

# City of Moorpark, Recreation Division



## Summer 2017 thru Spring 2018



## Arroyo Vista Recreation Center

4550 Tierra Rejada Road, Moorpark CA 93021

[www.moorparkca.gov/recreation](http://www.moorparkca.gov/recreation)

[avrc@moorparkca.gov](mailto:avrc@moorparkca.gov)

(805) 517-6300





# CAMP OVERVIEW

Camp Moorpark is an exciting day camp program featuring games, sports, arts & crafts, special events, guest performers, plus twice-weekly field trips during the summer.

Adventure Camp is offered during the summer and features daily field trips to movies, malls, theme parks, the beach, and much more!

## GENERAL INFORMATION

### AGES:

Camp Moorpark is for ages 5 to 11 (must turn 5 by Sept 1)

*\*Campers must be at least 6 years old to attend field trips.\**

Adventure Camp is for ages 11 to 14 (must turn 11 by Sept. 1)

### CAMP HOURS:

Camp operates Monday through Friday on most MUSD student free days, except holidays.

### SUMMER HOURS:

**Camp Moorpark** hours are from 9:00 a.m. to 4:00 p.m.

**Adventure Camp** hours are from 9:00 a.m. to 5:00 p.m.

**Extended care** is available for both camps from 7:00 a.m. to 6:00 p.m.

### SCHOOL YEAR HOURS:

**Camp Moorpark** hours are from 10:00 a.m. to 4:00 p.m.

**Extended care** is available from 8:00 a.m. to 6:00 p.m.

### Late Pick-Up Notice:

Children not picked up by 6:00 p.m. will incur a \$5 per 5 minutes late pick-up fee. Children not picked up by 6:30 p.m. will be released to the Moorpark Police Department.

### DRESS CODE:

Campers must dress appropriately for an active day, wearing athletic or other soft-soled shoes with a closed-toe and heel. Dress guidelines for water trips and days will be included in the weekly camp newsletter. Clothing with offensive pictures or statements are not allowed.



## ABOUT US

### CAMP FACILITIES:

Camp is held at Arroyo Vista Recreation Center & Park. Campers will enjoy the indoor activity rooms and gym. The park features picnic pavilions, playgrounds, ball fields, soccer fields, tennis courts, and plenty of open space. In the event of inclement weather, activities will be held indoors.

### CAMP STAFF:

Our energetic and enthusiastic camp counselors make camp great! Counselors are thoroughly trained on camp policies, safety procedures, active and passive games, arts and crafts, camp songs, and sports and athletic activities.

All camp staff undergo fingerprinting and background checks and are CPR and First Aid trained. There are always familiar faces at camp, as many of our counselors return for several seasons.

Average camp staff to camper ratio is 1 to 10.

## FOOD FACTS

### LUNCHES & SNACKS:

Please pack a lunch and snacks for your child in a well sealed lunch box or cooler. Make sure lunches are clearly marked with your child's name. Refrigerator space is available only if your child has a special need and requires refrigerated food or medication. Snack breaks will be taken in the morning and afternoon.

### FOOD ALLERGY NOTICE:

Nuts or other allergens may be present on equipment or facilities at the Arroyo Vista Recreation Center and park that are used by camp. Please be aware that this camp is **not** nut or other allergen free, and that camp participants may come into contact with nuts or other allergens.



# CAMPER BEHAVIOR

## CAMP RULES:

Everyone at camp should have fun and be safe! All campers are expected to treat everyone respectfully. Harmful or disruptive behavior is not allowed. Rules will be discussed with campers at the start of each session. Please note that toys, stuffed animals, and electronic devices (including but not limited to cell phones, video games, iPads, iPods, and tablets) are not allowed at camp.

## DISCIPLINE:

Our goal is to redirect behavior before discipline is necessary. If needed, we use progressive discipline to change behavior. Discipline helps children realize consequences and make better decisions. For recurring or more serious behavioral issues, we will implement a behavior contract and work with parents to identify strategies to correct behavior. If issues persist or are extreme, or if the child poses a threat to others or him/herself, the child may be sent home for the day, suspended, or permanently expelled from camp. Please note: Credit, refund, and transfer policies and withdrawal fees apply to any child removed from camp due to behavioral issues.

## CAMP CASH:

Camp Moorpark is a positive place! "Camp Cash" is awarded to campers for good behavior, a positive attitude, winning games, and activity participation. "Camp Cash" can be redeemed for items in the Camp Store. The camp store will be open during twice per week during extended care, so don't forget your Camp Cash!

# ATTENDANCE POLICY

## SIGN IN/SIGN OUT POLICY:

To ensure your child's safety, campers may not sign themselves in or out. A parent or authorized adult (age 18+) is required to drop off and pick up children. All campers must be signed in and signed out on the attendance roster. Only adults listed on your registration form are allowed to sign your children in or out. Photo ID is required. The only exception to this policy is for Adventure Camp participants whose parents have given written permission allowing the camper to sign him/herself in and out.

## SICK DAYS & ABSENCES

Refunds, credits, or transfers for sick days and other absences are not available. Any changes to the days your child is registered to attend must be made at least one full business day in advance.

# HEALTH & SAFETY

## MEDICATION:

Only prescription medication can be administered by camp staff. Prescription medication must be brought in the original container at the time the child is signed in for the day. A "Permission for Administration of Prescription Medication" form must be completed before medication can be administered by camp staff.

## CHILDREN WITH SPECIAL NEEDS:

Children with special needs are welcome at camp. For the well-being and safety of all campers, all camp participants, including those with special needs, must be able to abide by camp rules and participate in large group activities.

If your child needs an accommodation, an Accommodation Form must be completed and submitted with the Annual Camp Registration form. Based on the information provided to us, we will work with each parent to determine if camp is an appropriate environment for the child and what accommodations can be implemented. Accommodations will be assessed on a case-by-case basis.

## MANDATED REPORTERS:

Camp staff are designated "Mandated Reporters". In accordance with state law, all cases of suspected child abuse or neglect will be reported to the appropriate agency.

## CAMPER HEALTH:

In order to protect the health of other children, any child who is ill or has a contagious medical condition or head lice may not attend camp. Children must be free from fever, rash, vomiting, other signs of illness, nits/head lice for 24 hours before returning to camp. If a child develops an illness or signs of head lice while at camp, the parent or legal guardian will be notified and the child must be picked up within one hour. *Head Lice:* Please check your children for head lice before bringing them to camp. Our camp has a "NO NITS" policy.

## CAMPER INJURIES:

Camp staff will administer basic first aid, bandages, and comfort for minor injuries. For more serious injuries, the parent will be immediately contacted. In the event of a life-threatening injury, emergency medical services will be called.

## SUNSCREEN:

Parents should apply sunscreen to children every day prior to camp, and pack sunscreen for reapplication during the day.

# HOW TO ENROLL

## Complete the Annual Registration Form

The Annual Camp Registration form must be completed and an annual registration fee paid in order to participate in camp. Submit completed registration forms, along with the nonrefundable annual camp registration fee to the Arroyo Vista Recreation Center at 4550 Tierra Rejada Road or mail to: Camp Moorpark, 799 Moorpark Avenue, Moorpark, CA 93021.

## Enroll in Camp Days

Once the annual form and fee have been received, children can be registered in camp days by phone at (805) 517-6300, in person at the Arroyo Vista Recreation Center, or online at moorparkca.gov/recreg.

Rates listed in the charts to the right are for enrollments received at least five (5) business days in advance. Enrollments received less than five business days in advance will have a \$5.00 per day late enrollment fee added to the daily rate. Enrollments must be received no later than noon the prior business day.

*Same-day drop-in service is limited to Camp Moorpark on-site only, and will be taken from the opening of extended care until 8:30 a.m. on a space available basis. The drop-in fee is \$55 per day per child.*

**Please note that annual registration does not secure your child's space in a particular day of camp.** Enrollments in camp days are taken on a first-come, first-served basis and are confirmed only when full payment is received. If a camp day is full, your child will be added to a wait list and you will be contacted if a space opens.

# CAMP FEES

Annual & Administrative Fees	1st Child	2nd Child+
Annual Registration Fee	\$35	\$25
Adventure Camp Theme Park Pass (Required if attending Magic Mountain or Hurricane Harbor Trips)	\$90* each <small>*First 30 passes sold, market rate thereafter.</small>	
Late Enrollment Fee (Per child per day, for registrations received less than 5 business days in advance)	\$5	\$5
Late Pick-Up Fee (Per 5 minutes or portion thereof for late pick-up from camp)	\$5	\$5
Withdrawal Fee (Per child, per day, for changes to enrollments)	\$10	\$10

# DAILY/WEEKLY RATES

CAMP MOORPARK	1st Child	2nd Child +
Daily Rate: On-Site	\$35	\$32
Daily Rate: Field Trip	\$48	\$45
Full Week (M-F) On-Site	\$165	\$153
Full Week (M-F) w/ 1 trip	\$178	\$166
Full Week (M-F) w/ 2 trips	\$191	\$179

ADVENTURE CAMP	1st Child	2nd Child+
Daily Rate	\$45	\$42
Full Week (M-Th)	\$175	\$166

*Adventure Campers who need care on Friday can attend Camp Moorpark!*

# CREDIT, REFUND, & TRANSFER INFORMATION

**Requests for transfers, credits, or refunds must be received by Recreation office staff no later than 12:00 noon on the prior business day.** Transfers, credits, or refunds will not be issued if not received by noon on the prior business day. Each child may be withdrawn from a camp day (either via a transfer, credit, or refund) for up to five (5) camp days during the camp year (Summer 2017-Spring 2018) without a penalty. **Withdrawals beyond this will incur a \$10 per day per child withdrawal fee.**



**TRANSFERS:** You may transfer your child from one camp day to another if space is available. If there is a cost difference between the day registered and the day requested for the transfer, either the balance must be paid (plus any withdrawal fee) at the time of transfer, or a credit (less any withdrawal fee) will be issued at the time of transfer.

**CREDITS:** 100% of your fees (less any withdrawal fee) will be applied to your account and may be used toward any program we offer within one (1) year.

**REFUNDS:** A \$10 per transaction fee, plus any withdrawal fee, will be deducted from all refunds. Refunds will be issued via check (if paid by check or cash) or as a refund to your credit card account (if paid by credit card).

**SICK DAYS OR ABSENCES:** Refunds, credits, or transfers for sick days and other absences are not available.