



PARKS AND RECREATION

# ART EXPERIENCES

## Summer 2023 Parent Handbook



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# WELCOME!

The City of Burbank Parks & Recreation Department would like to welcome you to our Art Experiences Summer Camp Program. Our camp staff and expert instructors have prepared an exciting summer program which will truly make your child's experience a fun and memorable one. Please take the time to read through this handbook as it contains valuable information including camp policies and procedures. We look forward to a great summer!

## 2023 ART EXPERIENCES SCHEDULE

SESSION	DATES	THEME
<b>Session 1</b>	N/A	No Session
<b>Session 2</b>	June 5 - 9	To Infinity, Art Beyond
<b>Session 3</b>	June 12 - 16	Arty-Gras Celebration!
<b>Session 4*</b>	June 20 - 23	Pioneering Art
<b>Session 5</b>	June 26 - 30	Drawn to the Wild
<b>Session 6*</b>	July 5 - 7	Arts & Stripes
<b>Session 7</b>	July 10 - 14	Carnival Colors
<b>Session 8</b>	July 17 - 21	Lost City of Art-Lantis
<b>Session 9</b>	July 24 - 28	Arrrt, Matey
<b>Session 10</b>	July 31 - Aug 4	A World of Ancient Art-ifacts
<b>Session 11</b>	N/A	No Session

\*No camp on June 19, July 3, and July 4

## CAMP HOURS

Monday – Friday, 9:00 a.m. – 1:00 p.m.

## LATE PICK UP FEE

A late pick up fee will be charged starting at 1:01 p.m. The charge is \$5.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter.

## SIGN IN/OUT LOCATION

Olive Recreation Center – Side doors near tennis courts  
1111 West Olive Ave  
Burbank, CA 91506

## DROPPING OFF AND PICKING UP

Drop off may require a parent to be present during health screening and temperature check. Only a parent, or a responsible adult authorized by the parent during the registration process, are allowed to pick up your camper. **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 the camp director or in writing (email).

## CAMP SCHEDULE

A camp newsletter will be available the first day of each camp session. Please read this newsletter carefully as it will include important information about the week's activities and events. All Art Experiences Camp activities and events are subject to change without notice. The typical daily schedule is as follows:

9:00-9:15am	<b>Check-In</b> – All campers report to Room 6 in Olive Recreation Center for sign-in
9:15-10:15am	<b>Rotation 1</b> – Campers will participate in one of the following: Art, Dance, Music, or Theatre
10:15-10:30am	<b>Restroom &amp; Water Break</b> – Supervised by staff
10:30-11:30am	<b>Rotation 2</b> – Campers will participate in one of the following: Art, Dance, Music, or Theatre
11:30-11:50am	<b>Snack Break</b> – Campers bring their own snack
11:50-12:50pm	<b>Rotation 3</b> – Campers will participate in one of the following: Art, Dance, Music, or Theatre
12:50-1:00pm	<b>Check-Out</b> – All campers are signed out by authorized adult in Room 6 at Olive Recreation Center. <b><i>Please have I.D.'s ready when signing out</i></b>

## FRIDAY SPECIAL EVENT DAY INFORMATION

Campers will participate in various performances or workshops with special guests and/or staff. Please feel free to talk to the camp staff if you have additional questions or concerns.

## SNACKS

Art Experiences Camp staff does **NOT** provide snack. Please provide a snack for your camper to enjoy at 11:30a.m. Campers will be very active at camp so please pack a healthy snack. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink for snack and label all snacks and containers with your child's name.

Reusable water bottles are also recommended.

## WHAT NOT TO BRING TO CAMP

- Electronic devices
- Valuables
- Expensive clothing or jewelry
- Games or trading cards
- Toys

## CAMP GROUPS

Campers will be divided into stable groups for the week. Campers will participate in several camp activities throughout the day and camp activities will be structured to allow for as much social distancing as possible.

## HEALTH AND WELLNESS

The health and well being of our Art Experiences 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.

A brief health screening and temperature check of each child may be made daily as each child enters camp. Those displaying fever and/or symptoms of infection will not be permitted to stay. If a camper develops signs of illness or symptoms that prevent them from actively participating in camp, the child will be isolated from the other children and parents or guardians will be notified by phone to come pick them up. An authorized adult must arrive within 30 minutes of notification.

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 Los Angeles County Department of Public Health guidelines.

As of the publishing of this handbook, masks are not required. If your child will be wearing a mask at camp please be sure to pack a spare in their backpack. Reusable cloth facemasks should be washed at home prior to wearing it at camp again.

Art Experiences abides by applicable 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 summer.**

## MEDICATION

**Prescription Medication:** If your child requires any medication (including an EpiPen) during program hours, you and your doctor must complete a Burbank Parks & Recreation Department Medication Release form. Art Experiences Camp staff will administer the medication only with this form on file. Camp staff must hold all medication. Please bring in medications in their original containers. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

**Over-the-Counter Medication:** If your child will be taking over the counter medication (such as Tylenol, Benadryl, etc.) during program hours, we must obtain the Burbank Parks & Recreation Department OTC Medication Release Form signed by the parent. Staff will administer the medication, as needed, according to the product label only. Please bring in medications in their original containers. Camp staff must hold all medication. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child to administer themselves.

## CAMPER BEHAVIOR EXPECTATIONS

We want every camper to have the best camp experience possible. To ensure we maintain a safe environment and each camper is free to experience camp life to its fullest, we will not tolerate any behavior that takes that opportunity away from other campers.

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 campers. Parents will also be informed of the situation. If a child's actions are unsafe or continuously disruptive to the camp'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 camper, 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 day camp rules
9. Additional behavior that may be disruptive, unsafe, and/or inappropriate
10. Not following day camp policies and procedures related to social distancing, 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 camp 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.

## PARENT INVOLVEMENT

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps the Art Experiences Camp staff members 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 children. For the safety of the children in the Art Experiences 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.

## BATHROOM POLICY

Campers will visit the restroom at a specific time as a group supervised by staff. If a camper needs to use the restroom before or after the designated time, staff will accompany them and wait in the doorway of the restroom while he/she uses the facility.

Staff supervise all trips to the bathroom and inspect the facility prior to allowing a child to enter. The number of children that may enter the facility at any one time is dependent on the overall size of the facility (social distancing guidelines apply). Staff members stand at the doorway to the bathroom in order to control and prevent any inappropriate activity. Should a child require assistance with a clothing item such as a difficult button, staff will position themselves so that they are visible to others.

## LOST ITEMS

Art Experiences is not responsible for any lost or stolen items. Please label snacks and personal belongings with your child's full name. At the end of each day, any personal belongings left at camp are placed in the Camp's Lost and Found. Unclaimed Lost and Found items will be donated at the conclusion of summer.

## PHOTOGRAPHY

Please be advised that Art Experiences Camp participants are subject to being photographed and such photographs may be used to publicize City of Burbank programs and events.

## CAMP FEE INFORMATION

For tax purposes, our Tax I.D. number is **95-6000683**. **Please keep your receipts for your tax records and/or personal purpose. We do not distribute a cumulative total of day camp fees or reprint receipts. Please make sure we have your correct email on file so you receive an email receipt when we process your payments.**

The balance for each session is to be paid in full upon registration.

## REFUND POLICY

All request for refunds must be submitted in writing by completing the Camp Refund Request Form. Refund Forms may be submitted directly to the Camp Director. Forms can be obtained at each camp location or at [www.burbankca.gov/camps](http://www.burbankca.gov/camps).

- A refund will be issued when request is received at least 10 business days prior to the start of the week enrolled. No refunds will be issued after this time regardless of the reason of non-attendance.
- For each week refunded, a \$10 refund fee per child, per week is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a session and there are no make-up days.
- Any refund of camp 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.
- Session deposits and session camp fees (including extended care fees) are non-transferable and may not be applied toward another camp, session balance, or program.



# 2023 Sports & Specialty Camp Refund Request Form

Child's Name \_\_\_\_\_ Date of Request: \_\_\_\_\_

### REFUND POLICY

- All requests for refunds must be submitted in writing by completing the Sports & Specialty Camp Refund Request Form. Forms are available at each camp location or online at [www.burbankca.gov/camps](http://www.burbankca.gov/camps)
- A refund will be issued when request is received at least **10 business days** prior to the start of the week enrolled. **No refunds will be issued after this time regardless of the reason of non-attendance.**
- For each week refunded, a **\$10 refund fee per child, per week** is withheld regardless of reason for refund.
- A refund will not be issued for days missed in a week and there are no make-up days.
- Sports and Specialty Camp fees are non-transferable and may not be applied toward another camp, session balance, class, or program.
- Any refund of camp 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.

### EMAILS FORMS TO:

- Art Experiences Camp: [cacmail@burbankca.gov](mailto:cacmail@burbankca.gov)
- Sports Camps: [youthsports@burbankca.gov](mailto:youthsports@burbankca.gov)
- Stough Canyon Nature Experiences: [naturecenter@burbankca.gov](mailto:naturecenter@burbankca.gov)
- All other specialty camps: [classreaistration@burbankca.gov](mailto:classreaistration@burbankca.gov)

Session	Dates	Last Day to Request Refund
1	May 30 - June 2 <i>No camp May 29</i>	Monday, May 15
2	June 5 - 9	Monday, May 22
3	June 12 - 16	Monday, May 29
4	June 20 - 23 <i>No camp June 19</i>	Monday, June 5
5	June 26 - 30	Monday, June 12
6	July 3 - 7 <i>No camp July 4</i>	Monday, June 19
7	July 10 - 14	Monday, June 26
8	July 17 - 21	Monday, July 3
9	July 24 - 28	Monday, July 10
10	July 31 - August 4	Monday, July 17
11	August 7 - 11 <i>No Art/Stough Canyon Nature Experiences Camp</i>	Monday, July 24

Camp: \_\_\_\_\_ Dates: \_\_\_\_\_

Please state the reason for the request: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Email: \_\_\_\_\_

*For office use only:* Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt: \_\_\_\_\_



## 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



## OVER THE COUNTER MEDICATION RELEASE FORM

Child's Name: \_\_\_\_\_ Age \_\_\_\_\_ Birth Date: \_\_\_\_\_

Program Site: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_  
\_\_\_\_\_

Time Medication is to be Administered: As needed Dosage: per product label directions

Precise Method of Administering Medication: per product label directions

Start Date for Medication: ongoing-as needed for pain End Date for Medication: ongoing-as needed for pain

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.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

### For Office Use Only

Date Form Received: \_\_\_\_\_

Approved: Program Supervisor \_\_\_\_\_ Site Leader \_\_\_\_\_

Signature

Signature