

City of Moorpark, Recreation Division



INFORMATION PACKET



Summer 2020 - Spring 2021

WELCOME CAMPERS!

AGES

Camp Moorpark

Ages 5 to 11

(must turn 5 by Sept. 1)

Campers must be at least 6 to attend field trips.

Camp is open to age 12 on days Adventure Camp is not in session.

Adventure Camp

Ages 9 to 14

(must turn 9 by Sept. 1)

HOURS

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

SUMMER HOURS:

Camp Moorpark:

10:00 a.m. - 4:00 p.m.

Adventure Camp:

8:30 a.m. - 4:00 p.m.

Extended care is available for from 7:00 to 10:00 a.m. and 4:00 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 to 10:00 a.m. and 4:00 to 6:00 p.m.

Late Pick-Up Notice:

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



Camp Moorpark is offered year round and features a variety of activities including sports, arts & crafts, special guests, themed events, plus field trips during the summer!

Adventure Camp is offered in the summer for teens & tweens and features fun field trips to movies, malls, arcades, trampoline parks, museums, and more!



Note: Adventure Camp is scheduled to run July 7 to August 13. Actual dates will depend on availability of field trip sites.

Camp Staff



A great camp experience starts with great staff! Our energetic, enthusiastic, and highly qualified camp counselors make camp fun! 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/First Aid trained. There are always familiar faces at camp, as many of our counselors return for several seasons. Average staff to camper ratio is 1 to 12.

CAMP FACILITIES

Camp is held at the beautiful Arroyo Vista Recreation Center & Community Park. Our facility features air conditioned rooms and a gymnasium, picnic pavilions, playgrounds, ball fields, soccer fields, tennis courts, a recreational trail, and lots of open space. All indoor facilities and equipment are thoroughly cleaned and sanitized daily. During inclement weather, activities will be indoors.

CAMP BASICS

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 out on the attendance roster. Only adults listed on your annual enrollment form are allowed to sign your children in or out. **Photo ID is required to sign out a child.**

For Adventure Camp, parents may allow their children to sign themselves in/out.

DRESS CODE:

Campers must dress appropriately for an active day, wearing athletic or other soft-soled shoes with a closed-toe and heel. Clothing with offensive pictures or statements are not allowed.

WHAT TO BRING:

- Lunch in a well sealed lunch box or small cooler, plus morning and afternoon snacks.
- Extra sunscreen for water days, field days and outdoor trips. (Make sure to put sunscreen on kids before they come to camp!) *Note: Bring spray type sunscreen if your child needs help with reapplication.*
- For water days, wear swimsuit under clothes, bring sandals to wear during water play, and bring a towel.
- Jacket or sweater for inclement weather.
- Younger campers may want to bring a change of clothes, just in case.
- If applicable, prescription medication in the original container. (OTC medications are not allowed).
- Please make sure to mark your child's belongings with their FULL name!

DAILY SCHEDULES

Each day, campers participate in a variety of engaging indoor and outdoor activities including sports, games, crafts, special interest tracts, and daily special activities.

Campers are generally divided into teams by age for activity stations. Campers are together for lunch, playground time, & special activities. *Schedules & activities are subject to change.*

SAMPLE SUMMER DAILY SCHEDULE:

- 7:00 - 10:00 a.m.: Extended Care
- 10:00 a.m.: Opening Circle
- 10:20 a.m.: Activity Station 1
- 10:55 a.m.: Playground & Snack Time
- 11:30 a.m.: Activity Station 2
- 12:05 p.m.: Activity Station 3
- 12:40 p.m.: Lunch
- 1:30 p.m.: Special Interest Tracks and Daily Special Activities
- 3:15 p.m.: Playground Time
- 3:45 p.m.: Closing Circle
- 4:00 - 6:00 p.m.: Extended Care

SUMMER DAILY SPECIAL ACTIVITIES:

- Monday: Themed Special Events
- Tuesday: Wet N' Wild Water Day
- Wednesday: Field Trip or Cooks & Books
- Thursday: Amazing Performers & Guests
- Friday: Spirit Day & Movie

SCHOOL YEAR SAMPLE DAILY SCHEDULE:

- 8:00 - 10:00 a.m.: Extended Care
- 10:00 a.m.: Opening Circle
- 10:15 a.m.: Activity Station 1
- 10:45 a.m.: Activity Station 2
- 11:15 a.m.: Playground Time
- 11:45 a.m.: Activity Station 3
- 12:15 p.m.: Lunch
- 1:15 p.m.: Activity Station 4
- 1:45 p.m.: All-Camp Special Activity
- 2:45 p.m.: Playground Time
- 3:15 p.m.: Activity Station 5
- 3:45 p.m.: Closing Circle
- 4:00 - 6:00 p.m.: Extended Care



CAMPER HEALTH & SAFETY IS A PRIORITY!

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, or 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 ice packs for minor injuries. For more serious injuries, the parent will be immediately contacted. In the event of a life-threatening injury, emergency medical services and the parent will be called.

IMMUNIZATIONS: Each camper must be current with his/her vaccinations before attending camp. If a child has a physical condition which prevents him/her from being vaccinated, the parent must provide a letter verifying this from the child’s health care provider.

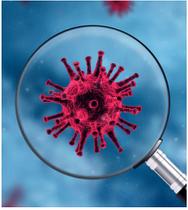
MEDICATION: Only prescription medication can be administered by camp staff. Prescription medication must be brought in the original container at the time the child is signed in for the day. A “Permission for Administration of Prescription Medication” form must be completed before medication can be administered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

EMERGENCY PROCEDURES: Safety drills will be conducted periodically, with an evacuation drill conducted once during the summer. 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 recreation center building. Parents will be called to pick up their children as soon as it is safe to do so.

SPECIAL ACCOMMODATIONS: Camp Moorpark will make reasonable accommodations for children in order to facilitate their participation in camp. For the well-being and safety of all campers, all camp participants, including those requiring special accommodations, 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: 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.



COVID-19 Notice

Camp Moorpark will comply with all applicable State of California and Ventura County public health orders related to COVID-19. This may include additional health and safety procedures, including temperature checks with a no-touch thermometer, limitations on group size, modifications to activities to reduce physical contact, enhanced cleaning and sanitizing of camp facilities, and use of face coverings when appropriate and feasible. COVID-19 procedures for each camp season will be included in a separate informational sheet, to ensure they are in compliance with the most current public health orders and information on the COVID-19 pandemic.

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.



CAMP IS A POSITIVE PLACE!

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 are discussed with campers at the start of each day. 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 Moorpark. Exception: Adventure Camp participants may bring their cell phone to camp. City of Moorpark assumes no liability for lost or stolen items.

POSITIVE BEHAVIOR SUPPORT:

Each day, spirit points are awarded to camp teams for working together, participating in activities, and being helpful. At the end of the week, the team with the most points will receive a special reward.

For individual behavior support, "Camp Cash" is awarded to campers for good behavior, a positive attitude, sportsmanship, winning games, and activity participation. "Camp Cash" can be redeemed for items in the Camp Store which will be open twice per week during extended care.

BEHAVIOR MANAGEMENT:

Our counselors provide a well-planned and positive environment to help prevent undesirable behaviors before they present themselves. Our goal is to redirect behavior before discipline is necessary. However, when needed we use progressive discipline to improve behavior. For recurring or serious behavioral issues, we will work with parents via a Behavior Contract to identify strategies to improve behavior. If issues persist or the child's behavior harms others or him/herself, or is disruptive to the group, the child may be sent home for the day, suspended, or permanently removed.

Please note: Credit, refund, and transfer policies and withdrawal fees apply to the first three days any child is removed from camp due to behavioral issues. This may result in loss of camp fees paid or the application of cancellation fees to any refund, credit, or transfer.



HOW TO SIGN UP

1. Complete the Annual Enrollment 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.

2. Enroll in Camp Days:

Once the annual form and fee have been received, children can be registered by phone at (805) 517-6300, in person at the Arroyo Vista Recreation Center (4550 Tierra Rejada Road), or online at moorparkca.gov/recreg.

Please note that annual registration does not secure your child's space in a particular day or week 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.

"Regular Rates" listed in the charts to the right are for enrollments received at **least five (5) business days in advance.** "Late Rates" are enrollments received less than five business days in advance and have a \$5.00 per day late enrollment fee added to the daily rate.

Enrollments received after 12:00 noon the prior business day will be considered drop-in. Drop-in service is limited to Camp Moorpark on-site only, and is taken only until 9:30 a.m. on a space available basis.

CAMP RATES

CAMP MOORPARK (ages 5-11)	1st Child	2nd Child +
REGULAR RATES (enrolled at least 5 business days in advance)		
Daily Rate: On-Site	\$45	\$43
Daily Rate: Field Trip (Wednesday)	\$60	\$58
Full Week (M-F) On-Site	\$180	\$170
Full Week (M-F) w/ trip	\$195	\$185
LATE RATES		
Daily Rate: On-Site	\$50	\$48
Daily Rate: Field Trip (Wednesday)	\$65	\$63
SAME DAY DROP-IN		
Daily Rate: On-Site only	\$60	\$58

ADVENTURE CAMP* (ages 9-14)	1st Child	2nd Child+
Daily Rate (Regular Rate)	\$60	\$58
Full Week (Tu/W/Th)	\$160	\$156
Full Week with Camp Moorpark (M/F at Camp Moorpark, Tu/W/Th on trips)	\$250	\$242

ALL THE OTHER FEES

	1st Child	2nd Child+
Annual Registration Fee	\$35	\$25
Late Pick-Up Fee (Per 5 minutes or portion thereof after 6:00 p.m. for late pick-up from camp)	\$5	\$5
Withdrawal Fees (Per child, per day, for changes to enrollments; next page for details)	\$5-\$10	\$5-\$10



TRANSFERS, CREDITS, & REFUNDS

We offer flexible registration & convenient options for making changes to enrollments. **In order to maintain the safety, quality, and efficiency of camp, we have established the following policies for enrollment changes.**

Requests for transfers, credits, or refunds must be received by the Recreation office no later than 12:00 p.m. the prior business day for daily enrollments, and by the prior Thursday for full-week enrollments. Transfers, credits, or refunds will not be issued if not received by the deadline.

Please note: Changes to individual days are not available for full-week registrations.

SICK DAYS: A credit will be issued if a child is exhibiting symptoms of COVID-19 or has a fever. The office must be notified by 9:00 a.m. on the date of absence to receive the credit. For full-week enrollments, a prorated credit will be issued beginning with the 2nd day of absence due to illness.

Refunds, Credits, or Transfers for other absences are not available. *An exception to this policy may be made only if there is a significant tragedy and the child is absent because: 1) he/she has been admitted to a hospital for a serious or life threatening injury; 2) the family has suffered a catastrophe such as losing their home due to a fire or natural disaster; 3) an immediate family member (parent, grandparent, or sibling) has been admitted to a hospital with a serious or life threatening illness/injury; 4) someone living in the household has tested positive for COVID-19, or 5) of the death of an immediate family member.*

Charges for transfers, credits, and refunds			
Notice Received	TRANSFER Transfer from one day or week to another. If there is a price difference, the balance is payable, or a credit will be issued, at the time of transfer.	CREDIT Applied to your account at the Arroyo Vista Recreation Center. Must be used by June 30, 2021.	REFUND If paid by credit card, refunded to your card. If paid by check or cash, refunded via check within 30 days.
DAILY ENROLLMENTS			
5 or more business days	NO penalty	NO penalty	\$5 per child per day + \$10 refund process fee, per refund transaction
Less than 5 business days	\$5 per child, per day	\$5 per child, per day	\$10 per child, per day + \$10 refund process fee, per refund transaction
After 12:00 noon prior business day	No transfer available.	No credit available.	No refund available.
FULL WEEK ENROLLMENTS			
5 or more business days	NO penalty	NO penalty	\$25 per child per week + \$10 refund process fee, per refund transaction
Less than 5 business days	\$15 per child, per week	\$15 per child, per week	\$50 per child, per week + \$10 refund process fee, per refund transaction
After 12:00 noon prior Thursday	No transfer available.	No credit available.	No refund available.



Arroyo Vista Recreation Center
4550 Tierra Rejada Road, Moorpark CA 93021
www.moorparkca.gov/recreation
avrc@moorparkca.gov * (805) 517-6300