposal form for new instructors open year round

* If your class is [for example] 1-2 days long or one consecutive week, your paycheck will be mailed out the following Friday after your class has completed.