



# Recreation Guide Class Information Sheet-DCPRD

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User: LeslieP

Instructor's Name \_\_\_\_\_ Section: **Check One:** \_\_\_ Adult / \_\_\_ Youth/ \_\_\_ Preschool  
 Status: Active \_\_\_\_\_ Session: 2009 WINTER 2009SESSION  
 Supervisor: Peay Heckman, Leslie

## Winter 2009 Session: January 2 – March 16, 2009

Class/Activity Name: \_\_\_\_\_  
*\*Any changes to class description (keep brief, please!)* \_\_\_\_\_

\*Class Date: (If one-day workshop): \_\_\_\_\_, 2009 \*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Start Date: \_\_\_/\_\_\_/2009 End Date \_\_\_/\_\_\_, 2009 #Classes \_\_\_ Days-Circle: M T W Th F S SUN  
 \*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (*\*Do not exceed 10 weeks unless pre-approved by CC.*)

Dates Classes Not Held This Quarter: \_\_\_\_\_ \*City Holidays – 1/1, 1/19 (MLK Day), 2/16 (Pres. Day)

CLASS FEE: \$ \_\_\_\_\_ Resident \$ \_\_\_\_\_ Non-Resident (*\*add \$10 to base fee for non-residents*)  
*\*INCLUDE THE 5% SERVICE CHARGE IN YOUR LISTED FEE, PLEASE.* Materials Fee: \$ \_\_\_\_\_ (*if appl.*)

Participants AGES: From (minimum) \_\_\_\_\_ to (maximum) \_\_\_\_\_  
 Minimum # of attendees to run class \_\_\_\_\_ Maximum # \_\_\_\_\_  
 Class Location: \_\_\_\_\_  
 Room: \_\_\_\_\_ Have Key? \_\_\_\_\_ Facility Coordinator Open/Close? \_\_\_\_\_

Special notes relating to class: \_\_\_\_\_

### OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Bar Code # \_\_\_\_\_ Date Input in ACTIVE \_\_\_/\_\_\_/\_\_\_ Text to Marketing \_\_\_/\_\_\_/\_\_\_  
 GL Name \_\_\_\_\_  
 GL Number \_\_\_\_\_  
 Note(s) \_\_\_\_\_

**\*DUE DATE – CLASS INFO: September 19, 2008**  
 Fax to 650-991-0303; E-mail [lpeayheckman@dalycity.org](mailto:lpeayheckman@dalycity.org); Phone: 650-991-8190



Recreation Guide Class Information Sheet-DCPRD  
SPRING 2009 SESSION

Instructor's Name \_\_\_\_\_ Section: *Check One:* \_\_\_ Adult / \_\_\_ Youth/ \_\_\_ Preschool  
Status: Active \_\_\_\_\_  
Supervisor: Peay Heckman, Leslie \_\_\_\_\_  
Session: 2009 Spring 2009

**SPRING 2009 Session: March 17 – May 31, 2009**

Class/Activity Name: \_\_\_\_\_  
*\*Any changes to class description (keep brief, please!)* \_\_\_\_\_

\*Class Date: (if one-day workshop): \_\_\_\_\_, 2009 \*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Start Date: \_\_\_/\_\_\_/2009 End Date \_\_\_/\_\_\_, 2009 #Classes \_\_\_ Days-Circle: M T W Th F S SUN  
\*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (*\*Do not exceed 10 weeks unless pre-approved by CC.*)

Dates Classes Not Held This Quarter: \_\_\_\_\_ \*City Holidays – 4/12 (Easter); 5/25 (Memorial Day)

CLASS FEE: \$ \_\_\_\_\_ Resident \$ \_\_\_\_\_ Non-Resident (*\*add \$10 to base fee for non-residents*)  
*\*INCLUDE THE 5% SERVICE CHARGE IN YOUR LISTED FEE, PLEASE.* Materials Fee: \$ \_\_\_\_\_ (*if appl.*)

Participants AGES: From (minimum) \_\_\_\_\_ to (maximum) \_\_\_\_\_  
Minimum # of attendees to run class \_\_\_\_\_ Maximum# \_\_\_\_\_  
Class Location: \_\_\_\_\_  
Room: \_\_\_\_\_ Have Key? \_\_\_\_\_ Facility Coordinator Open/Close? \_\_\_\_\_

Special notes relating to class: \_\_\_\_\_

**OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Bar Code # \_\_\_\_\_ Date Input in ACTIVE \_\_\_/\_\_\_/\_\_\_ Text to Marketing \_\_\_/\_\_\_/\_\_\_  
GL Name \_\_\_\_\_  
GL Number \_\_\_\_\_  
Notes(s): \_\_\_\_\_

**\*DUE DATE – CLASS INFO: December 12, 2008**  
Fax to 650-991-0303; E-mail [lpeayheckman@dalycity.org](mailto:lpeayheckman@dalycity.org); Phone: 650-991-8190



# Recreation Guide Class Information Sheet-DCPRD

Session: 2009 SUMMER 2009 SESSION

Instructor's Name \_\_\_\_\_ Section: *Check One:* \_\_\_ Adult / \_\_\_ Youth \_\_\_ Preschool  
Status: Active \_\_\_\_\_  
Supervisor: Peay Heckman, Leslie \_\_\_\_\_  
Session: 2009 SUMMER 2009 SESSION

## Summer 2009 Session: June 1 – August 29, 2009

Class/Activity Name: \_\_\_\_\_  
*\*Any changes to class description (keep brief, please!)* \_\_\_\_\_  
\_\_\_\_\_

***\*If a camp, check here*** \_\_\_\_\_

\*Class Date: If one-day workshop: \_\_\_\_\_ \*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Start Date: \_\_\_/\_\_\_/2009 End Date \_\_\_/\_\_\_, 2009 #Classes \_\_\_\_\_ Days-Circle: M T W Th F S SUN  
\*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (*\*Do not exceed 10 weeks unless pre-approved by CC.*)

Dates Classes Not Held This Quarter: \_\_\_\_\_ \*City Holidays – 7/3, 7/4 (Independence Day)

CLASS FEE: \$ \_\_\_\_\_ Resident \$ \_\_\_\_\_ Non-Resident (*\*add \$10 to base fee for non-residents*)  
*\*INCLUDE THE 5% SERVICE CHARGE IN YOUR LISTED FEE, PLEASE.* Materials Fee: \$ \_\_\_\_\_ (*if appl.*)

Participants AGES: From (minimum) \_\_\_\_\_ to (maximum) \_\_\_\_\_  
Minimum # of attendees to run class \_\_\_\_\_ Maximum# \_\_\_\_\_  
Class Location: \_\_\_\_\_  
Room: \_\_\_\_\_ Have Key? \_\_\_\_\_ Facility Coordinator Open/Close? \_\_\_\_\_

Special notes relating to class: \_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Bar Code # \_\_\_\_\_ Date Input in ACTIVE \_\_\_/\_\_\_/\_\_\_ Text to Marketing \_\_\_/\_\_\_/\_\_\_  
GL Name \_\_\_\_\_  
GL Number \_\_\_\_\_  
Notes(s): \_\_\_\_\_

**\*DUE DATE – CLASS INFO: February 20, 2009**

Fax to 650-991-0303; E-mail [lpeayheckman@dalycity.org](mailto:lpeayheckman@dalycity.org); Phone: 650-991-8190



# Recreation Guide Class Information Sheet-DCPRD

Session: 2009 FALL 2009 SESSION

Instructor's Name \_\_\_\_\_ Section: *Check One*: \_\_\_ Adult / \_\_\_ Youth \_\_\_ Preschool  
Status: Active \_\_\_\_\_  
Supervisor: Peay Heckman, Leslie \_\_\_\_\_  
Session: 2009 FALL 2009 SESSION

## Fall 2009 Session: September 2 – November 25, 2009

Class/Activity Name: \_\_\_\_\_  
*\*Any changes to class description (keep brief, please!)* \_\_\_\_\_

\*Class Date: If a one-day workshop: \_\_\_\_\_, 2009 \*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Start Date: \_\_\_/\_\_\_/2009 End Date \_\_\_/\_\_\_, 2009 #Classes \_\_\_ Days-Circle: M T W Th F S SUN  
\*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (*\*Do not exceed 10 weeks unless pre-approved by CC.*)

Dates Classes Not Held This Quarter: \_\_\_\_\_ \*City Holidays – 9/7; 11/11; 11/26-27; 12/25

CLASS FEE: \$ \_\_\_\_\_ Resident \$ \_\_\_\_\_ Non-Resident (*\*add \$10 to base fee for non-residents*)  
*\*INCLUDE THE 5% SERVICE CHARGE IN YOUR LISTED FEE, PLEASE.* Materials Fee: \$ \_\_\_\_\_ (*if appl.*)

Participants AGES: From (minimum) \_\_\_\_\_ to (maximum) \_\_\_\_\_

Minimum # of attendees to run class \_\_\_\_\_ Maximum# \_\_\_\_\_

Class Location: \_\_\_\_\_

Room: \_\_\_\_\_ Have Key? \_\_\_\_\_ Facility Coordinator Open/Close? \_\_\_\_\_

Special notes relating to class: \_\_\_\_\_

### OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Bar Code # \_\_\_\_\_ Date Input in ACTIVE \_\_\_/\_\_\_/\_\_\_ Text to Marketing \_\_\_/\_\_\_/\_\_\_

GL Name \_\_\_\_\_

GL Number \_\_\_\_\_

Notes(s): \_\_\_\_\_

**\*DUE DATE – CLASS INFO: June 19, 2009**

Fax to 650-991-0303; E-mail [lpeayheckman@dalycity.org](mailto:lpeayheckman@dalycity.org); Phone: 650-991-8190



# Recreation Guide Class Information Sheet-DCPRD

2009 HOLIDAY WINTER MINI-SESSION 2009

Instructor's Name \_\_\_\_\_ Section: *Check One*: \_\_\_ Adult / \_\_\_ Youth \_\_\_ Preschool  
Status: Active \_\_\_\_\_ Session: 2009 HOLIDAY WINTER MINI-SESSION 2009  
Supervisor: Peay Heckman, Leslie

## Winter Holiday Mini-Session 2009: December 1 – December 20, 2009

Class/Activity Name: \_\_\_\_\_  
*\*Any changes to class description (keep brief, please!)* \_\_\_\_\_

\*Class Date: If a one-day workshop: \_\_\_\_\_, 2009 \*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Start Date: December \_\_\_\_ TO End Date: December \_\_\_\_, 2009 #Classes \_\_\_\_ Days-Circle: M T W Th F S SN  
\*Class TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

\*Must be pre-approved by class coordinator.

CLASS FEE: \$ \_\_\_\_\_ Resident \$ \_\_\_\_\_ Non-Resident (*\*add \$10 to base fee for non-residents*)  
*\*INCLUDE THE 5% SERVICE CHARGE IN YOUR LISTED FEE, PLEASE.* Materials Fee: \$ \_\_\_\_\_ (*if appl.*)

Participants AGES: From (minimum) \_\_\_\_\_ to (maximum) \_\_\_\_\_

Minimum # of attendees to run class \_\_\_\_\_ Maximum# \_\_\_\_\_

Class Location: \_\_\_\_\_

Room: \_\_\_\_\_ Have Key? \_\_\_\_\_ Facility Coordinator Open/Close? \_\_\_\_\_

*Special notes relating to class:* \_\_\_\_\_

### OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Bar Code # \_\_\_\_\_ Date Input in ACTIVE \_\_\_\_/\_\_\_\_/\_\_\_\_ Text to Marketing \_\_\_\_/\_\_\_\_/\_\_\_\_

GL Name \_\_\_\_\_  
GL Number \_\_\_\_\_  
Notes(s): \_\_\_\_\_

**\*DUE DATE – CLASS INFO: June 19, 2009**

Fax to 650-991-0303; E-mail [lpeayheckman@dalycity.org](mailto:lpeayheckman@dalycity.org); Phone: 650-991-8190

# Calendar for year 2009 (United States)

[<2008](#) | [2010>](#)

## January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Holidays and Observances:

Jan 1 New Year's Day  
 Jan 19 Martin Luther King Day  
 Feb 14 Valentine's Day  
 Feb 16 Presidents' Day  
 Apr 12 Easter Sunday

May 25 Memorial Day  
 Jul 3 'Independence Day' observed  
 Jul 4 Independence Day  
 Sep 7 Labor Day  
 Oct 12 Columbus Day

Oct 31 Halloween  
 Nov 11 Veterans Day  
 Nov 26 Thanksgiving Day  
 Dec 25 Christmas Day