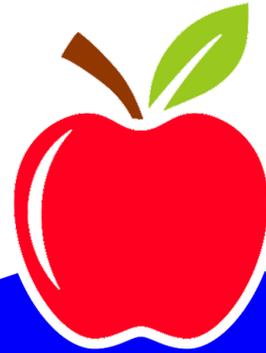


City of Moorpark, Recreation Division



**Moorpark**  
**Little Learners**  
**Academy**

at the  
Arroyo Vista  
Recreation Center



**Parent**  
**Handbook**

**2026-2027**  
**School Year**



### Caterpillar Classes:

Monday & Wednesday

OR

Tuesday & Thursday

9:00-11:30 a.m.

### Butterfly Class

Monday & Wednesday

OR

Tuesday & Thursday

9:00 a.m. - 2:00 p.m.

### Bumble Bee Class

Monday through Thursday

9:00 a.m. - 12:00 p.m.

- Classroom doors open at 9:00 a.m. and school ends promptly at the times listed above.
- Students must be picked up by an authorized adult within five minutes of the end of school.
- *Students picked up after this time will incur a \$10 late pick-up fee for every 10 minutes (or portion thereof) that the student remains at school. If a student has not been picked up within fifteen minutes of the end of school, your emergency contacts will be contacted to pick up the student. If we are unable to reach anyone and the student is not picked up within 30 minutes after school ends, they will be released to the Moorpark Police Department.*

# DAILY SCHEDULE

## Caterpillars Schedule (2 Year Olds):

9:00-9:05 a.m.	Sign In
9:05-9:15 a.m.	Opening Circle
9:15-10:15 a.m.	Learning Centers (art, dramatic play, and sensory activities)
10:15-10:35 a.m.	Snack Time
10:35-11:20 a.m.	Large Motor Skill Activities and Outdoor / Playground Time
11:20-11:30 a.m.	Closing Circle, Ctory, & Goodbye Song

## Butterflies Schedule

9:00-9:05 a.m.	Sign-in
9:05-9:25 a.m.	Morning Circle, Welcome, Calendar
9:25-10:15 a.m.	Learning Centers & Art Activities
10:15-10:35 a.m.	Snack
10:35-11:05 a.m.	Large Motor Skill Activities and Outdoor / Playground Time
11:05-11:25 a.m.	Music
11:25-11:35 a.m.	Books and Puzzles
11:35-12:05 p.m.	Lunch
12:05-12:25 p.m.	Story Time
12:25-12:55 p.m.	Large Motor Skill Activities and Outdoor / Playground Time
12:55-1:50 p.m.	Learning Centers and Art Activities
1:50-2:00 p.m.	Closing Circle and Dismissal

## Bumblebees Schedule

9:00-9:05 a.m.	Sign-in
9:05-9:25 a.m.	Morning Circle, Welcome, Calendar
9:25-10:30 a.m.	Learning Centers and Art Activities
10:30-10:50 a.m.	Snack
10:50-11:00 a.m.	Books and Puzzles
11:00-11:30 a.m.	Large Motor Skill Activities and Outdoor / Playground Time
11:30-11:50 a.m.	Music & Story Time ( <i>alternating days</i> )
11:50-12:00 p.m.	Closing Circle and Dismissal

*Daily schedules are subject to change on party days and for field trips.*

# PROGRAMS

## Caterpillar Class (2 Year Old Class)

The Caterpillar Class is for toddlers turning 2-years-old by September 1, 2026. Children are not required to be potty trained to attend this class. This class provides a gentle introduction to a school-like setting. Children will work on social skills including listening, following directions, and sharing. Students will also be introduced to the basic concepts of colors, shapes, seasons, letters, and numbers. Classroom activities include music, movement, finger plays, stories, fine and large motor activities, and free exploration.

## Butterfly Class & Bumble Bee Class (3 Year Old Classes)

The Butterfly and Bumble Bee Classes are for children who are turning 3-years-old by September 1, 2026 and are fully potty trained. This program is designed to develop each child's large and fine motor skills, social skills, speech and language, and thought processes. Students will work on mastering building blocks for future learning in Transitional Kindergarten (TK), such as color, shape, number, and letter recognition. Throughout the year, students will build upon concepts learned and work toward recognizing upper and lower case letters, understanding letter sounds and phonics, and exploring number and patterning skills. Classroom activities include arts and crafts, games, finger plays, music, stories, circle time, free exploration at classroom learning centers, and more.



Moorpark Little Learners school year runs September through May. We generally follow Moorpark Unified School District's calendar for most holidays and breaks.

**Tuesday & Wednesday, 9/8 & 9/9/26:**

**First Day of School**

**Monday, 9/21/26\***

**Yom Kippur, No School**

**Wednesday & Thursday, 10/28 & 10/29/26:**

**Halloween Parties**

**Wednesday, 11/11/26:\***

**Veterans Day, No School**

**Wednesday & Thursday, 11/18 & 11/19/26:**

**Thanksgiving Parties**

**Monday - Friday, 11/23 - 11/27/26:**

**Thanksgiving Break, No School**

**Wednesday & Thursday, 12/16 & 12/17/26:**

**Holiday Parties**

**Monday-Friday, 12/21/26 - 1/1/27:**

**Winter Break, No School**

**Monday, 1/18/27:\***

**MLK Day, No School**

**Wednesday & Thursday, 2/10 & 2/11/27:**

**Valentine's Day Parties**

**Monday, 2/15/27:\***

**Presidents Day, No School**

**Wednesday & Thursday, 3/17 & 3/18/27:**

**Easter Parties**

**Monday - Friday, 3/22 - 3/26-27:**

**Spring Break, No School**

**Wednesday, 5/26/2027:**

**Last Day of School (all classes)**

**Graduation**

**(Butterflies & Bumblebees)**

\*M/W classes will have a make-up on Friday

## OUR STAFF

Moorpark Little Learners Academy is staffed with a Preschool Director, Preschool Teachers, and Preschool Aides. Recreation Leaders may also assist in the classes. The program is administered by the City of Moorpark's Recreation Division. Our staff are well educated and experienced, and most importantly, they have a passion for early childhood development. All school staff undergo fingerprinting and background checks and are CPR and First Aid trained.

### MANDATED REPORTERS:

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

## SCHOOL FACILITIES

Moorpark Little Learners Academy is held at Arroyo Vista Recreation Center & Park. Students will enjoy classroom activities in our air conditioned rooms. They also have access to our indoor gymnasium and park facilities including picnic pavilions, playgrounds, and lots of open space. During inclement weather, all activities will be held indoors.

## DRESS CODE

Students must dress appropriately for an active day. We recommend dressing in layers for your child's comfort. Clothing should also be easy for your child to manage for toileting purposes. Children must wear athletic or other soft-soled shoes with a **closed-toe and heel**. This will allow your child to fully experience all of the activities throughout the day! ***Please make sure to mark jackets and sweaters with your child's name!***

## WHAT TO BRING

### CATERPILLAR CLASS

Please make sure your child's bag has wipes, diapers, and a change of clothes each day they attend. Please bring a snack and drink (as detailed on the next page), unless otherwise noted in the monthly newsletter for special days.



### BUTTERFLIES & BUMBLE BEES

We recommend bringing a change of clothes, just in case. Please bring a drink and snack each day your child attends school, and Butterflies also need to bring a lunch (as detailed on the next page). Check the monthly newsletters for any items to bring on special days!



## PARENT VOLUNTEERS

Parent volunteers are welcome in the Butterfly & Bumble Bee classrooms to assist with arts & crafts, lesson plan preparations, and with our party preparations. Parents may volunteer in the classroom only when teachers are present, and must sign up in advance to assist. Parent volunteers must complete and sign a volunteer waiver. Parent volunteers are needed for certain holiday parties; sign-ups will be available in the classroom.

## ITEMS FROM HOME

Moorpark Little Learners Academy provides all the toys, books, games, manipulatives, puzzles, imaginative play items, and everything else needed for a vibrant and well-stocked classroom. We strongly discourage bringing toys, electronics, favorite stuffed animals, or other personal items from home, unless it is for "Share Day". Students at this age may not differentiate between classroom property and another student's favorite possession.

If you feel your child needs to bring a personal item from home for comfort or other reasons, please discuss this with your child's teacher PRIOR to bringing the item.

## LUNCHES & SNACKS:

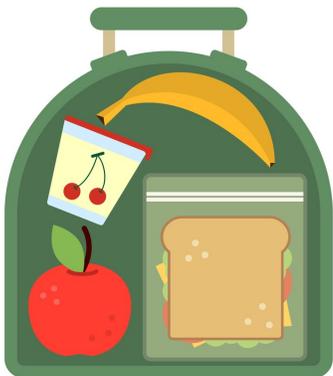
If your child is in the Butterfly class, please pack a lunch and snack for your child in a sealed lunch box or cooler. For the Caterpillar and Bumblebee classes, please pack a snack. All students should bring a water bottle or sippy cup. Make sure all belongings are clearly marked with your child's name. Refrigerator space is available only if your child has a special need and requires refrigerated food or medication. Please make sure to let us know of any food allergies or restrictions.

### 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 the school. Please be aware that this school is **not** nut or other allergen free, and that participants may come into contact with nuts or other allergens.

### BIRTHDAY PARTIES

We love to celebrate birthdays! If you'd like to celebrate in the classroom, please let us know at least one week in advance, including what type of food or treat you plan to bring.



## ATTENDANCE

**SIGN IN / SIGN OUT POLICY:** To ensure your child's safety, children must be dropped off and picked up by a parent or authorized adult (age 18+). All students must be signed in and out on the attendance roster each day. Please note that only adults listed on your registration form are allowed to sign your children in or out. Any temporary authorization of someone not on your registration form must be received IN WRITING.

**Please note that \*Photo ID is required to sign out a child\* until our teachers are able to recognize each parent by name & face!**

*Your child may feel separation anxiety, especially during the first few days or weeks of school. When dropping off, please make sure to say goodbye to him/her and leave soon after. While it may be difficult to hear your child crying or pleading not to be left, this is a normal expression of their attachment to you. Over time, your child will learn to trust the school environment and know you are coming back for them at the end of the school day.*

### SICK DAYS & ABSENCES

Tuition is charged and payable on a monthly basis; therefore credit for sick days and other absences are not available. If your child will be absent, please call our office at (805) 517-6300 so we can inform their teacher.

Note: Absences of one week or longer due to illness may be eligible for a nonrefundable credit to tuition. Please note, this courtesy is only available for a maximum of two weeks during the school year.

To request a sick week credit, email [avrc@moorparka.gov](mailto:avrc@moorparka.gov)

## BEHAVIOR MANAGEMENT

Everyone at Moorpark Little Learners Academy should feel safe and valued! Our teachers provide a well-planned and supportive environment to help prevent undesirable behaviors before they present themselves. Our goal is to help children learn how to interact appropriately with others through emotional regulation and self-discipline. As toddlers and preschoolers develop socially, it is not uncommon for them to exhibit aggressive verbal or physical behavior as they try to get their needs met. Our staff will guide and encourage children to play cooperatively with others, gain control of their impulses, express themselves in ways that are not harmful to others, understand acceptable and unacceptable behaviors, and use language to communicate their needs.

Some students may have behaviors that are more difficult or persistent than others. Our goal is to redirect behavior before discipline is necessary. This will be done through verbal cues, modeling, and establishing clear expectations. We will never use physical or psychological punishment on a child. For recurring or serious behavioral issues that negatively affect the classroom environment or other students, we will work with parents via a Behavior Contract to identify strategies to improve behavior. If issues continue to persist or the child poses a threat to others or themselves, it may be that the child is not ready for the large classroom environment, and the child may be sent home for the day, temporarily suspended, or permanently removed from the school.



# Health & Wellness

**ILLNESS:** In order to protect the health of other children, any child who is ill, has a contagious medical condition, or has head lice may not attend school. Absences of one week or longer due to illness may be eligible for a credit to tuition, limited to a maximum of two weeks credited during the school year. Children must be free from fever, rash, vomiting, other signs of illness, or nits/head lice for 24 hours before returning to school. If a child develops an illness or signs of head lice while at school, 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 school. We have a “NO NITS” policy.

**INJURIES:** School staff will administer basic first aid, bandages, and ice packs for minor injuries and an “Ouch Report” will be sent home. For more serious injuries, the parent will be immediately contacted. In the event of a life-threatening injury, emergency medical services will be called.

**EMERGENCY PROCEDURES:** Safety drills will be conducted regularly, with an evacuation drill conducted twice each year. In the event of an emergency that requires evacuation of the facility, children will be guided to the open grass area to the east of the building. Parents will be called to pick up their children as soon as it is safe to do so.

**SUNSCREEN:** Parents should apply sunscreen to children every day prior to school, and pack sunscreen for school staff to reapply during the day.

**MEDICATION:** Only prescription medication can be administered by school staff. Prescription medication must be brought in the original container at the time the child is signed in for the day. Medication cannot be left at school overnight. A “Permission for Administration of Prescription Medication” form must be completed before medication can be administered by our staff.

**HYGIENE & POTTY TRAINING:** Good hygiene is important for everyone’s health! Students should come to class clean and well-groomed. During the day, students will be required to wash their hands after working on art projects, using the restroom, playing outside, and before snack and lunch time.

**Butterfly & Bumble Bee Class:** Students in the Butterfly and Bumble Bee classes must be potty trained. A child who has potty accidents more than twice per month is not considered potty trained. Children must wear underwear. Pull-ups are not allowed. We recommend sending your children to school in clothing that is easy for them to manage. School staff will assist children with toileting when necessary. If your student has frequent accidents, a parent/guardian will be called to pick them up, and your child may be recommended to move to a younger class, or be removed from the program until they are fully potty trained.

**Caterpillar Class:** Please send your child in a clean diaper. We generally will change only poopy diapers, so your child may be wet upon pick-up. Please advise us when you begin to potty train your child, so we can assist with the process while your child is at school.

**IMMUNIZATIONS:** Each student must be current with their vaccinations before attending school. Proof of immunizations (or if applicable, a letter of exemption) from your child’s health care provider is required.

*Immunization chart courtesy of California Department of Public Health.*

Age When Admitted	Total Number of Doses Required of Each Immunization <sup>2,3</sup>			
18 months through 5 years	3 Polio	4 DTaP	3 Hep B	1 Varicella
	On or after the 1st birthday:		1 Hib <sup>4</sup>	1 MMR

**CHILDREN WITH SPECIAL NEEDS:** Children with special needs are welcome at Moorpark Little Learners Academy. For the well-being and safety of all students, all participants, including those with special needs, must be able to abide by school rules and participate in group activities. **If your child needs an accommodation, an Accommodation Form must be completed and submitted with the annual enrollment form.** Based on the information provided to us, we will work with each parent to determine if this school is an appropriate environment for the child and what accommodations can be implemented. Accommodations will be assessed on a case-by-case basis.

# TUITION & FEES

## **Tuition:**

Tuition includes teacher services and class materials. Tuition does not include lunch, snacks, or fees for special activities such as field trips.

Tuition for the school year is payable monthly and is due on the 15th day of the prior month. (For example, September tuition is due by August 15.) Tuition is paid at the Arroyo Vista Recreation Center office. Payment may be made via check (made payable to “City of Moorpark”), cash, or credit card. Siblings receive a \$25 discount off monthly tuition payments. Parents may enroll in automatic payments, please see the office for more information. *Please note that tuition is not prorated for absences or school holidays.*

## **Late Payments:**

A late fee of \$25 will be assessed to each child’s tuition if tuition is not paid by the due date.

If tuition (and late fee) is not paid by the 1st day of the month for which tuition is due, the child may not attend class until tuition is paid.

If tuition (and late fee) is not paid by the 5th of the month, the student may be removed from the program.

## **Withdrawal:**

Parents must provide notice of their intent to withdraw a child from the program prior to paying tuition for the following month. (For example, if withdrawing at the end of March, inform us before March 15th when April tuition is due). If the child’s last day is prior to the end of a school month, tuition may be prorated on a weekly basis.

<b>TUITION and FEES</b>	<b>1st Child</b>
Monthly Tuition - Caterpillars	\$275
Monthly Tuition - Butterflies	\$425
Monthly Tuition - Bumble Bees	\$475
Late Payment Fee	\$25
Late Pick Up Fee (per 10 minutes)	\$10
Annual Enrollment Fee (non-refundable)	\$100

# ENROLLMENT

**ENROLLMENT DATES:** Priority enrollment for current students and siblings will open on February 17, 2026. Open enrollment will begin on March 2, 2026 and is taken on a first-come, first-served basis until all spaces have filled.

**OPEN HOUSES:** Open houses (to meet teachers and tour classrooms) will be held on the following dates:

### **Spring 2026:**

1:30-2:00 p.m. on 3/11, 3/12, 3/23, & 3/24  
9:30-10:00 a.m. on 5/27 & 5/28

### **Summer 2026 (only if all spaces have not filled):**

12:30-1:00 p.m. on 7/7, 7/15, and 7/23

**AGE REQUIREMENT:** To be eligible for Caterpillars, students must turn 2 by September 1st, 2026.

To be eligible for Butterflies and Bumblebees, students must turn 3 by September 1, 2026 and be fully potty trained.

**HOW TO ENROLL:** In order to enroll in Moorpark Little Learners Academy, the following requirements must be met:

1. A Moorpark Little Learners Academy enrollment form must be completed and signed.
2. Proof of age (birth certificate or similar document).
3. Proof of current immunizations.
4. Payment of the annual enrollment fee.



## **LICENSE INFORMATION**

Per California Health & Safety Code section 1596.792, Moorpark Little Learners Academy is a “Public Recreation Program”. “Public recreation programs” are exempt from child care licensing. Although we are not a licensed day care facility, we maintain the highest standards for our staff, facilities, and programs. Our EIN for tax purposes is 95-3860962.

# Moorpark Little Learners Academy

at the  
Arroyo Vista  
Recreation Center



## MISSION & PHILOSOPHY

Moorpark Little Learners Academy strives to provide each child with opportunities for social development, physical activity, and educational stimulation. Through both self-discovery in a nurturing environment and teacher directed instruction, we work to help each child develop a healthy self-concept in a school-like setting.



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