AFTERSCHOOL DAZE (ASD)

- AND -

ROOSEVELT & PROVIDENCIA KINDER CLUB

2021 - 2022

CITY OF BURBANK

PARKS AND RECREATION

www.burbankca.gov/asd | afterschooldaze@burbankca.gov | 818.238.5435

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 our 2021-2022 school year programs. Please take the time to read through this Parent Handbook as it contains valuable 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. Please make sure you read through the *COVID -19 POLICIES & PROCEDURES PARENT ACKNOWLEDGEMENT FORM* on page 15 carefully. Parents are required to submit a signed form to program staff by the child's first day in our program.

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

Sincerely,

Burbank Parks & Recreation

Afterschool Daze Team

About Afterschool Daze

Afterschool Daze (ASD) is a supervised recreational program for students in grades K-5. The ASD staff to child ratio for the 2021-2022 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 Verdugo Park (servicing 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 and Providencia Elementary. The Kinder Club staff to child ratio for the 2021-2022 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.

PROVIDENCIA KINDER CLUB: Children will sign in with Parks & Recreation Staff at Providencia Elementary' s Kindergarten lunch shelter. When all children are signed in and accounted for, children and staff will then walk over at approximately 2:30 pm to the Don Tuttle Senior Center (1731 N. Ontario St). The Providencia Kinder Club program closes promptly at 5:30 p.m., late fees will be charged after 5:30 p.m.

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 bird dismissal times are signed in and accounted for, children and staff will then walk over at approximately 2:00 pm 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. All communication regarding program activities and child absences must be directed to the Afterschool Daze or Kinder Club staff, *not* to elementary school staff.

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/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
- EDISON ASD 818-963-1317
- EMERSON ASD 818-963-1578
- MILLER ASD 818-561-8616
- ROOSEVELT ASD 818-561-8642
- STEVENSON ASD 818-561-8656

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

- PROVIDENCIA KINDER CLUB 818-568-4069
- 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 until 6:00 p.m. Beyond regular business hours, you may send an email.

Program Director: Viviana Garzon **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 16. 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

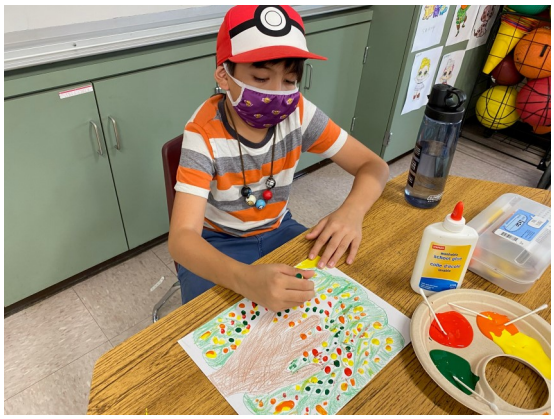
Sign In/ Out

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.** Excessive "no-calls" for absences may result in your child being dismissed from the program.

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 staff.

If you need to add to your list of people authorized to pick up your child, you may email afterschooldaze@burbankca.gov by 12:00 pm the day the adult will be picking up your child. Please include your full name, phone number, child's name, child's date of birth, name of the person you would like to add to the list, and the date the person will be picking up your child. For safety purposes, a site staff will call you to verify your authorization.

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.



Late Pick-Up

Late pick up fees will be charged starting at 6:01 p.m. for Afterschool Daze and Roosevelt Kinder Club. Late pick up fees will be charged starting at 5:31 p.m. for Providencia 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 2021-2022 Afterschool Daze program. 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 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 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)
	WALK TO DON TUTTLE SENIOR CENTER (PROVIDENCIA)
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.

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	September 6, 2021
Veteran's Day	November 11, 2021
Thanksgiving Day	November 25 and November 26, 2021
Martin Luther King, Jr. Day	January 17, 2022
President's Day	February 21, 2022

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 2021-2022 is $148 per month (for four weeks of care—not calendar month). See page 12 for detailed payment plan.

The cost of the Providencia Kinder Club program for 2021-2022 is $302 per month (for four weeks of care– not calendar month). See page 13 for detailed payment plan.

The cost of the Roosevelt Kinder Club program for 2021-2022 is $328 per month (for four weeks of care– not calendar month). See page 14 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.**

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

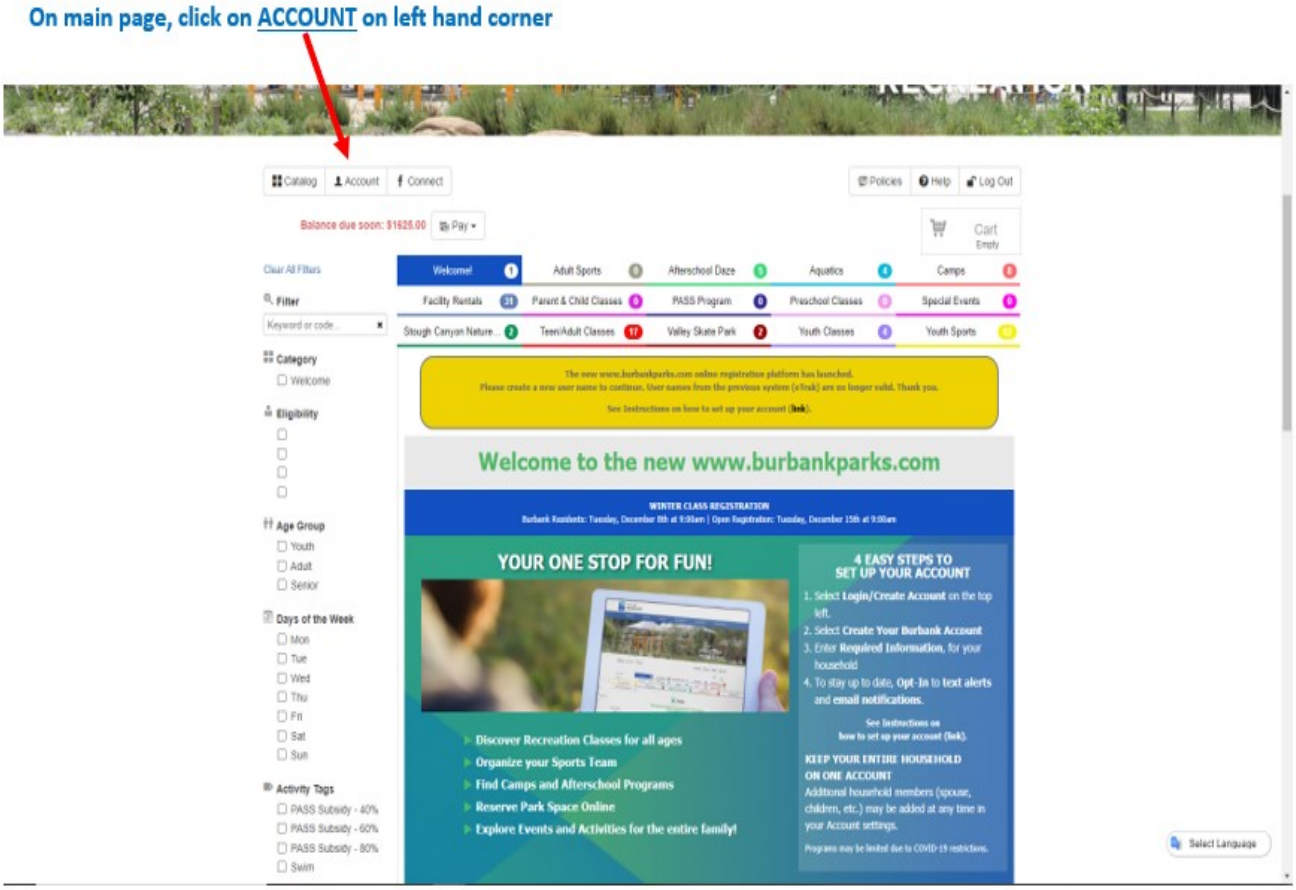
All requests for refunds must be submitted by email to afterschooldaze@burbankca.gov at least **two weeks** prior to your child's last day at ASD.

- 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.

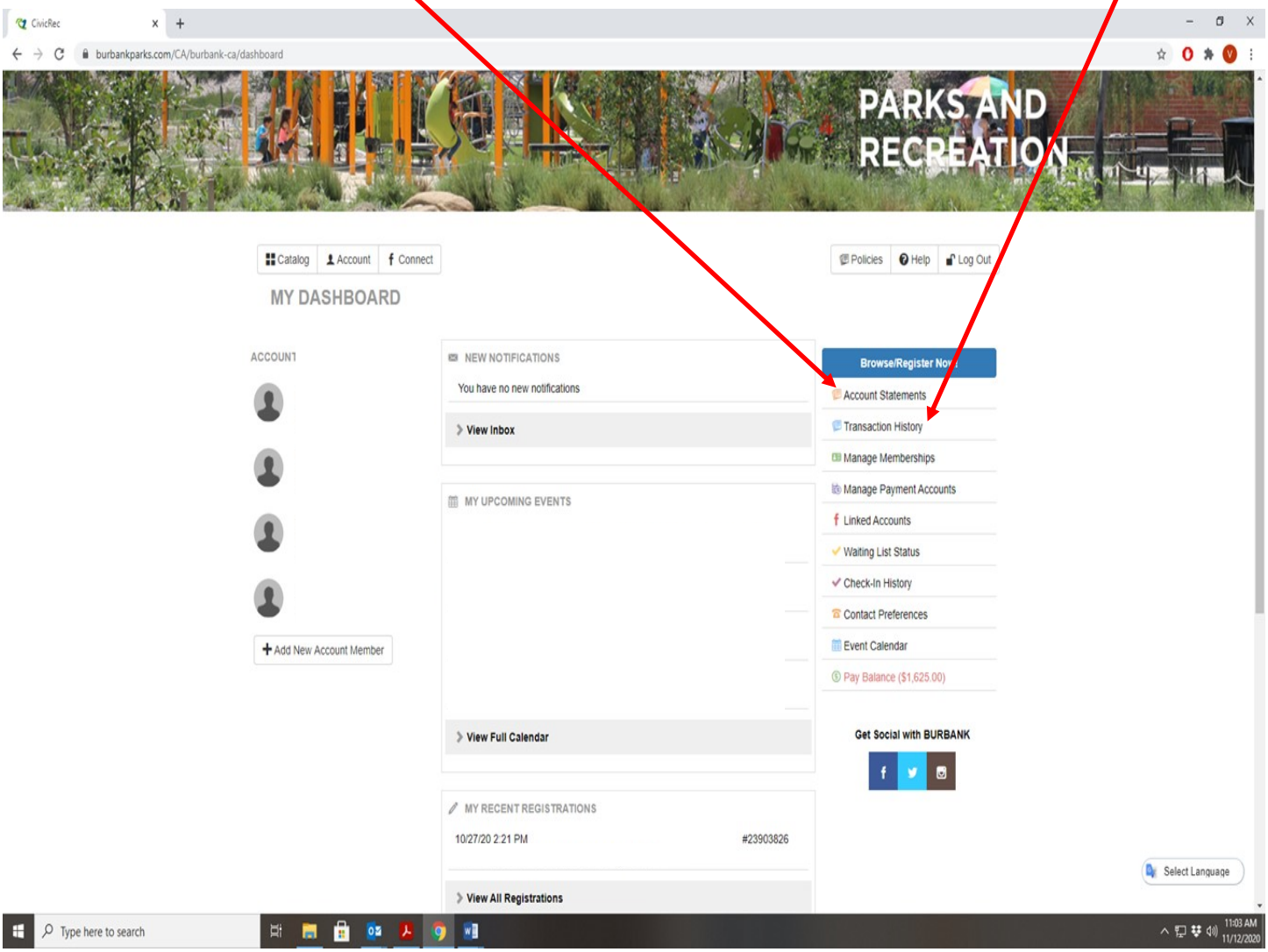
You can view your ASD/Kinder Club receipts and total amounts paid on your CivicRec account at www.burbankparks.com. To help you locate this information, please see the pictures below.



Receipts (continued)

To access monthly & annual totals click on ACCOUNT STATEMENTS

To access individual transactions & receipts click on TRANSACTION HISTORY



AFTERSCHOOL DAZE

PAYMENT PLAN

Sites: Bret Harte, Edison, Emerson, Miller, Roosevelt & Stevenson at Verdugo Park

- 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.

- For tax purposes, our Tax I.D. number is 95-60000683.

Payment Due Date	Payment Due	Payment Applied to Weeks
Upon Registration	**$50**	Registration Fee
Upon Registration	**$74**	8/16, 8/23
8/25/2021	**$148**	8/30, 9/6, 9/13, 9/20
9/25/2021	**$148**	9/27, 10/4, 10/11, 10/18
**10/25/2021	**$148**	10/25, 11/1, 11/8, 11/15
11/25/2021	**$148**	11/22, 11/29, 12/6, 12/13
Weeks of 12/20 and 12/27 NO ASD - Winter Recess Camp (separate fee)		
12/25/2021	**$148**	1/3, 1/10, 1/17, 1/24
1/25/2022	**$148**	1/31, 2/7, 2/14, 2/21
2/25/2022	**$148**	2/28, 3/7, 3/14, 3/28
Weeks of 3/21 NO ASD - Spring Recess Camp (separate fee)		
3/25/2022	**$148**	4/4, 4/11, 4/18, 4/25
4/25/2022	**$148**	5/2, 5/9, 5/16, 5/23

TOTAL FOR 2021-2022 SCHOOL YEAR: $1,456 (includes $50 registration fee)

PROVIDENCIA KINDER CLUB

PAYMENT PLAN

Location: Don Tuttle Senior Center

- 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.

- For tax purposes, our Tax I.D. number is 95-60000683.

Payment Due Date	Payment Due	Payment Applied to Weeks
Upon Registration	**$50**	Registration Fee
Upon Registration	**$151**	8/16, 8/23
8/25/2021	**$302**	8/30, 9/6, 9/13, 9/20
9/25/2021	**$302**	9/27, 10/4, 10/11, 10/18
**10/25/2021	**$302**	10/25, 11/1, 11/8, 11/15
11/25/2021	**$302**	11/22, 11/29, 12/6, 12/13
Weeks of 12/20 and 12/27 NO ASD - Winter Recess Camp (separate fee)		
12/25/2021	**$302**	1/3, 1/10, 1/17, 1/24
1/25/2022	**$302**	1/31, 2/7, 2/14, 2/21
2/25/2022	**$302**	2/28, 3/7, 3/14, 3/28
Weeks of 3/21 NO ASD - Spring Recess Camp (separate fee)		
3/25/2022	**$302**	4/4, 4/11, 4/18, 4/25
4/25/2022	**$302**	5/2, 5/9, 5/16, 5/23

TOTAL FOR 2021-2022 SCHOOL YEAR: $2,919 (includes $50 registration fee)

ROOSEVELT KINDER CLUB

PAYMENT PLAN

Location: Verdugo Park (Log Cabin)

- 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.

- For tax purposes, our Tax I.D. number is 95-60000683.

Payment Due Date	Payment Due	Payment Applied to Weeks
Upon Registration	**$50**	Registration Fee
Upon Registration	**$164**	8/16, 8/23
8/25/2021	**$328**	8/30, 9/6, 9/13, 9/20
9/25/2021	**$328**	9/27, 10/4, 10/11, 10/18
**10/25/2021	**$328**	10/25, 11/1, 11/8, 11/15
11/25/2021	**$328**	11/22, 11/29, 12/6, 12/13
Weeks of 12/20 and 12/27 NO ASD - Winter Recess Camp (separate fee)		
12/25/2021	**$328**	1/3, 1/10, 1/17, 1/24
1/25/2022	**$328**	1/31, 2/7, 2/14, 2/21
2/25/2022	**$328**	2/28, 3/7, 3/14, 3/28
Weeks of 3/21 NO ASD - Spring Recess Camp (separate fee)		
3/25/2022	**$328**	4/4, 4/11, 4/18, 4/25
4/25/2022	**$328**	5/2, 5/9, 5/16, 5/23

TOTAL FOR 2021-2022 SCHOOL YEAR: $3,166 (includes $50 registration fee)

PROGRAM PROCEDURES

- Face coverings – Staff members and participants are required to wear masks while indoors. Parents must send their child with a clean mask that fits properly on a daily basis, along with a clearly marked plastic bag for storage during the day.
- Handwashing - Regular handwashing will be enforced for staff and children.
- Cleaning/disinfecting - Classrooms, bathrooms, toys, and other high-touch surfaces will be cleaned and sanitized regularly.
- Pick up - Families are highly encouraged to designate one person to pick up child(ren) on a daily basis. Masks are required for anyone picking up.

HEALTH POLICIES

- Parent is responsible for screening themselves and their child at home for symptoms of COVID-19, including fever (over 100.4F), new cough, chills, shortness of breath, loss of taste or smell, muscle or body aches, diarrhea, and/or vomiting. Anyone with symptoms consistent with COVID-19, including the child, should remain at home.
- Los Angeles County Department of Public Health (LACDPH) Decision Pathways will be followed for a symptomatic participant and/or staff member: http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf
- Additional health screening will take place upon arrival at program location, including a temperature reading and general questions regarding COVID-19 symptoms and/or exposure.
- Children will not be allowed to attend ASD/Kinder Club if they have a fever of 100.4F or above, or display other symptoms of COVID-19, as listed above. Child cannot return to program for at least 10 days, including 24 hours fever free (without the use of fever reducing medication). Children will be allowed to return sooner with negative COVID-19 test, improving of symptoms, and 24 hours fever free.
- Children who become sick during program hours will be separated from the group and sent home immediately.
- Parents must notify staff if their child or any household member tests positive for COVID-19. In such a situation, the child may not return until they can exit self-isolation or self-quarantine under the County Health Orders.

The City of Burbank Afterschool Daze and Kinder Club Programs follows the LACDPH GUIDANCE FOR EARLY CHILDHOOD EDUCATION PROVIDERS REQUIREMENTS AND BEST PRACTICES. Detailed information can be found here:

http://publichealth.lacounty.gov/media/coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf

PARENT ACKNOWLEDGEMENT: *I understand the policies and procedures listed above for ASD and agree to abide by them. I also understand these policies and procedures may change in accordance with updated guidelines and safety protocols from the Los Angeles County Department of Public Health. I agree to inform my child of policies regarding face coverings and frequent hand washing. I understand that my child may be suspended and/or expelled from ASD if he/she is unable to abide by these policies.*

Name of child (ren). Please list all children enrolled in program:

_____

_____

Signature of Parent/Guardian: _____Date:_____

Updated 08.11.2021

City of Burbank
Parks & Recreation Department

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_____Site Leader _____
Signature Signature