



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**Registration for VUSD schools (City of Ventura & Oak View)
- **April 30**Registration open to all schools, home schools and camps
- **September**Field trips & classroom presentations begin
- **Summer**Special Summer programs available by request

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 or 805-677-3961
-or- contact Program Coordinator Tom Musgrove at: 805-654-7706 or 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.

Cancellations & Rescheduling

- Programs cancelled **at least 10 days in advance** of the program receive a full refund minus a \$10 processing fee.
- Programs cancelled **less than 10 working days** prior to the program will receive only a 50% refund.
- 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.

Late Fees

All payments are due within 30 days after the program date or late fees are charged (per program), as follows:

31 - 45 days (\$15)

46 - 60 days (\$30)

Past 60 days (\$45)

Any program scheduled between April 12 through June 18, 2021 must be paid by May 12 deadline, or incur a \$45 late fee.