



Larisse Lopez  
Recreation Supervisor

December 1, 2025

Dear Prospective Class Instructor,

I would like to thank you for your interest in teaching a contract class through the City of Atascadero. We are always excited to hear about new class ideas and opportunities for our community. Enclosed you will find important information that describes our Contract Class procedures and expectations. Please take some time to read through all the enclosed information.

The **Spring 2026 Contract Class Proposal** covers the period of February 1<sup>st</sup> to May 31<sup>st</sup>, 2026. If you are interested in offering a class in cooperation with the City of Atascadero during that time, please complete all forms in their entirety and return them to our office no later than **December 12<sup>th</sup>, 2025 at 5:00 pm**. They can be mailed, emailed or dropped off to 5599 Traffic Way, Atascadero, CA 93422.

**The City of Atascadero offers FREE online registration to our participants.** To help cover online fee costs, the City adds an Administration Fee to all proposed class fees. The fee will be calculated based on the cost of each class. This is how it is broken down:

Cost of Class	Fee
\$0-10	\$0.50
\$11-39	\$1.00
\$40+	\$2.00
\$200+	\$10.00

In addition to completing the enclosed forms, all Contract Class Instructors who teach participants under the age of 18 must be fingerprinted prior to beginning instruction. The City of Atascadero uses the Live Scan fingerprinting method. Fingerprinting can be done at the Atascadero Police Department or at Perry's Parcel. It is the responsibility of the contract instructor to pay for and obtain fingerprinting clearances prior to the start of the class. Please contact me for the necessary paperwork and fingerprint scheduling info if your classes will be open to anyone under 18 years of age.

Finally, if you have any questions concerning the above information, please do not hesitate to e-mail me at [llopez@atascadero.org](mailto:llopez@atascadero.org) or call me at 470-3360.

Looking forward to working with you this upcoming season,  
Larisse "Reese" Lopez

Working together to **serve**, build **community** and enhance **quality of life**.