



# INTERPRETIVE OUTREACH PROGRAM REGISTRATION POLICIES

**Register early for the best selection of programs and dates.** Over 16,000 preschool to sixth grade students attend our exciting programs each year. Fall – reliably warm and mostly rainless – is the best season to schedule field trips. Winter and spring are better for classroom presentations when the weather is less certain. Requests are booked first-come, first-served as follows:

- **April 20-May 18, 2016**.....Registration for VUSD schools (City of Ventura & Oak View)
- **April 27-May 18, 2016**.....Registration open to all schools, home schools and camps
- **May 19 & after** .....Registration continues through summer 2016
- **September 2016**.....Field trips & classroom presentations begin
- **Summer 2017** .....Field trips & classroom presentations are available all summer long

## Program Request, Acceptance & Confirmation Process

- Please submit **one request form per teacher**.
- We reply to emailed requests *within three business days*.
- **By June 6** we will email or mail you a **Notification Letter** listing your program(s), date(s) and time(s) along with an **Acceptance Form** *if you submit requests by May 18. You must return the Acceptance Form to us within 10 days to confirm your registration.*
- **If you do not hear from us by June 6**, please leave a message for the Interpretive Outreach Scheduler at [ioreg@cityofventura.net](mailto:ioreg@cityofventura.net) or 805/677-3961 or contact Program Coordinator Gina Reyes at 805/658-4728 or [greyes@cityofventura.net](mailto:greyes@cityofventura.net).

## Non-Resident Fees

Schools outside the City of Ventura and Oak View are charged a minimal class assessment fee to help defray a small portion of the costs to upkeep of parks and facilities used by these classes and funded by resident city taxes.

## Classroom Size & Logistics

The maximum per program is 40 students, except for specific Chumash programs for which up to 60 students are allowed. Call to make special arrangements to combine smaller classes. Save bus money by coordinating with other teachers to schedule field trips on the same day. For example, one class could go to the Birding & Wetland Ecology, the other to the Chinatown program, or multiple classes could attend the Marina Park program, one after the other. Classroom programs may also be booked at the Arroyo Verde Center in Ventura for any schools.

## Payment Policy

Please mail in your **check** (no cash accepted) or **credit card** (Mastercard, Visa, American Express or Discover are accepted) **with the invoice form** included with your confirmation packet materials – sent to you by mail or email 30 days prior to the program date. If you are organizing programs for other teachers, be sure they have copies of all program information and payment forms as they are responsible for meeting payment deadlines to avoid late fees. Staff interpreters cannot accept checks or credit cards at program sites.

## Late Fees

Payments for all programs delivered by April 5, 2017, are due within 30 days following the program and will incur a late fee (per program), as follows: • 31-45 days - \$15• 46-60 days - \$30 • over 60 days (or after May 5, whichever is earlier) - \$45. All programs delivered between April 3 and June 16, 2017 must be paid by May 5, 2017 or will incur an automatic \$45 late fee, no exceptions.

## Cancellations & Rescheduling

- Programs cancelled **at least 15 days in advance** of the program receive a full refund minus a \$10 processing fee.
- Programs cancelled **less than five working days** prior to the program will receive only a 50% refund, except for:
- The Olivas Adobe program which requires notice **14 days prior to the program** to avoid 50% penalty.
- Programs rescheduled will incur a \$5 additional fee.
- There will be no charge for cancellations made by the City of Ventura due to weather conditions or other circumstances.

