

# AFTERSCHOOL DAZE 2022-2023 HOW TO REGISTER GUIDE

STEP 1: On main page, click on [AFTERSCHOOL DAZE](#)

The screenshot shows the top navigation bar of the Burbank Parks website. The 'Afterschool Daze' link is highlighted in green, and a red arrow points to it from the top right. The navigation menu includes the following items with their respective counts:

Welcome!	142	Recreation Guide	0	Adult Sports	6	<b>Afterschool Daze</b>	4	Aquatics	501
Camps	148	Facility Rentals	66	Parent & Child Classes	15	PASS Program	0	Preschool Classes	23
Special Events	1	Stough Canyon Nature...	11	Teen/Adult Classes	83	Valley Skate Park	8	Youth Classes	90
Youth Sports	87	Sports POS	1						

Below the navigation menu, a yellow banner contains the following text:

Welcome to the NEW [www.burbankparks.com](http://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 User names from the previous system (eTrak) are no longer valid.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](#)).

Below the banner, there are two registration sections:

**Aquatic Class Registration**  
Burbank Resident Registration: May 10th, 2021 at 9:00 am | Open Registration May 24th, 2021 at 9:00 am

**Recreation Class Registration**  
Burbank Resident Registration: May 11th, 2021 at 9:00 am | Open Registration May 18th, 2021 at 9:00 am

At the bottom, there is a blue banner featuring a 'RECREATION GUIDE' for 'SUMMER 2021'. The guide cover shows a person painting a colorful mural of a face. Text on the cover includes: 'Building Burbank', 'Recreation Guide', 'SUMMER 2021', and 'Clamps at a Glance'.

## AFTERSCHOOL DAZE 2022-2023 HOW TO REGISTER GUIDE

### STEP 2: Select the [2022-2023 Afterschool Daze site](#) to register your child (ren)

Clear All Filters

**Filter**

Keyword or code... ✕

**Location**

Tuttle Senior Adult C...

Verdugo Park

Verdugo Recreation ...

**Category**

Afterschool

**Age Group**

Youth

Adult

Senior

**Days of the Week**

Mon

Tue

Wed

Thu

Fri

Sat

Sun

**Activity Tags**

PASS Subsidy - 40%

PASS Subsidy - 60%

PASS Subsidy - 80%

Swim

Welcome! 6
Recreation Guide 0
Adult Sports 12
Afterschool Daze 21
Aquatics 292

Camps 151
Facility Rentals 306
Parent & Child Classes 27
PASS Program 2
Preschool Classes 47

Special Events 6
Stough Canyon Nature Ce... 16
Teen/Adult Classes 165
Valley Skate Park 33
Youth Classes 163

Youth Sports 100
Afterschool Daze POS 3

**AFTERSCHOOL**

[Afterschool Daze Priority Registration](#) 1 \$0

**Afterschool Daze** ✕

*PLEASE CALL 818-238-5435 TO INQUIRE ABOUT REGISTRATION FOR THE 2021-2022 SCHOOL YEAR.*

*Space is limited! See flyer (PDF) for more information or visit burbankca.gov/ASD.*

Payment Plan option is available on checkout cart (in drop down menu). See step 8 of HOW TO REGISTER GUIDE [here](#).

PROGRAM	LOCATION	AGE	DAYS	DATES	TIMES	
<a href="#">Bret Harte ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$1522.50</b> ⚠
<a href="#">Edison ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$1522.50</b> ⚠
<a href="#">Emerson ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$1522.50</b> ⚠
<a href="#">McKinley ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$500</b> ⚠
<a href="#">Miller ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$1522.50</b> ⚠
<a href="#">Providencia ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$500</b> ⚠
<a href="#">Providencia Kinder Club ASD   202...</a>	Location TBD	Pre-School Gra...	Weekdays	08/15-05/25	1:30pm-5:30pm	<b>\$2919</b> ⚠
<a href="#">Roosevelt ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$1522.50</b> ⚠
<a href="#">Roosevelt Kinder Club ASD   2022-...</a>	Location TBD	Pre-School Gra...	Weekdays	08/15-05/25	12:30pm-6pm	<b>\$3175.50</b> ⚠
<a href="#">Stevenson ASD   2022-2023</a>	Location TBD	5th Grade/under	Weekdays	08/15-05/25	2:30pm-6pm	<b>\$1522.50</b> ⚠

« 1 2 »

**Cart**  
Empty

2



# AFTERSCHOOL DAZE 2022-2023 HOW TO REGISTER GUIDE

**STEP 4: Confirm children and site are correct on cart and select CHECKOUT (the total amount is for the full school year; you will NOT BE CHARGED THIS FULL AMOUNT)**

The screenshot displays a registration cart for 'Afterschool Daze'. On the left, there are filters for Location, Category, Eligibility, Age Group, Days of the Week, and Activity Tags. The main area shows a list of activities under the heading 'Afterschool Daze'. A detailed view for 'Bret Harte ASD | 2021-2022' is shown, including details like Location (TBD), Date Range (08/16-05/26), Schedule Details (2:30p-6p every weekday from Aug 16 to May 26), Age/Gender (5th Grade/under), Fee (\$1,456.00), Registration (May 18 9a-May 26), and Max Participants (30). A summary table at the bottom lists other activities and their fees. A red arrow points from the instruction text to the 'Checkout' button in the summary table.

PROGRAM	LOCATION	AGE	DAYS	DATES	TIME
McCambridge ASD	McCambridge Recreati...	5th Grade/un...	Weekdays	08/17-05/27	2pm
Olive ASD	Olive Recreation Center	5th Grade/un...	Weekdays	08/17-05/27	2pm
Verdugo ASD	Multiple	5th Grade/un...	Weekdays	08/17-05/27	2pm
School Daze Connections	McCambridge Recreati...	5th Grade/un...	Weekdays	08/17-05/27	8am
Bret Harte ASD   2021-2022	Location TBD	5th Grade/un...	Weekdays	08/16-05/26	2:30
Edison ASD   2021-2022	Location TBD	5th Grade/un...	Weekdays	08/16-05/26	2:30
Emerson ASD   2021-2022	Location TBD	5th Grade/un...	Weekdays	08/16-05/26	2:30
McKinley ASD   2021-2022	Location TBD	5th Grade/un...	Weekdays	08/16-05/26	2:30pm-6pm

Item	Total
	\$1,406.00
	\$50.00
<b>TOTAL</b>	<b>\$1,456.00</b>

Buttons: Close, Checkout, Select Language

AFTERSCHOOL DAZE 2022-2023 HOW TO REGISTER GUIDE

STEP 5: CONFIRM FORMS. Print and fill forms only if needed, email forms to [afterschooldaze@burbankca.gov](mailto:afterschooldaze@burbankca.gov)

The screenshot displays a website interface with a navigation bar at the top containing 'Catalog', 'Account', and 'Connect' on the left, and 'Policies', 'Help', and 'Log Out' on the right. A shopping cart icon shows a total of \$1,456.00 for 1 item. The main content area is titled 'Forms' and lists two items:

Form	View/Print
1. Prescription Medication Release Form   Print & Fill Only If Needed	<a href="#">View/Print</a>
2. OTC Medication Release Form   Print & Fill Only If Needed	<a href="#">View/Print</a>

On the right side, there is a 'CHECKOUT FOR VIVIANA GARZON' section with a list of steps: 'Browse Catalog', 'Forms', 'Prompts', 'Waivers', 'Payment', 'Review & Confirm', and 'Receipt'. The 'Forms' step is highlighted in blue. Below this list is a prominent green button labeled 'Confirm Forms >'. A red arrow points from the 'STEP 5' text above to this button. At the bottom of the checkout section is a 'Browse Catalog' link. Below the checkout section is a 'Follow us on Social Media' section with buttons for 'Like 8' and 'View on Instagram'.

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## STEP 6: COMPLETE PROMPTS THOROUGHLY. 3 Emergency Contacts are required. If none or unknown, type N/A. SUBMIT RESPONSES.

The screenshot shows a web interface for a registration process. At the top, there are navigation links for 'Catalog', 'Account', and 'Connect' on the left, and 'Policies', 'Help', and 'Log Out' on the right. A shopping cart icon shows '\$1,456.00' for '1 item'. The main heading is 'Prompts'. Below it is a table with two columns: 'Prompt' and 'Response'. The 'Prompts for' section includes:

Prompt	Response
<b>Prompts for</b>	
1. Emergency/Authorized Pick-Up Contact 1 First & Last Name; Phone Number (XXX) XXX - XXXX; Relationship to Child:	<input type="text"/>
2. Emergency Contact/Authorized Pick-Up 2 First & Last Name; Phone Number (XXX) XXX - XXXX; Relationship to Child:	<input type="text"/>
3. Emergency Contact/Authorized Pick-Up 3 First & Last Name; Phone Number (XXX) XXX - XXXX; Relationship to Child:	<input type="text"/>
4. Emergency Contact/Authorized Pick-Up 4 First & Last Name; Phone Number (XXX) XXX - XXXX; Relationship to Child:	<input type="text"/>
5. Emergency Contact/Authorized Pick-Up 5 First & Last Name; Phone Number (XXX) XXX - XXXX; Relationship to Child:	<input type="text"/>
6. Teacher Name: Room Number:	<input type="text"/>
7. Please specify SPECIAL HEALTH CONSIDERATIONS OR SPECIAL NEEDS (Current medications, known allergies, physical limitations, etc.): Note: If none, please enter N/A. If a prescription or over-the-counter medication will need to be held/administered, during program hours, a City of Burbank Parks & Recreation Department Medication Release Form is required. Prescription medications require a physician signature.	<input type="text"/>

On the right side, there is a 'CHECKOUT FOR VIVIANA GARZON' section with a list of items: 'Browse Catalog', 'Forms', 'Prompts', 'Waivers', 'Payment', 'Review & Confirm', and 'Receipt'. Below this is a green 'Submit Responses' button with a right-pointing arrow. A red arrow points from the top right towards this button. Another red arrow points from the top left towards the first response field in the table.

Below the checkout list is a 'Forms' link with a left-pointing arrow. At the bottom right, there is a 'Follow us on Social Media' section with 'Like 8' and 'View on Instagram' buttons.

# AFTERSCHOOL DAZE 2022-2023 HOW TO REGISTER GUIDE

## STEP 7: AGREE TO PARENT CONSENT & MEDICAL TREATMENT CONSENT. Electronic signature required. CONFIRM WAIVER AGREEMENT.

[Catalog](#) [Account](#) [Connect](#)

### Waivers

#### ASD | Parent Consent

Applies to:

Afterschool Daze Bret Harte ASD | 2021-2022

##### PARENT CONSENT:

I give permission for my child to participate in the City of Burbank Parks and Recreation Afterschool Daze program, including trips by van, foot, or bus. I agree to hold harmless the City of Burbank, its employees, officials and agents from and against any and all liability claims, demands, losses, and/or actions from injury to and/or death of persons and/or damage to property as a result of participation in Afterschool Daze.

I grant the City of Burbank permission to use my or my child(ren)'s photographs and images, including but not limited to video images and sound recording, for the purpose of publicizing and marketing City activities. I understand that no compensation shall be given for use of these photographs and that these images shall become the sole property of the City of Burbank.

I agree on behalf of

#### ASD | Medical Treatment Consent

Applies to:

Afterschool Daze Bret Harte ASD | 2021-2022

##### MEDICAL EMERGENCY TREATMENT CONSENT:

As parent/guardian, I hereby consent to treat my minor child for any and all medical procedures deemed necessary as a result of accident or injury or illness. Consent is given for any licensed physician, surgeon, or accredited emergency unit to give medical attention, and to administer such treatment, drugs and medicines (except as noted below), and to perform such surgical procedures as he/she shall think the existing emergency requires. I further understand that the City of Burbank has no medical insurance and that I am responsible for payment of said treatment.

[Policies](#) [Help](#) [Log Out](#)

 \$1,456.00  
1 item

#### CHECKOUT FOR VIVIANA GARZON

[Browse Catalog](#)

[Forms](#)

[Prompts](#)

[Waivers](#)

[Payment](#)

[Review & Confirm](#)

[Receipt](#)

[Confirm Waiver Agreement >](#)

[Prompts](#)

Follow us on Social Media

[Like 8](#)

[View on Instagram](#)

## AFTERSCHOOL DAZE 2022-2023 HOW TO REGISTER GUIDE

**STEP 8: AGREE to auto-billing. In Available Payment Plans, SELECT THE AFTERSCHOOL DAZE 2022-2023 PAYMENT PLAN. By selecting this option, your payment will be automatically charged on the 25<sup>th</sup> of each month, starting on August 25<sup>th</sup>. Registration Fee (\$50) and payment for first two weeks of school will be due at checkout. **SELECT YOUR SAVED CREDIT CARD and CONTINUE TO PAYMENT.****



Catalog Account Connect Policies Help Log Out

### Payment

Item	Price
1. for Afterschool Daze Bret Harte ASD   2021-2022	
This item entails future payments, and requires a card on file for auto-billing. <input checked="" type="checkbox"/> I AGREE	
Available Payment Plans:	
Pay Now (\$1,406.00)	
Afterschool Daze 2021-2022 (Total: \$1,406.00)	
ASD   Registration Fee	\$50.00
<b>Total Charges</b>	<b>\$124.00</b>

Saved Card [Dropdown]

[Continue to Payment](#)

If you are not redirected to a receipt page after completing your purchase, please return to the catalog and try again.

CHECKOUT FOR VIVIANA GARZON

- Browse Catalog
- Forms
- Prompts
- Waivers
- Payment**
- Review & Confirm
- Receipt

Follow us on Social Media

- Like 8
- View on Instagram



## AFTERSCHOOL DAZE 2022-2023 HOW TO REGISTER GUIDE

### STEP 9: CONFIRM YOUR PAYMENT METHOD and SUBMIT PAYMENT. You're done!

Do not use your browser's 'back' button after submitting your payment. Clicking 'back' may cause a duplicate payment to be processed.

#### Payment Methods



Card Code

+ Or New Payment Method

Submit Payment

Cancel