



PARKS AND
RECREATION

2023 - 2024 PARENT HANDBOOK AFTERSCHOOL DAZE McKINLEY & PROVIDENCIA



Welcome to Afterschool Daze!

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

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to Afterschool Daze (ASD) Drop In Program, a supervised recreational program for students in grades K-5 at McKinley and Providencia Elementary schools. The 2023-2024 ASD Drop In 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. Please note that this is a drop in program and it is not child care.

Program hours cover regular dismissal time, including early Tuesday dismissal at 2:05 p.m. **We do not have coverage available for early kindergarten release.** Supervision is provided to meet the school's "minimum day" needs (usually 1:13 p.m. or 2:05 p.m. dismissal) at no additional cost. **The ASD program closes promptly at 6:00 p.m., late fees will be charged after 6:00 p.m.**

In the first several weeks of the school year, supervision is provided at the early dismissal time for schools with divided openings.

The ASD program cannot accommodate specific classroom schedule changes for field trips or other activities. If your child will be dismissed before ASD hours, please make arrangements to care for your child until regular pick up time at your school. Some schools will assist in accommodating children that have schedule changes until ASD care begins.

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 staff, **not** the 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 12) for when these activity arises.

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 is enthusiastic and strive to provide exemplary programming!

The Recreation Leader at each site is the site supervisor of the ASD program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each ASD 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:

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

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 11. 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.

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

Participants will meet the ASD staff at the lunch shelter and sign themselves in.

McKinley: Parents may pick up their children at the lunch shelter/playground. Rather than honking to pick up your children, we encourage parents to come in to ASD to pick up their children. Parents may enter the school through the gate on Elmwood Avenue.

Providencia: Parents must pick their children up at the school's front office. The Providencia office staff will radio the ASD staff to send their child(ren) to the office.

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.

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.

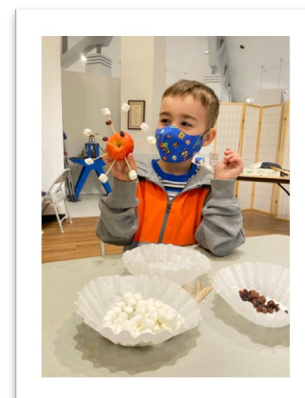
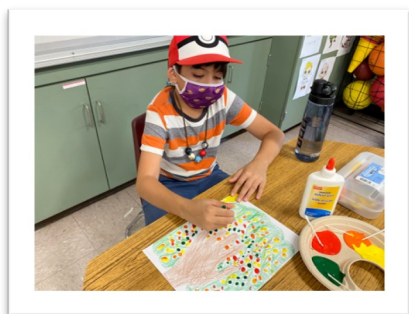
Program Locations

The ASD Drop In program will take place on the school grounds of McKinley and Providencia schools.

SCHOOL	WHERE CHILDREN MEET*	PICK UP LOCATION*
McKinley	Lunch Shelter	Lunch Shelter/ Playground
Providencia	Lunch Shelter	Front Office

* Where the children meet and pick up locations are subject to change.

In case of inclement weather, the program will be held indoors in a room provided by the school.



Late Pick-Up

Late pick up fees will be charged starting at 6:01 p.m. for Afterschool Daze. 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 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 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 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 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.

Snacks

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.

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.

Afterschool Daze Calendars & Newsletters

Each ASD 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.

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. 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.

Afterschool Daze Program Fee

The cost of the ASD Drop In program for 2022-2023 is \$230 per semester. 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 program fee of \$225.00 for the second semester will be automatically charged to the credit card on file on January 2, 2023.

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.**



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.

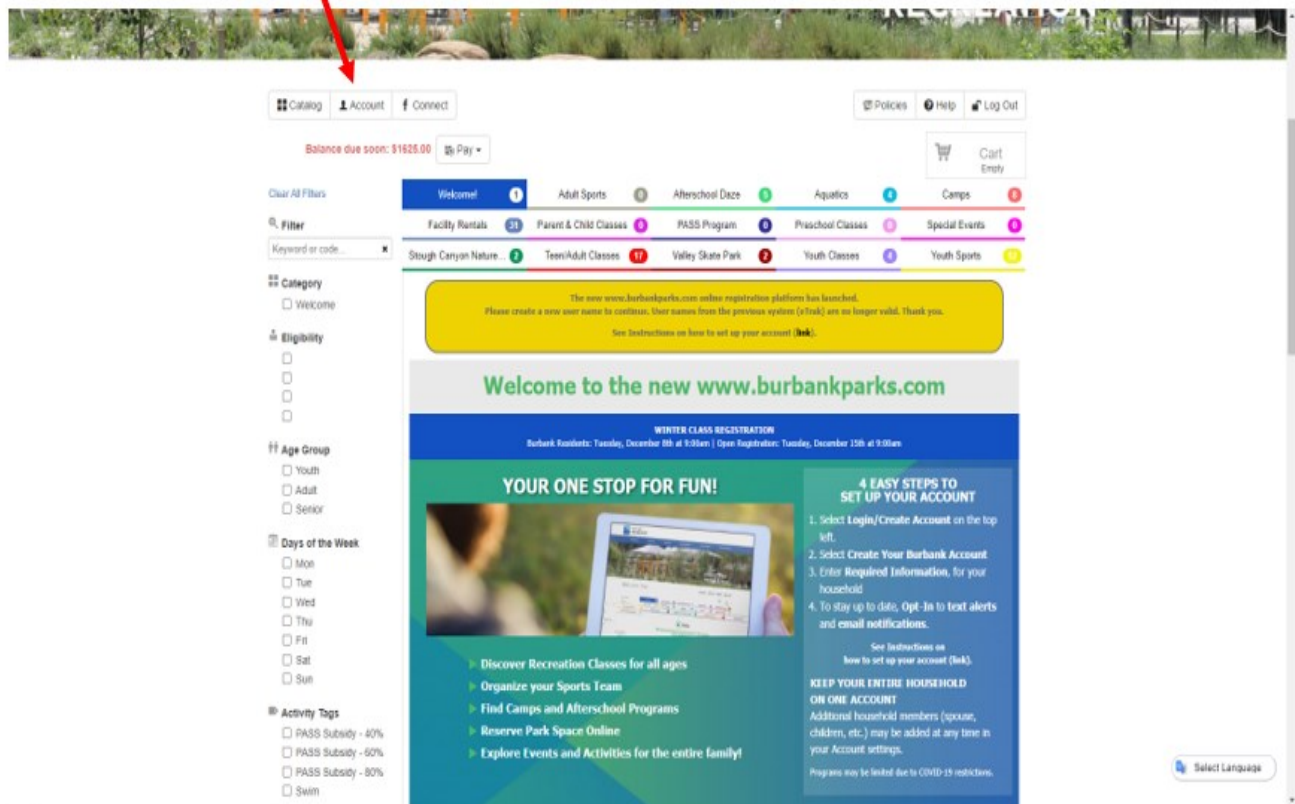
- If any credit is due after the two-week notice, a refund will be processed and a **\$10 refund processing fee per child (if applicable) will be charged.**
- Any refund of fees may take up to one week after notification to be processed. After a refund has been issued, credit card refunds may take up 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 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 can view your ASD receipts and total amounts paid on your 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



Receipts (continued)

To access monthly & annual totals
click on [ACCOUNT STATEMENTS](#)

To access individual transactions & receipts click on [TRANSACTION HISTORY](#)

The screenshot shows the 'MY DASHBOARD' page of the burbankparks.com website. The page has a header with 'PARKS AND RECREATION' and a navigation bar with links like 'Catalog', 'Account', 'Connect', 'Policies', 'Help', and 'Log Out'. The main content area is divided into several sections: 'ACCOUNT1' with a list of user avatars and an 'Add New Account Member' button; 'NEW NOTIFICATIONS' with a 'View Inbox' link; 'MY UPCOMING EVENTS' with a 'View Full Calendar' link; and 'MY RECENT REGISTRATIONS' with a 'View All Registrations' link. On the right side, there is a sidebar with a 'Browse/Register Now' button and a list of links: 'Account Statements', 'Transaction History', 'Manage Memberships', 'Manage Payment Accounts', 'Linked Accounts', 'Waiting List Status', 'Check-In History', 'Contact Preferences', 'Event Calendar', and 'Pay Balance (\$1,625.00)'. Below this list are social media links for Facebook, Twitter, and Instagram. A 'Select Language' button is located at the bottom right. Two red arrows originate from the text above: one points to the 'Account Statements' link in the sidebar, and the other points to the 'Transaction History' link in the sidebar.

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 _____