



PARKS AND
RECREATION

2023 - 2024 PARENT HANDBOOK AFTERSCHOOL DAZE - AND - ROOSEVELT KINDER CLUB



Welcome to Afterschool Daze and Kinder Club!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to the 2023-2024 school year programs. Please take the time to read through this Parent Handbook as it contains valuable and detailed information. We are committed to having a wonderful school year and continuing to provide the high-quality program Burbank Parks & Recreation Department is known for.

Please note we are implementing the safety guidelines set by the County of Los Angeles Department of Public Health in our programs. We are confident our implementation of these guidelines, as well as programming adaptations, will keep our program participants and staff safe.

Thank you for trusting us with your children during this unpredictable time. We look forward to a great school year!

Sincerely,



ASD Admin Team

Ovrom Community Center

(818) 238-5435 office

Afterschooldaze@BurbankCA.gov

Burbankca.gov/ASD

About Afterschool Daze

Afterschool Daze (ASD) is a supervised recreational program for students in grades 1st-5th. The ASD staff to child ratio for the 2023-2024 school year 1:15. The ASD program will be offered every school day, Monday through Friday beginning at the grade 1 and 2 dismissal time through 6pm, at Bret Harte, Edison, Emerson, and Miller Elementary Schools, and at Mary Alvord Recreational Center (serving Roosevelt and Stevenson Elementary Schools).

At ASD, we provide a safe environment for children with activities that enhance the children's physical, social, and cognitive development. Experienced staff lead the children in activities such as games, sports, nature, cooking, crafts, science, fitness, and special events. Homework time is designated daily and assistance is offered by staff.

About Kinder Club

Kinder Club is a supervised recreational program for students enrolled in Transitional Kindergarten and Kindergarten at Roosevelt Elementary. The Kinder Club staff to child ratio for the 2023-2024 school year is 1:10. Kinder Club will be offered every school day, Monday through Friday and accommodate the 12:30 and 1:30 pm TK and K dismissals.

ROOSEVELT KINDER CLUB: Children will sign in with Parks & Recreation Staff at Roosevelt Elementary's lunch shelter. When all children from both early and late dismissal times are signed in and accounted for, children and staff will then walk over at approximately 2:00 p.m. to the Verdugo Park (3201 W. Verdugo Ave.) Log Cabin, located next to the children's playground. The Roosevelt Kinder Club program closes promptly at 6:00 p.m., late fees will be charged after 6:00 p.m.

Partnership with Burbank Unified School District

The City of Burbank Parks and Recreation Department staff offers the Afterschool Daze and Kinder Club programs with the support of the Burbank Unified School District (BUSD). All communication regarding program activities and child absences must be directed to the Afterschool Daze or Kinder Club staff, ***not*** to elementary school staff.

Extracurricular Activities

During the school year, we understand that you may have an option to sign your child(ren) voluntarily for other extracurricular activities that happen during ASD. We do ask that you stay in communication with our staff and make your own arrangements for these activities. Our city of Burbank staff are not responsible for pick-ups or drop-offs to classes, programs or rehearsals. Please read and submit an Activity Release Form (located on page 14) for when these activity arises.

School Recess & Holidays

The City of Burbank Parks and Recreation Department offers day camp programs at various recreation centers during Winter Break, Spring Break, and Summer Break. The day camp program is separate from ASD/ Kinder Club. Your payment in the programs does not include these breaks. A designated registration date, location, and time will be determined for each activity. Look for more information at your site.

School and ASD/KC will be closed on the following Federal Holidays:

Labor Day	Monday, September 4, 2023
Veteran's Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23 and Friday, November 24, 2023
Martin Luther King, Jr. Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024

Photographs

The City of Burbank may use your child(ren)s photographs and images for the purpose of publicizing and marketing City activities. No compensation will be given for use of these photographs and these images will become the sole property of the City of Burbank.

Program Fees

A \$50.00 registration fee (per child) to cover administrative costs associated with the program will also be required at the time of registration. The registration fee is non-refundable once your child starts the program.

The cost of the ASD program for 2023-2024 is \$170 per month (for four weeks of care—not calendar month). See page 4 for detailed payment plan.

The cost of the Roosevelt Kinder Club program for 2023-2024 is \$344 per month (for four weeks of care—not calendar month). See page 4 for detailed payment plan.

Monthly program fees are due on the 25th. This fee must be paid to hold your child's space regardless of attendance (this includes illness, holidays, family emergencies, etc.). There is no prorated fee. The fee remains the same regardless of any holidays. There is no fee assessed for the weeks of Winter and Spring Break. Payment for a child registered mid-month is prorated until month's end. Parents will then be charged the monthly rate.

Making Monthly Payments - www.burbankparks.com

ASD/Kinder Club uses a new Online Registration Program called CivicRec. Monthly payments will be made online via your CivicRec account (www.burbankparks.com). We do require a credit card on file for your child's monthly payment which will be automatically processed on the 25th of the month.

*Please note that we will no longer be able to accept cash, check, or credit card payments at the sites.

If you have created a CivicRec account before, but do not remember your user ID and password, please call 818-238-5435 for assistance. Please do not create a duplicate account! Please keep in mind that the balance on your account will reflect the balance for the remainder of the school year. If you withdraw in the middle of the school year, we will remove your child from ASD and your balance will be \$0.

For tax purposes, our Tax I.D. number is **95-6000683**. **Please keep records of your receipts and payments made. The City of Burbank Parks and Recreation Department does not distribute a cumulative total of yearly ASD expenses.**



2023-2024 Afterschool Daze Payment Plan

*ASD Sites: Bret Harte, Edison, Emerson, Miller,
Roosevelt, Disney & Stevenson*

Kinder Club: Roosevelt Kinder Club

- Although payments are made on a monthly basis, the fees apply to four (4) designated weeks, not calendar months. Fees are not applied to Winter or Spring Breaks.
- Credit card must be saved on file at time of registration (Visa/Mastercard accepted).
Monthly payment will be charged automatically on the 25th of the month.
- Tax I.D. number: 95-6000683**

Payment Due Date	2023-2024 Payment Plans		Payment Applied To Weeks
	ASD Sites	Kinder Club Roosevelt	
Upon Registration	\$50	\$50	Registration Fee
Upon Registration	\$85	\$172	8/14 8/21
8/25/2023	\$170	\$344	8/28, 9/4, 9/11, 9/18
9/25/2023	\$170	\$344	9/25, 10/2, 10/9, 10/16, 10/23
10/25/2023	\$170	\$344	10/30, 11/6, 11/13, 11/20
11/25/2023	\$170	\$344	11/27, 12/4, 12/11, 12/18
Weeks of 12/25 and 1/1 <u>NO ASD</u> - Winter Break Camp (separate fee)			
12/25/2023	\$170	\$344	1/8, 1/15, 1/22,
1/25/2024	\$170	\$344	1/29, 2/5, 2/12, 2/19,
2/25/2024	\$170	\$344	2/26, 3/4, 3/11, 3/18,
Week of 3/18 <u>NO ASD</u> - Spring Break Camp (separate fee)			
3/25/2024	\$170	\$344	4/1, 4/8, 4/15, 4/22
4/25/2024	\$170	\$344	4/29, 5/6, 5/13, 5/20
Total for 2023-2024	\$1,665	\$3,318	

Staff

Program staff are all employed by the City of Burbank and work in the Parks & Recreation Department. Staff consist mostly of college students and college graduates. Many of the staff have taken or are currently enrolled in child development, education, and recreation classes. Staff also work in our Summer Daze program as well Winter and Spring Break Camps. All staff are CPR, First Aid, and Blood Borne Pathogens certified. In addition, staff go through the Live Scan fingerprinting process. The staff are enthusiastic and strive to provide exemplary programming!

The Recreation Leader at each site is the site supervisor of the ASD/Kinder Club program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each ASD/Kinder Club site is staffed with one Recreation Leader and one or more Work Trainees who support and assist the Recreation Leader in all program activities.

Contacting Site Staff

Please call this number if you need to communicate with ASD site staff during program hours:

- BRET HARTE ASD 818-561-8546
- MILLER ASD 818-561-8616
- DISNEY ASD 818-568-4069
- ROOSEVELT ASD 818-561-8642
- EDISON ASD 818-963-1317
- STEVENSON ASD 818-561-8656
- EMERSON ASD 818-963-1578

Please call this number if you need to communicate with Kinder Club site staff during program hours:

- ROOSEVELT KINDER CLUB 818-561-8575

Kind reminder: Do not call or text staff on their personal cell phones.

Contacting Program Director

To speak with the program director or administrative staff, please call Ovrom Community Center at (818) 238-5435. The administrative staff can be reached every school day until 6:00 p.m. Beyond regular business hours, you may send an email.

Program Director: Doug Fowler

Email: afterschooldaze@burbankca.gov

Medication

If your child requires medication during program hours, you and your doctor must complete a **Medication Release Form**. You can find this form on page 14. This form must be on file with the program director. ASD/Kinder Club staff will administer the medication only with this form on file.

Please note any information that will help staff effectively supervise your children, for example: health considerations, special needs, etc. on their Participant Sheet.

What to Send with Your Child

Children should wear comfortable clothing and athletic shoes (**no sandals, Crocs, or open toe shoes**) to the program.

Send your child with the following **labeled** items daily

- ✓ Mask (Daily clean mask, along with a clearly marked plastic bag for storage)
- ✓ Reusable water bottle
- ✓ Healthy snack

Sign In/ Out

Each participant will check him/herself into the program daily with a staff who will sign them in. Children must check in with staff **immediately** after school dismissal. Constant tardiness may result in your child being suspended or expelled from the program. If your child fails to check in and staff was not notified of his/her absence, staff will call you to confirm the absence. **If you and/or your child cannot be found, the police may be notified.**

Only a parent or responsible adult listed on the Registration Form may sign your child out of ASD/Kinder Club. **A photo I.D. will be required to verify the parent's or responsible adult's identification.** If an unauthorized adult attempts to pick up your child, or if the adult's identification cannot be verified with a picture I.D., staff **will not** release your child to him/her.

Changes to your authorization list (adding/deleting names) may be done with ASD admin team at Ovrom Community Center. To add to your authorized pick up list for your child, please call (818)238-5435 or email afterschooldaze@burbankca.gov by 12:00 pm before date of pick up. Please include your full name, child's name and child's date of birth. Then include new authorized persons full name, contact, relation of child and date the persons will be picking up your child.

The ASD program may deny access to an adult whose behavior presents a risk to children present in the facility or whose actions disregard the rules and regulations of the program. Furthermore, children will not be released to an adult who appears to be under the influence of drugs or alcohol. If any of these situations appear to be a continuing problem, your child may be dropped from the program.

Absences

Please report any absences to our program by contacting our ASD admin team before 12:00 pm through email or phone day of. You may also contact site staff directing by calling or texting site cell phone. Please include your child's full name and date of absences to accurately report. Please help us by communicating with our team as this is extremely important to keep standards of our safety policy.

Emergency Preparedness

The City of Burbank Afterschool Daze program aligns its Emergency Procedures with BUSD specific to each site. Your child may be required to participate in an emergency exercise, i.e. fire or earthquake drill. In the event of an emergency, ASD sites may be placed on lockdown or may require evacuation. In the case of a facility evacuation, students will be relocated to a safe, open area of the site such as a ballfield or large grass area. Should a site phone become unreachable, please call Ovrom Community Center at 818-238-5435 for information.



Late Pick-Up

Late pick up fees will be charged starting at 6:01 p.m. for Afterschool Daze and Roosevelt Kinder Club. The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter. Late pick up fees are due the next program day at pick up. Picking your child up late on a consistent basis or picking up your child excessively late will result in your child being dropped from the program.

Emergency Contact Information

Please make sure all the information on your child's Participant Sheet is current and accurate. This is the information you entered during online registration for the 2023-2024 Afterschool Daze program. **Please include all parents/guardians on your child's account.** If you move or change phone numbers (work, cell, or home), please make sure that the information on your child's Participant Sheet is updated immediately.

Court Orders

Parents are automatically authorized to pick up their children if they are listed on the Participant Sheet. The ASD & Kinder Club program can not restrict the rights of one parent at the request of the other parent. If there are extenuating circumstances, such as a Restraining Order, please contact the ASD Director.

Parent Volunteer & Visitation Policy

The City of Burbank Parks and Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the ASD & Kinder Club programs, the City of Burbank does not allow parents to volunteer or make visits during program hours. Engaging in activities or interacting with other children during program hours is prohibited. This restriction allows for our staff to have better supervision of the children, limit their exposure to strangers and ensure a safer environment. In addition, parents will not be allowed to enter the center. If you need to drop off a snack/lunch or other materials, please coordinate with staff.



Personal Property

All articles of clothing and personal property should be clearly marked with your child's name. Be aware that possessions do get lost or misplaced; please discourage your child from bringing toys, play cards, or any valuable items. Cell phones are not to be used during ASD/Kinder Club hours. Children using cell phones will be asked to put them away. The City of Burbank Parks and Recreation Department is not responsible for any items lost or stolen.

Parent Communication

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps ASD/Kinder Club staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary. Under no circumstances should a parent of one child attempt to discipline another child. In such a case, please address your concerns to staff.

Discipline Policy

Safety of our participants is our top priority. The discipline policy is set to ensure everyone in ASD/Kinder Club is safe and having a good experience. If there is a need for discipline, appropriate action will be taken. The procedures used by staff are designed to be fair, consistent, and effective. The staff and child will discuss the inappropriate behavior and expectations of them in the program. Parents will also be informed of the situation. If a child's actions are unsafe or continuously disruptive to the program's operations, disciplinary action will be taken. Depending on the misbehavior, the child could receive a warning, a time-out, participation privileges taken away, and/or suspension or expulsion of the program.

Examples of misbehavior that could result in discipline:

1. Causing or attempting to cause physical injury to a fellow student, staff, or member of the public
2. Causing damage to City property or private property
3. Committing an obscene act
4. Engaging in habitual profanity, inappropriate words, teasing or vulgarity
5. Willfully defying and/or disrespecting the Parks and Recreation staff
6. Engaging in bullying through verbal, physical interaction and/or electronic device
7. Running away from staff
8. Breaking the program rules
9. Additional behavior that may be disruptive, unsafe, and/or inappropriate
10. Not following program policies and procedures related to face covering, frequent hand washing and/or other safety protocols

If a child's behavior is unsafe or harmful to themselves or others, or is disruptive to the program, parents will be called to pick up their child from the program immediately. The program supervisor reserves the right to determine which consequence is appropriate for the child's actions. Please note that there is zero tolerance for physical violence and unsafe behavior, such as running away and/or hiding from staff.

Afterschool Daze Program Schedule

Daily program elements include free play, homework time, and multiple recreational activities. The following is a typical daily schedule:

30 – 45 minutes	FREE PLAY
30 – 45 minutes	HOMEWORK TIME Children are required to do their homework unless they do not have homework or they are given written parent permission to do another quiet activity. If a child does not have homework, he/she should bring a book or other quiet activity. All children will participate in quiet time during homework time.
60 minutes	ORGANIZED RECREATIONAL ACTIVITIES Activities may include sports, crafts, games, cooking, contests, science, music, dance, nature, and occasional G or PG movies. Please talk to your site staff if you have any concerns regarding PG movies being viewed by your child.
30 minutes	FREE CHOICE of activities and clean up.

*Schedules may vary slightly at each site. Talk with your site leader regarding specific program schedules.

Kinder Club Program Schedule

Daily program elements include free play, homework time, and multiple recreational activities. The following is a typical daily schedule:

45 – 60 minutes	SNACK/ LUNCH TIME or PLAYGROUND TIME (varies depending on site)
15 minutes	WALK TO VERDUGO PARK (ROOSEVELT)
30 – 45 minutes	FREE PLAY
30 – 45 minutes	HOMEWORK TIME Children are required to do their homework unless they do not have homework or they are given written parent permission to do another quiet activity. If a child does not have homework, he/she should bring a book or other quiet activity. All children will participate in quiet time during homework time.
60 minutes	ORGANIZED RECREATIONAL ACTIVITIES Activities may include sports, crafts, games, cooking, contests, science, music, dance, nature, and occasional G or PG movies. Please talk to your site staff if you have any concerns regarding PG movies being viewed by your child.
30 minutes	FREE CHOICE of activities and clean up.

*Schedules may vary slightly at each site. Talk with your site leader regarding specific program schedules.

Snacks at Afterschool Daze

Snacks will **not** be provided on a daily basis. If you wish to send a snack for your child, please make sure his/her name is clearly marked on the container. Water is readily available at the site. It is recommended to provide a reusable water bottle as well. There may be occasions when the children participate in a cooking activity or make a snack at Afterschool Daze. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.

Snacks at Kinder Club

Snacks will be provided on a daily basis. If you wish to send a snack for your child, please make sure his/her name is clearly marked on the container. Water is readily available at the site. It is recommended to provide a reusable water bottle as well. There may be occasions when the children participate in a cooking activity or make a snack at Afterschool Daze. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.

Physical Activities

Physical activities, games and fitness are scheduled often in an effort to help kids stay healthy and physically fit. If your child has any limitations that may affect his/her ability to participate in physical activities, please be sure to inform your site staff.

Movies

Occasionally, a movie day will be scheduled on the monthly calendar of activities. All movies shown will be rated G. Please talk to the Recreation Leader if this is of concern to you.

Monthly Calendars & Newsletters

Each site creates a monthly calendar of events to distribute to the children and parents. Calendars will consist of a variety of activities, ranging from arts, crafts, science, nature, cooking, physical activities or games. A monthly newsletter with program and department information is also distributed each month.



Late Payments

If automatic payment is unable to process on the 25th of the month, parents will have until the next business day to complete payment. If payments are not submitted by this time, a \$15 Late Payment Fee will be added to your account. **Failure to make monthly payment by the due date may result in forfeiting your child's spot in the program.** Children may not be able to participate in the program until monthly payment has been made or arrangements have been made with program director.

Withdrawal From Program & Refund Policy

All requests for refunds must be submitted by email to afterschooldaze@burbankca.gov at least **two weeks** prior to your child's last day at ASD.

- If any credit is due after the two-week notice, a refund will be processed and a **\$10 refund processing fee per child (if applicable) will be charged.**
- Any refund of fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up to seven business days depending on your credit card company/ bank and check refunds may take 3-6 weeks to receive.
- Program fees are non-transferable and may not be applied toward another program.

Receipts

ASD/Kinder Club payment receipts are emailed. Please make sure your email is correct in CivicRec. Please look over your receipt carefully. If you have any concerns regarding your receipt, please talk to the staff at your ASD site. Please notify us right away if you are not receiving receipts.

You may view your ASD/Kinder Club receipts and total amount paid on your personal CivicRec account at www.burbankparks.com. To help you locate this information, please see the pictures below.

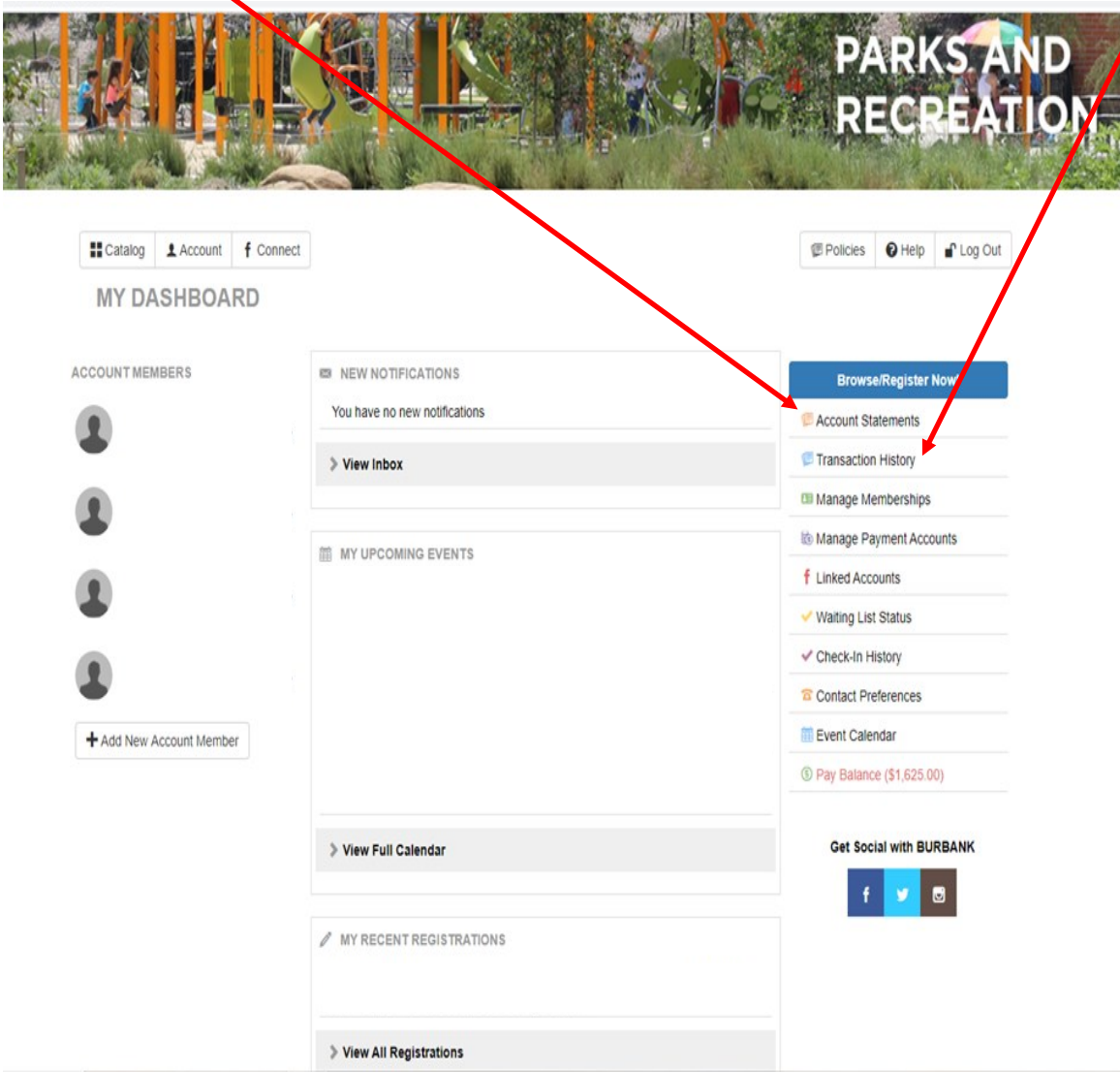
On main page, click on [ACCOUNT](#) on left hand corner

The screenshot shows the City of Burbank Parks and Recreation website. The top navigation bar includes links for RESIDENTS, BUSINESS, VISITORS, GOVERNMENT, JOB SEEKERS, and DEPARTMENTS. Below this is a large banner image of a playground with the text "PARKS AND RECREATION". A red arrow points from the text "On main page, click on ACCOUNT on left hand corner" to the "Account" link in the user navigation bar. The user navigation bar also includes "Catalog", "Connect", "Internal", "Policies", "Help", and "Log Out". Below the navigation bar is a grid of program categories with counts, such as "Welcome!" (15), "Recreation Guide" (0), "Adult Sports" (16), "Afterschool Daze" (10), "Aquatics" (74), "Camps" (196), "Facility Rentals" (59), "Parent & Child Classes" (8), "PASS Program" (0), "Preschool Classes" (40), "Special Events" (15), "Stough Canyon Nature..." (15), "Teen/Adult Classes" (106), "Valley Skate Park" (43), "Youth Classes" (95), "Youth Sports" (125), "B Active" (3), and "Weather Updates" (1). A yellow banner at the bottom of the grid reads: "Welcome to the NEW www.burbankparks.com online registration platform. Please create a new user name to continue. User names from the previous system (eTrak) are no longer valid. Thank you. See Instructions on how to set up your account (link)."

Receipts (continued)

To access monthly & annual totals click on ACCOUNT STATEMENTS

To access individual transactions & receipts click on TRANSACTION HISTORY



PRESCRIPTION MEDICATION RELEASE FORM

Child's Name: _____ Age _____ Birth Date: _____

Program Site: _____

Name of Medication: _____

Reason for Medication: _____

Time Medication is to be Administered: _____ Dosage: _____

Precise Method of Administering Medication: _____

Start Date for Medication: _____ End Date for Medication: _____

Does child possess knowledge and ability to self-administer medication? ☐ Yes ☐ No

If medication is as needed, please describe symptoms or indications that would require medication:

Special Considerations (special instructions, precautions, possible side effects, other comments):

PARENTAL CONSENT: I authorize City of Burbank Parks & Recreation Department staff to assist my child in taking the medication listed above in accordance with the instructions provided above. I understand that Parks & Recreation staff are non-medically trained personnel and that it is my responsibility to provide complete legible directions and instructions for the administering of the medication listed above. I authorize Parks & Recreation staff to communicate with the physician listed below regarding my child's medication and/or medical condition.

Parent / Guardian Signature Date

PHYSICIAN CONSENT: I have prescribed the medication listed above for this child.

Physician Signature Date

Print Physicians Name: _____ Phone: _____

For Office Use Only	
Date Form Received: _____	
Approved: Program Supervisor _____ Signature	Site Leader _____ Signature

**City of Burbank Parks & Recreation
2023-2024 Afterschool Daze
Activity Participation Release**

Please read this form carefully and be aware that by signing this form you will be waiving and releasing the City of Burbank from claims for any injuries, death or other incidents arising out of, or incidental to, participation in voluntary extracurricular activities. The City of Burbank has no responsibility for what happens to your child while they are involved in such activities.

My child, _____, has my permission and consent to participate in voluntary extracurricular activity/activities, and I understand and agree that this activity is elective. Therefore, because my child and I have chosen to participate in this activity/activities I understand that I must make my own arrangements for drop-off and pick-up to participate in the below activity. Students may be transported to and from the activity (a) by a parent/guardian or (b) other designated adult.

I release my child to participate in the following voluntary extracurricular activities.

Name of Activity: _____

Start Date of Activity: _____ End Date of the Activity: _____

Day of the week: _____

Start time of activity: _____ End time of activity: _____

I hereby voluntarily release, discharge, waive and relinquish any and all actions or causes of action for any personal injury, property damage or wrongful death against the City of Burbank and/or any of its officers, agents, servants or employees, as a result of participation in voluntary extracurricular activities or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue.

I understand the nature of the activities for which I am allowing my child to participate in, and have read and fully understand this Release.

Child's Name _____ School Site _____

Parent/ Legal Guardian Name (please print) _____

Parent/Legal Guardian Signature _____ Date _____