

2026-2027

PARENT HANDBOOK  
AFTERSCHOOL DAZE  
McKINLEY & PROVIDENCIA

A S D



## Welcome to Afterschool Daze!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to the 2026-2027 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,



*Afterschool Daze Admin Team*

Ovrom Community Center

City of Burbank | Parks and Recreation

818.238.5435 | [afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov)

## About Afterschool Daze

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to Afterschool Daze (ASD) program, a supervised recreational program for students in grades K-5 at McKinley and Providencia Elementary schools. The 2026-2027 ASD program will be offered every school day, Monday through Friday beginning at the grade 1 and 2 dismissal time through 6pm.

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.

## Partnership with Burbank Unified School District

The City of Burbank Parks and Recreation Department staff offers the ASD program with the support of the Burbank Unified School District. If you have any comments, questions, or concerns related to the ASD program, please contact the ASD Administration Office, **not** the elementary school staff.

## Afterschool Daze Staff Members

All ASD staff are employed by the City of Burbank Parks & Recreation Department. Staff are primarily college students and graduates, many of whom have taken or are currently enrolled in child development, education, or recreation courses. Staff also support Summer Daze, Winter, and Spring Break Camps.

All staff are certified in CPR, First Aid, and Bloodborne Pathogens and complete the Live Scan fingerprinting process. Our team is enthusiastic and committed to providing high-quality programming.

Each site is supervised by a Recreation Leader, an experienced part-time staff member, supported by one or more Work Trainees. Recreation Leaders manage daily schedules and serve as the main point of contact for parents. For serious concerns, the Senior Recreation Leader and Program Supervisor are available to assist.



## Contacting Site Staff

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

- MCKINLEY 818-561-8599
- PROVIDENCIA 818-561-8630

**Kind reminder:** Do not call or text staff on their personal cell phones or emails. Site cellphones are there for you to reach your child or site counselors on site. All direct communication regarding policies/discipline & safety will be routed through Ovrom Community Center via email; [Afterschooldaze@burbankca.gov](mailto:Afterschooldaze@burbankca.gov) & at (818) 238-5435.

## 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](mailto: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 12. This form must be on file with the program director. ASD 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.**

## Program Fees

A \$50.00 registration fee (per child) to cover administrative costs associated with the program will 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 2026-2027 is \$155 per month (for four weeks of care—not calendar month). See page 5 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.

**A \$15.00 Late payment Fee will be applied for declined or unprocessed monthly payment.**

## Making Monthly Payments - [www.burbankparks.com](http://www.burbankparks.com)

ASD/Kinder Club uses an online registration program called CivicRec. Monthly payments will be made online via your CivicRec account ([www.burbankparks.com](http://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.**





## 2026-2027 Afterschool Daze Payment Plan

*ASD Sites: McKinley and Providencia*

- 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	2026-2027 Payment Plans	
	ASD Sites	Payment Applied To Weeks
Upon Registration	\$50	Registration Fee
Upon Registration	\$77.50	8/13, 8/17
8/25/2025	\$155	8/24, 8/31, 9/7, 9/14, 9/21
9/25/2025	\$155	9/28, 10/5, 10/12, 10/19
10/25/2025	\$155	10/26, 11/2, 11/9, 11/16, 11/23
11/25/2025	\$155	11/30, 12/7, 12/14
<b>Weeks of 12/21 and 12/28 NO ASD - Winter Break Camp (separate fee)</b>		
12/25/2025	\$155	1/4, 1/11, 1/18
1/25/2026	\$155	1/25, 2/1, 2/8, 2/15, 2/22
2/25/2026	\$155	3/1, 3/8, 3/15, 3/22
<b>*** Week of 3/22 NO ASD - Spring Break Camp (separate fee)</b>		
3/25/2026	\$155	3/29, 4/5, 4/12, 4/19
4/25/2026	\$155	4/26, 5/3, 5/10, 5/17, 5/24
Total for 2025-2026	<b>\$1,522.50</b>	

## 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](mailto: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 **\$20 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 admin staff at Ovrom Community Center. 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](http://www.burbankparks.com). To help you locate this information, please see reference picture on page 17.

## 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      PROGRAM CHECK IN - FREE PLAY - DAILY ANNOUNCEMENTS

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, and nature.

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.

## What to Send with Your Child

Children will be involved in recreational activities that required protective clothing at all times. Please have your child 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

- √ Closed toe shoes
- √ Extra snacks
- √ Reusable water bottle
- √ & a smile!

## 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. Check out monthly to see if your site was highlighted!

## 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.

## 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.

## Health & Wellness Policy

The health and well being of our Summer Daze campers, staff, and families is of great importance. We require that children who exhibit any common symptom of illness, whether Covid-19 related or not, stay home.

Children who exhibit symptoms related to illness (non-Covid), may be required to be symptom free for 24-hours before returning to camp. If a child tests positive for Covid-19, they may not return to camp until they are allowed to exit self-isolation/quarantine under current Los Angeles County Department of Public Health guidelines.

Afterschool Daze abides by applicable and current safety guidelines and protocols from the Los Angeles County Department of Public Health and the State of California. ***Guidelines and protocols may change throughout the school year.***

## Americans with Disabilities Act (ADA)

If your child receives accommodations or support services during the school day, we ask that these supports continue during ASD and Kinder Club program hours to ensure consistency, safety, and overall success in the program.

To best meet your child's needs, we encourage families to share any relevant information regarding health or developmental considerations (such as ADHD, ADD, or autism). This allows our staff to be better prepared and provide appropriate support. All information shared will remain confidential, as protecting your child's privacy is of the utmost importance to us.

Please note that any "helpers" or support aides must be coordinated in advance through the City's ADA Coordinator and approved prior to entering the program or facility. If you need to request an ADA accommodation, please contact the City's ADA Coordinator at (818) 238-5051 or ADAOffice@burbankCA.gov.

## Student Check in @ ASD

All participants must check in with staff immediately after school dismissal each day. A staff member will verify attendance and sign them in.

Frequent tardiness may result in disciplinary action, including possible suspension or removal from the program. If a child does not check in and no absence has been reported, staff will contact a parent/guardian. If the child cannot be located, appropriate authorities may be notified to ensure their safety.

Please note that if a child is suspended or removed from school during the day, they will not be permitted to attend ASD for the duration of their suspension.

## Absences

Please report any absences to the ASD Administrative Team by 12:00 p.m. via email or phone. When reporting an absence, be sure to include your child's full name, site location, and date of absence to ensure accurate records. Students are checked in within the first 15 minutes of the program.

If a child is not accounted for through our absence log or the school's front office, a parent/guardian will be contacted. Your communication is essential in helping us maintain accurate attendance and ensure the safety of all participants. Thank you for your cooperation.

## Sign out & Pick up

Only a parent/guardian or authorized adult listed on the Participation Form may sign a child out of ASD. A valid photo I.D. is required at pick-up. If identification cannot be verified or the individual is not authorized, the child will not be released.

To update your authorized pick-up list, please contact the ASD Administrative Team at Ovrom Community Center by 12:00 p.m. on the day of pick-up. Include your name, your child's name and date of birth, and the authorized individual's full name, contact information, and relationship to the child.

The ASD program reserves the right to deny pick-up to any individual whose behavior poses a safety risk or who appears to be under the influence of drugs or alcohol. Ongoing concerns may result in removal from the program.

## Late Pick-Up

Late pick-up fees will be charged starting at 6:01 p.m. for Afterschool Daze and Roosevelt Kinder Club. The fee is \$5.00 per child for the first 15 minutes (or any portion thereof), and \$1.00 per minute thereafter. Repeated or excessive late pick-ups may result in removal from the program.

If a child remains at the program 30 minutes after closing and staff are unable to contact an authorized adult, the Burbank Police Department will be notified and may initiate abandoned child procedures.

## Emergency Contact Information

Please ensure that all information on your child's Participant Sheet is current and accurate. This includes all parent/guardian contact information provided during registration for the 2026–2027 Afterschool Daze program.

If there are any changes—such as address, phone numbers (cell, work, or home), or authorized contacts—please update the information immediately to ensure we can reach you in case of an emergency.

## Court Orders

Parents listed on the Participant Sheet are automatically authorized to pick up their children. The ASD and Kinder Club programs cannot restrict one parent's pick-up rights at the request of the other parent.

If there are extenuating circumstances, such as a Restraining Order, please contact the ASD Director to ensure appropriate arrangements are made.

## Parent Volunteer & Visitation Policy

The City of Burbank Parks and Recreation Department is committed to providing a safe and high-quality program for all participants. To ensure the safety and supervision of children in ASD and Kinder Club, parents/guardians are not permitted to volunteer, visit, or engage with participants during program hours.

This policy helps staff maintain proper supervision, limit exposure to unfamiliar individuals, and ensure a secure environment. Parents/guardians are not permitted inside the facility during program hours. If you need to drop off snacks, lunch, or other items, please coordinate directly with program 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 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 Involvement

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Summer Daze 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.

The City of Burbank Parks & Recreation Department is committed to providing safe and quality programs for your child. For the safety of the children in the Afterschool Daze program, the City of Burbank does not allow parents/adults to volunteer or make extended visits during program hours. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers, and ensure a safer environment.

**APPROPRIATE CONDUCT:** It is important that parents, guardians, and authorized representatives of the child role model positive behavior while at the Afterschool Daze program. Parents, guardians, and authorized representatives can be asked to leave the program if their behavior is deemed inappropriate. Parents, guardians, authorized representatives, and authorized visitors are expected to behave respectfully when communicating with Afterschool Daze staff members, other parents, and members of the public. Any inappropriate behavior, abuse, or harassment will result in the suspension or cancellation of the child's enrollment. This includes yelling, threatening, harassing, or other perceived aggressive behavior. Please note that refunds will not be issued if child's enrollment is suspended or terminated due to inappropriate behavior, abuse, or harassment from a parent, guardian, or authorized representative.

## Participant Behavior Expectations

The safety and positive experience of all participants is our top priority. To ensure every child can enjoy the program, behaviors that disrupt or endanger others will not be tolerated.

If discipline is needed, staff will take fair, consistent, and appropriate action. The child and staff will discuss the behavior and expectations, and parents will be informed. Depending on the situation, consequences may include a warning, time-out, loss of participation privileges, or suspension/expulsion from the program.

Examples of misbehavior that could result in discipline:

1. Causing or attempting to cause physical injury to a participant, staff, or member of the public
2. Damaging or attempting to damage City or private property
3. Using profanity, threats, derogatory language, or harassment
4. Defying or showing disrespect to Parks and Recreation staff
5. Engaging in bullying\* verbally, physically, or electronically
6. Running away from staff or refusing to stay with the group
7. Disruptive, unsafe, or inappropriate behavior
8. Stealing from participants, staff, or others
9. Unauthorized use of electronic devices (cell phones, tablets, games, earphones, smartwatches, etc.)
10. Bringing, possessing, or using unauthorized, unsafe, or prohibited items, including weapons

**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.**

## Emergency Preparedness

The City of Burbank Afterschool Daze program follows emergency procedures aligned with BUSD at each site. Your child may participate in drills, such as fire or earthquake exercises.

In the event of an emergency, ASD sites may go on lockdown or require evacuation. Students will be relocated to a safe area on site, such as a ballfield or large grass area.

If a site phone is unreachable, please contact Ovrom Community Center at 818-238-5435 for information.

## School Recess & Holidays

The City of Burbank Parks and Recreation Department offers day camps during Winter Break, Spring Break, and Summer Break. These programs are separate from ASD and Kinder Club, and fees for ASD/ Kinder Club do not cover day camps.

Registration dates, locations, and times will be provided for each program. For more information, please contact our ASD Administrative Office.

### **BUSD School Campuses and ASD will be closed on the following Federal Holidays:**



<b>Labor Day</b>	<b>Monday, September 7, 2026</b>
<b>Veteran's Day</b>	<b>Wednesday, November 11, 2026</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 26 &amp; Friday, November 27, 2026</b>
<b>MLK Jr. Day</b>	<b>Monday, January 18, 2027</b>
<b>President's Day</b>	<b>Monday, February 15, 2027</b>

## Extracurricular Activities

We understand that students may participate in extracurricular activities during ASD hours. Please communicate these plans with our staff and make your own arrangements for drop-offs and pick-ups, as City of Burbank staff are not responsible for transportation to or from these activities.

An Activity Release Form (page 13) must be completed and submitted for each activity. Students will not be released to extracurricular activities without proper authorization.

## Photographs

Please be advised that Afterschool Daze participants are subject to being photographed and/or filmed by City Staff and such photographs may be used to publicize City of Burbank programs and events. Photographs and videos are property of the City of Burbank and no compensation shall be given to program participants or parents.

## 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  
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: \_\_\_\_\_

Location of Activity/Room #: \_\_\_\_\_

Day of the week: \_\_\_\_\_

Start Date of Activity: \_\_\_\_\_ End Date of the Activity: \_\_\_\_\_

Start time of Activity: \_\_\_\_\_ End time of Activity: \_\_\_\_\_

My child will/will not return to ASD after their extracurricular activity **(Please circle one)**

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 \_\_\_\_\_