



# 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 22, 2019**.....Registration for VUSD schools (City of Ventura & Oak View)
- **April 30, 2019**.....Registration open to all schools, home schools and camps
- **September 2019** .....Field trips & classroom presentations begin
- **Summer 2019** .....Field trips & classroom presentations are available all summer

## Program Request, Acceptance & Confirmation Process

- Please submit **one request form per teacher**.
- We reply to emailed requests *within 3-5 business days*.
- **If you do not receive a Notification Letter or Acceptance Form within 3-5 business days**, please leave a message for the Interpretive Outreach Scheduler at: [ioreg@cityofventura.ca.gov](mailto:ioreg@cityofventura.ca.gov) or 805-677-3961  
-or- contact Program Coordinator Tom Musgrove at: 805-654-7706 or [tmusgrove@cityofventura.ca.gov](mailto:tmusgrove@cityofventura.ca.gov)

## Non-Resident Fees

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

## Classroom Size & Logistics

The maximum size per program is 30-40 students, except for specific Chumash programs in which 60 students are allowed. Call to make special arrangements to combine smaller classes.

## Payment Policy

Please mail in your **check** (no cash accepted) or **credit card** (Mastercard, Visa, American Express or Discover are accepted payment) **with the invoice form** included with your confirmation packet materials – sent to you 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. They are responsible for meeting payment deadlines to avoid late fees. Staff interpreters cannot accept payments at program sites.

## Late Fees

Payments for all programs delivered by April 6, 2020, 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 6, whichever is earlier) - \$45. All programs delivered between April 6 and June 14, 2020 must be paid by May 6, 2020 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 the 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.