



City of Burbank Parks & Recreation

TEEN Summer Daze 2026

Parent Handbook

Verdugo Park



Welcome!

The City of Burbank Parks & Recreation Department would like to welcome you to our Summer Daze Program. We have prepared an exciting summer program that is sure to be a fun and memorable experience for your child. Please take the time to read through this handbook as it contains valuable information including camp policies and procedures.

We are committed to having a fantastic summer through our fun recreation-based programming! Your child will be participating in daily activities such as arts, crafts, sports, cooking, field trips, events, and more which will allow them to play, discover, be creative, and create friendships. We look forward to sharing a wonderful summer experience with your child!

Sincerely,

Burbank Parks & Recreation



Table of Contents

Summer Daze Themes & Camp Schedules Hours & Late Pickup Fees Location & Contact Number	Page 3
How to Register for Summer Daze Payment Information Automatic Payment Schedule	Page 4
Receipts Tax I.D. Number Cancellations & Refunds TEEN Summer Daze Location and Phone Number Camp Hours Late Pick-Up	Page 5
Dropping Off and Picking Up Preparing for Camp Lunch and Snacks	Page 6
What to Wear to Camp Swim Day Cell Phones Camp Storage / Cubbies Lost Items	Page 7
Health and Wellness Policy Medication Americans with Disabilities Act Emergency Preparedness	Page 8
Camper Behavior Expectations Parent Involvement Discipline Matrix	Page 9-10
Photography Newsletter and Calendar Camp Groups and Activities General Daily Schedule Restroom Procedures	Page 11
Field Trips Transportation Bus Behavior	Page 12
Authorization to Sign Out of Camp Camp Refund Request Form Prescription Medication Release Form Over-the-Counter Medication Release Form	Page 13 Page 14 Page 15 Page 16

Summer Daze 2025

Teen Summer Daze Schedule

SESSION	DATES	THEME	FIELD TRIP
Session 1	June 1 – 5	Cosmic Campers	Griffith Observatory
Session 2	June 8 - 12	Wild West Wonders	Knott's Berry Farm
Session 3*	June 15 - 19*	Fun is the Goal	Special Guest
Session 4	June 22 - 26	Camps Got Talent	El Capitan Theater
Session 5**	June 29 - July 3**	Team USA	All Camp/ Special Guest
Session 6	July 6 - 10	Teeing off for fun	Castle Park
Session 7	July 13 - 17	Journey Through Time	Natural History Museum
Session 8	July 20 - 24	Camp Champs	LA Sparks Game
Session 9	July 27 - 31	Surf's Up	Pacific Park at Santa Monica Pier
Session 10	August 3 - 7	Neon Odyssey	Ultra Zone

*No camp on June 19

**No camp on July 3

*** Themes, field trips, and guest performers are subject to change

CAMP HOURS

Regular Hours:

Monday – Friday, 9:00 AM – 4:00 PM

Extended Care:

Monday – Friday, 7:30 AM – 9:00 AM & 4:00 PM – 6:00 PM

LATE PICK UP FEE

A late pick up fee will be charged starting at 4:01 PM (6:01 PM if enrolled in extended care). The charge is \$10.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter.

SIGN IN/OUT LOCATION/PHONE NUMBER

Mary Alvord recreation Center (Off of N California St & up facility stairs to gymnasium):
3201 W Verdugo Ave Burbank, Ca 91505 | 818.238.5390

Camp Parameters

Ages: All campers MUST be 10½ years of age on the first day of the session being registered for.
TEEN Summer Daze: 10½ - 14 years

Spaces: Camp spaces are limited.

How To Register For TEEN Summer Daze

All registration must be completed 100% online at burbankparks.com. Call 818.238.5435 for registration assistance.

Pre-registration begins February 10

All registrants (resident and non-resident) must complete the pre-registration process prior to registering for camp sessions. The process allows you to set-up an account in the CivicRec Registration System (if you do not have one) and supply the necessary camper/emergency information required for camp. Payment is not accepted during the pre-registration period. Pre-registration does not guarantee placement in a camp program.

Burbank Resident Registration begins on March 7 at 9:00am

Must have completed the pre-registration process to register for camp. Registration is on a first come, first served basis. Extended care option can be added to any registered camp session beginning March 17.

Non-Resident (NR)/Open Registration begins on March 17 at 9:00am

Must have completed the pre-registration process to register for camp. Registration is on a first-come, first-served basis. Extended care option can be added to any registered camp session beginning March 17.

The Burbank Parks & Recreation Department reserves the right to verify residency and age at any time. Falsifying information during the enrollment process will result in forfeiture of your camp spot(s) and you will be issued a refund minus fees in accordance with the camp refund policy.

Payment Information

Session 1 fees are due in full at time of registration. For all other sessions, you may select to pay in full (default) or enroll in a payment plan. Credit card must be saved on file at time of registration (Visa/Mastercard accepted).

Payment Plan

Sessions 2 through 10 are eligible for a payment plan option with a **\$50 deposit per child**, per session. You **must** select the payment plan option for each session during the checkout process for the deposit to apply for those sessions, otherwise payment will be charged in full. **Note: Any payment collected in full cannot be adjusted to a payment plan after the transaction is complete.** Session balances will be charged automatically 10 business days prior to the start of the session.

Session	Dates	Camp Fee	Ext. Care	Automatic Balance Payment
1	June 1 - 5	\$220/ NR \$230	\$40	Full payment due at time of registration
2	June 8 - 12	\$220 / NR \$230	\$40	Monday, May 25
3	*June 15 - 19	\$185 / NR \$195	\$40	Monday, June 1
4	June 22 - 26	\$220 / NR \$230	\$40	Monday, June 8
5	*June 29 - July 3	\$185 / NR \$195	\$40	Monday, June 15
6	July 6 – 10	\$220 / NR \$230	\$40	Monday, June 22
7	July 13 - 17	\$220 / NR \$230	\$40	Monday, June 29
8	July 20 - 24	\$220 / NR \$230	\$40	Monday, July 6
9	July 27 - 31	\$220 / NR \$230	\$40	Monday, July 13
10	August 3 - 7	\$220 / NR \$230	\$40	Monday, July 20

Receipts

Please keep your receipts for your tax records and/or personal purpose. **TEEN Summer Daze does not distribute a cumulative total of day camp fees or reprint receipts.** Payment history can be retrieved on your Civic Rec account.

Receipts for payments will be emailed to the email address in your Civic Rec account. Please notify us right away if you are not receiving receipts.

Tax I.D. Number

For tax purposes, our Tax I.D. number is 95-6000683.

Cancellations and Refunds

All requests for refunds must be submitted in writing by completing the Camp Refund Request Form. Refund Forms may be submitted directly to the Camp Director in person or emailed to summerdaze@burbankca.gov. Forms can be obtained at each camp location or online at 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 **\$25 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.
- Any refund of camp fees may take up to five business days 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.

Teen Summer Daze Location and Phone Number

Mary Alvord Recreation Center (Verdugo), 3201 West Verdugo Avenue, 91505 | 818.238.5390

Camp Hours

We are pleased to offer our TEEN Summer Daze families the convenience of extended care in the early morning and late afternoon for an additional fee of \$40 per camper, per session.

Monday - Friday (excluding holidays)	9:00 AM - 4:00 PM
Extended Care Hours	7:30 AM - 9:00 AM & 4:00 PM - 6:00 PM

Late Pick-Up

Late pick up fees will be charged starting at 4:01 PM (6:01 PM if enrolled in extended care). The charge is \$10.00 per child for the first 15 minutes, or portion thereof, and an additional \$1.00 per minute thereafter.

Additionally, if your child is not enrolled in extended care and you arrive before 9:00 AM, the late fee will be administered. If your child is dropped off early or picked up late a second time during the week, you will be charged the \$40 extended care fee.

Dropping Off and Picking Up

Drop off requires a parent or responsible adult to sign your camper into camp. 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 them. Children will not be released to an adult who appears to be under the influence of drugs or alcohol. Changes to your authorization list (adding/deleting names) may be done with the camp director or in writing (email).

Specific procedures will vary by camp location and will be emailed to parents the week prior to your child's week in camp.

One of the privileges allowed to our TEEN Summer Daze campers is the opportunity to sign themselves out of camp with parental permission. An ***AUTHORIZATION TO SIGN OUT OF CAMP*** form which allows the camper to sign themselves out must be on file with the staff before a child will be allowed to leave without an adult. Please see form on page 10.

Preparing for Camp

Camp is an active environment and campers should wear **comfortable clothing** and **athletic shoes that completely cover the foot and toes**. Sandals, Crocs, or open-toed shoes are not allowed. Shorts and a t-shirt are standard camp wear.

Please send your child with the following **labeled** items daily:

- ◇ **REUSABLE WATER BOTTLE** - Campers must bring a reusable water bottle that can be refilled throughout their active camp day.
- ◇ Sunscreen (Some activities are outside. Be sure to apply sunscreen before arriving at camp. Staff will not provide nor apply sunscreen on campers)
- ◇ Hat or visor

What **NOT** to bring to camp:

- ⊗ **Electronic devices such as video games and MP3 players**
- ⊗ **Personal toys**
- ⊗ **Trading cards**
- ⊗ **Stuffed animals**
- ⊗ **Expensive clothing or jewelry**

Lunch and Snacks

Campers must bring a non-perishable lunch every day to camp, unless specified in the weekly newsletter. In order to prevent accidental contact or ingestion by campers with severe allergies, the City of Burbank encourages parents to avoid sending any nut products to camp for lunch or snack. Campers must bring their own utensils.

Lunch and snack breaks generally take place outdoors. In the case of inclement weather, eating areas will be set up indoors.

We kindly request that you pack several nutritious snacks for your child to enjoy each day. Providing nutritious snacks not only fuels their bodies but also helps them maintain concentration during camp activities. We encourage options that are low in sugar and high in nutrients to support their development.

Special lunches will be provided on occasion. Camp staff will include that information in weekly newsletters.

What to Wear to Camp

Participants must dress appropriately for all camp activities. Dress code requires that clothing fit and cover the participant in an appropriate manner. Undergarments, private parts, and midriffs must be covered for every participant. For safety reasons, shoes must be worn at all times with toes completely enclosed (NO SANDALS, HEELS, CROCS or OPEN TOE SHOES). All clothing and jewelry must be appropriate for an active day at camp. The wearing of any article which promotes or symbolizes alcohol, drug, tobacco use, illegal activity, profanity, gang identification or which is vulgar or offensive is not allowed. Parents will be notified of dress code violations and/or be required to bring an appropriate change of clothes for the participant. Continuous issues with dress code may result in suspension/ expulsion from camp.

Campers are required to wear their camp shirt on field trips and specified days only. Camp shirts must be from the current year, camp location (shirt colors are different for each location and can vary year to year), and unaltered (dyed, cut, etc.). If a camper arrives without their Summer Daze camp shirt or with an altered shirt, they will be given a new shirt and a **\$20.00 fee will be charged to your account.**

Some camp activities are outdoors; please apply sunscreen to your child before arriving at camp.

Swim Day

Please refer to your camp's newsletter for the day(s) of the week the camp will be swimming. Campers must bring a swimsuit, towel, and sunscreen in a bag or backpack. Flip flops may be worn only while at the pool. **All campers are strongly encouraged to wear rash guards or swim shirts on swim days.**

Campers are placed in designated swim groups based on the swim level noted during the registration process. In order to swim in deep water or use the diving boards, campers must pass a swim test conducted by a lifeguard each week regardless of the swim level noted. Swim levels will be identified via a colored wristband.

Swim Levels include Non-Swimmer (red wristband - not permitted in pool), Beginner (blue wristband - shallow end only), Advanced (green wristband - deep end and high-dive after passing swim test).

Parents or guardians may request their camper's swim level be increased or decreased in writing to the camp director. In the event of a request to increase levels, pool and/ or camp staff reserve the right to decrease that camper's level in the interest of the campers safety and well-being. In the event pool and/ or camp staff determine the safety of the camper necessitates their swim level to be lowered, they will no longer be eligible to be raised to a higher level.

Cell Phones

Cell phones are not necessary at camp and are not to be used during camp hours. **Campers may ask permission from the camp director to use their cell phones in certain or emergency situations.** If campers are caught using their cell phones during camp without authorization, they will be collected and returned to parents or the camper at the end of the day.

While we recognize that today's youth are living in an especially digital world, Teen Summer Daze kids are here to learn how to make face-to-face conversations, navigate friendships, and improve their social skills, among other things. If a camper is involved in texting friends or playing games on their phones then they're not engaging in Teen Summer Daze activities.

Camp Storage / Cubbies

Campers will be assigned an individual cubby in which to store their belongings during the camp day. Campers will utilize the same cubby throughout the week. All belongings must be taken home each day.

Lost Items

TEEN Summer Daze is not responsible for any lost or stolen items. Please mark all articles of clothing, towels, lunches 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 Lost and Found. Unclaimed Lost and Found items will be donated after 30 days.

Health & Wellness Policy

The health and well being of our Teen 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 Los Angeles County Department of Public Health guidelines.

Teen Summer Daze 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 prescribed medication (including an EpiPen) during program hours, **you and your doctor** must complete and sign a Burbank Parks & Recreation Department Medication Release form. Summer Daze staff will supervise self-administration of the medication only with this doctor-and-parent-signed form on file. Camp staff must hold all medication. Please bring in medications in their original containers with prescription labels intact. Please do not put your child's medication in their lunches, cubbies/baskets or send medication with your child.

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 supervise the self-administration of 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.

Summer Daze staff are not medical professionals and will not administer medications to campers. Staff may supervise camper self-administration of medication in accordance with the instructions provided on the required medical forms.

Americans with Disabilities Act (ADA)

Our programs are designed for group settings and do not provide one-on-one care or personal assistance. If a participant's needs require continuous individual support for safety or participation, we will work with families to explore reasonable accommodations under the Americans with Disabilities Act. If you need to request an ADA accommodation, please contact the City's ADA Coordinator at (818) 238-5051 or ADAOffice@burbankCA.gov.

Emergency Preparedness

In the event of an emergency, facilities may be placed on lockdown or may require evacuation. In the case of a facility evacuation, campers will be relocated to a safe, open area of the park such as a ballfield or large grass area. In extreme circumstances, campers may be relocated to a nearby park or safe zone. Should a facility phone become unreachable, please call the Parks & Recreation Administrative Office at 818-238-5300 for information.

Camper Behavior Expectations

We strive for 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, appropriate 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 include but are not limited to:

1. Causing or attempting to cause physical injury to a camp participant, staff, or member of the public
2. Causing or attempting to cause damage to City property or private property
3. Committing an obscene act
4. Using profanity, inappropriate words, making verbal threats, using derogatory language, or verbally harassing camp participants, staff, or members of the public.
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 or refusing to remain with group
8. Behavior that is disruptive, unsafe, and/or inappropriate
9. Stealing from camp participants, staff, or members of the public
10. Unauthorized use of electronic devices including but not limited to cell phones, tablets, portable video games, earphones, and smart watches.
11. Bringing, possessing, or distributing any items or materials that are unauthorized, unsafe, or otherwise inappropriate within the program facility.
12. Bringing a weapon to program facility.
13. Brandishing and/or using a weapon at program facility.

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.

*Bullying is defined as repeated or intentional behavior (verbal, physical, or social) that is meant to harm, intimidate, or control another participant and creates an unsafe or unwelcoming environment in programs or facilities. The following does NOT constitute bullying: One-time conflict or disagreement, mutual arguments between peers, reasonable discipline or corrective instruction by Staff.

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 Summer 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 Summer 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 Summer 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. Please refer to the Parks and Recreation Department Code of Conduct on pages 17-18.

Photography

Please be advised that Teen Summer 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.

Newsletter and Calendar

A camp newsletter will be emailed to parents no later than the Friday before each session of camp and are also available the first day of each session. The newsletter includes pertinent information for what is taking place throughout the week. Activity calendars will be posted in the camp room. Summer Daze activities and events are subject to change without notice.

Camp Storage / Cubbies

Campers will be assigned an individual cubby in which to store their belongings during the camp day. Campers will utilize the same cubby throughout the week. All belongings must be taken home each day.

Camp Groups and Activities

Campers will be divided into groups of approximately 20 children, each with a dedicated team of counselors for the week. We maintain a 1:10 ratio of staff to campers throughout the summer. Campers will participate in several camp activities throughout the day. Camp activities include arts, crafts, indoor/outdoor activities, games, sports, music, drama, science, nature, cooking, and more.

General SD Daily Schedule

7:30 - 9:00AM	Extended Care*
9:00 - 10:00AM	Attendance & morning snack
10:00AM - 12:00PM	Camp Activities
12:00 - 1:00PM	Lunch
1:00 - 3:30PM	Camp Activities
3:30 - 4:00PM	Afternoon snack and closing
4:00 - 6:00PM	Extended Care*

*Please refer to pg 7 for Extended Care Info

Restroom Procedures

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. Staff members stand outside the doorway to the bathroom in order to control and prevent any inappropriate activity.

Swim Day

Please refer to your camps newsletter for the day(s) of the week the camp will be swimming. Campers must bring a swimsuit, towel, and sunscreen in a bag or backpack. Flip flops may be worn only while at the pool. **All campers are strongly encouraged to wear rash guards or swim shirts on swim days.**

Campers are placed in designated swim groups based on the swim level noted during the registration process. In order to swim in deep water or use the diving boards, campers must pass a swim test conducted by a lifeguard each week regardless of the swim level noted. Swim levels will be identified via a colored wristband.

Swim Levels include Non-Swimmer (red wristband - not permitted in pool), Beginner (blue wristband - shallow end only), Advanced (green wristband—deep end and high-dive after passing swim test).

Parents or guardians may request their camper's swim level be increased or decreased in writing via email to the Camp Director. In the event of a request to increase levels, pool and/or camp staff reserve the right to decrease that camper's level in the interest of the campers safety and well-being. In the event pool and/or camp staff determine the safety of the camper necessitates their swim level to be lowered, they will no longer be eligible to be raised to a higher level.

Field Trips

Camp sessions may include a weekly fieldtrip that requires walking or bus transportation. Field trips are carefully planned and at no time will any child be left unsupervised. Roll call and head counts are performed prior to boarding the bus (departing and returning) and throughout our time at the trip venue. Camp Directors and Group Counselors keep campers emergency information with them at all times.

Campers must wear their Summer Daze t-shirt on all trips. Camp shirts must be from the current year, camp location (shirt colors are different for each location and can vary year to year), and unaltered (dyed, cut, etc.). If a camper arrives without their Summer Daze camp shirt or with an altered shirt, they will be given a new shirt and a **\$20.00 fee will be charged to your account.**

On some trips, campers will be purchasing their lunch/snacks or may need money for activities. If your child will be holding their own money, a fanny pack or hip pouch is a good way for them to keep their money safe and secure. Alternately, money can be checked-in with your child's group counselors for safe keeping until a purchase is required. If a camper has a sibling in camp, please be sure that each child has their own money for the day as groups may be separated.

Field Trips (continued)

Camp staff do their best to stay on schedule and return to camp at the designated return time. Due to unforeseen circumstances outside of our control, delays may occur during the return to camp. Updates can be given by calling Mary Alvord Recreation Center (Verdugo) at 818-238-5390.

Please refer to your newsletter for specific information regarding trips and talk to camp staff if you have any questions or concerns.

Transportation

TEEN Summer Daze uses school buses provided by an outside transportation service, which provides experienced, state-licensed drivers. Staff and campers will need to abide by all guidelines set forth by the bus company.

While on walking fieldtrips, campers will be expected to abide by all traffic rules and stay on sidewalks and paths. Counselors are dispersed throughout the camp group.

Bus Behavior

All campers are expected to follow the following rules:

- Always listen to the bus driver and counselors
- Campers must remain seated and facing forward
- Keep hands to yourself and feet on the floor, not in the aisles or window
- Do not stick any body parts out of the window
- Do not throw any items in the bus or out of the window
- Use quiet voices while on the bus
- No eating or drinking on the bus

***Campers who do not follow the bus rules may be denied the privilege of attending field trips**

City of Burbank Parks and Recreation Department:
Teen Summer Daze
AUTHORIZATION TO SIGN OUT OF CAMP

Dear Teen Summer Daze Parent,

Welcome to Teen Summer Daze! One of the privileges allowed to our teen campers is the opportunity to sign themselves out of camp with parental permission. Your signature below allows your child to sign themselves out of camp with the following rules:

- Parents are required to be present during Check-In screening process.
- Campers may sign out at 4:00 p.m. Campers enrolled in extended care may sign out as late as 6:00 p.m. Extended care is an additional \$40 per week per camper.
- If a camper is not yet signed in, or already has signed out, they may not participate in camp activities. Campers may be asked to leave the facility. All park rules must be followed.
- The City of Burbank has no responsibility for the camper until he/she completes Check-In screening process with parent present.
- The City of Burbank has no responsibility for the camper after he/she has signed themselves out.
- Campers needing to sign out of camp during camp hours (9:00 a.m.-4:00 p.m.) must have written parent permission.
- Campers may forfeit the signing in/out privilege if they are found disobeying or abusing the rules.
- Parents may call 818.238.5390 to notify staff that their child will not attend, or to check if their child arrived safely.

Thank You,
Teen Summer Daze Staff
(818) 238-5390

-----Cut along this line-----

My signature below authorizes my child to sign themselves out of camp. I have read and understand the rules pertaining to campers signing out.

Camper's Name: _____ Camper's Phone Number: _____

Parent Phone Number: _____

What time do you expect your child to leave camp? _____ Sign-Out Time: _____

What other activities is your child involved in that would make them come late and/or leave early?

Additional Notes:

I authorize my child to sign him/herself INTO/OUT of camp.

Parent/Guardian Print Name: _____

Signature of Parent/Guardian: _____

Date: _____



2026 Summer Camp Refund Request Form

Child's Name _____ Date of Request: _____

REFUND POLICY

All requests for refunds must be submitted in writing by completing the Summer Camp Refund Request Form. Forms may be submitted directly to the Recreation Center staff in-person or emailed to summerdaze@burbankca.gov. Forms can be obtained at each camp location or online at 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 refund will be issued after this time regardless of the reason of non-attendance.**
- For each week refunded, **a \$25 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.
- Any refund of camp fees may take up to seven business days 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.
- **Transferring from one camp to another will be considered a refund request and \$25 fee per child, per week will be applied.**

Please list the camp/session(s) you would like to cancel.

Session	Dates	Last Day to Request Refund	Camp Location
1	June 1 – 5	Monday, May 18	
2	June 8 - 12	Monday, May 25	
3	June 15 – 19 <i>No camp June 19</i>	Monday, June 1	
4	June 22 – 26	Monday, June 8	
5	June 29 – July 2 <i>No camp July 3</i>	Monday, June 15	
6	July 6- 10	Monday, June 22	
7	July 13 – 17	Monday, June 29	
8	July 20 – 24	Monday, July 6	
9	July 27 – 31	Monday, July 13	
10	August 3 - 7	Monday, July 20	

Please state the reason for the request: _____

Parent Name: _____ Parent Signature: _____

Email: _____ Phone: _____

Please email the following completed document to SummerDaze@burbankca.gov

For office use only: Date Received: _____ Staff Initials _____ Receipt: _____

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



CODE OF CONDUCT

Welcome to the City of Burbank Parks and Recreation Facilities and Parks. We're committed to providing a safe, clean, and enjoyable environment for all visitors. To help ensure a positive experience for everyone, please follow the rules of conduct outlined below.

- **Demonstrate common courtesy to fellow participants, community members, and staff.**
- **Maintain an environment where conflict and differences can be addressed in a respectful manner.**
- **Treat public and private property, City facilities, Parks, and equipment with courtesy.**
- **Cooperate with City staff in maintaining safety, order, and discipline.**
- **Observe program rules and regulations, follow staff direction, and abide by posted rules at all times.**

THE FOLLOWING IS PROHIBITED

AT ALL CITY OF BURBANK RECREATION FACILITIES AND PARKS:

1. Acts of discrimination and/or verbal, physical, or visual harassment based on any of the following protected characteristics: age, sex, race, color, national origin, ancestry, gender, gender identification, sexual orientation, genetic information, marital status, religion, citizenship status, medical condition, military and veteran status, or any disability protected by State or Federal law;
2. Possession of firearms, weapons, and dangerous and/or hazardous materials; (BMC 5-3-804; BMC 5-3-806; BMC 5-3-808);
3. Possession or usage of alcoholic beverages or illegal drugs, or reporting to a program under the influence of drugs or alcohol (BMC 3-3-703, BMC 5-3-108, BMC 5-3-210, BMC 5-3-211);
4. Smoking, including the use of electronic smoking devices (BMC 4-1-703);
5. Sexual misconduct such as indecent exposure, touching, or harassing patrons or staff; sexual acts of any type; public nudity; viewing child pornography or exposing a child to any pornography (BMC 5-3-211, BMC 5-3-109, PC 311.11, PC 314, PC 647);
6. Conducting personal commercial activities without a City-issued permit, including but not limited to the unauthorized sale or display for sale of goods, tickets or services. This applies to any persons, firm, corporation or charitable organizations engaging in or to attempting to engage in any business, activity or act for financial compensation (BMC 3-3-801.1); or aggressive soliciting in the building, on the grounds or in the parking lot; conducting unauthorized events, demonstrations, or campaigning unless expressly allowed by law;
7. Use any City Facility or Park to conduct any picnic, celebration, parade, service, exercise, event, or organized sports activity pursuant to BMC 3-3-801 without a City-issued permit. Any group of 25 or more must have a park usage permit;
8. Commercial photography, videotaping, or recording of any kind without a permit issued by the City; non-commercial photography is permitted within reasonable community standards (BMC 3-4-2001);
9. Unlawful to be in the Parks when closed between 10:00 p.m. – 6:00 a.m., or to use any facility outside of posted operational hours unless authorized or permitted (BMC- 5-3-410);
10. Public urination or defecation in public is strictly prohibited in all City parks (BMC 5-3-211);
11. Unauthorized borrowing, taking, using, or tampering with another person's property without the consent of the owner. Unauthorized use of any City equipment, property, rooms, or utilities without the permission of City staff (PC 484);
12. Leaving personal belongings unattended or using any structure or object to encroach upon City property is prohibited (PC 484, BMC 5-3-211 (D));
13. Damaging City property or property of another. Persons caught breaking, defacing, or destroying property will be required to leave the Facility and/or Park and may be criminally prosecuted. In the case of minors, the parent or legal guardian of that minor shall be liable for payment of the fine (PC 594);
14. Disruptive outbursts; use of loud, abusive, profane or threatening language; threatening or harassing behavior towards or around others; making threatening gestures, including prolonged staring at an individual; unwanted touching; or any behavior that could constitute assault (BMC 5-3-211, PC 647, PC 422);



CODE OF CONDUCT

15. Disruptive cellular phone conversations; the use of electronic devices without headphones or unauthorized use of amplified sound, such as: radios, music players, video games, and computers, that results in discomfort or annoyance to a reasonable person of normal sensitivity; charging personal electronic devices through the use of Facility resources (PC 647, PC 484);
16. Animals are not allowed in the Facility, with the exception of service animals, as defined by the Americans with Disabilities Act. The owner must be in physical proximity and have full control of the service animal at all times;
17. Persons exhibiting illness, poor personal hygiene, and/or related conditions that may compromise the health of others may be asked to leave the Facility until the condition is remedied. This includes persons wearing scented products strong enough to be disruptive or persons bringing personal items with a foul odor into Facility;
18. Loitering, laundering or preparing food in public restrooms; shaving, showering, or bathing in public restrooms with the exception of Aquatic patrons utilizing the pool locker rooms (PC 647(h));
19. Improper attire. Shoes and shirts must be worn at all times;
20. Allowing children under the age of 9 to be left unattended;
21. Any inappropriate or unsafe behavior creating a disturbance in any manner that interferes with people's ability to use the Facility or Park, or staff's ability to do their job or impeding the City's ability to conduct its official business or programming; any conduct that endangers the life, safety, health, and wellbeing of others (BMC 5-3-211, PC 647, PC 602);
22. Playground equipment in City parks is intended for recreational use by minors. Use by others for any purposes other than recreational use by minors is prohibited, except when necessary for supervision, assistance, or inclusive play;
23. Dogs must be on a secure leash and under the control of a responsible person at all times when in parks. No animal shall stray or roam at large. You must clean up after your dog (BMC 5-1-1001, BMC 5-1-1102);
24. Loud music, radios, or amplified sound that disturbs nearby homes or others in the park is not allowed. Sound that can be heard 75 feet or more from the source or park boundary is considered a violation. Permits are required for amplified sound or events with sound systems (BMC 9-3-213.5);
25. Persons may ride a bicycle on sidewalks or paths located within City parks, except where expressly prohibited pursuant to local, State, or Federal law, with the exception of wheelchairs or similar devices. Bicycles may be ridden on designated bicycle paths and within parking areas. Bike riders should travel at a reasonably safe speed. Any person under the age of 17 shall wear a bicycle helmet. Unauthorized use of any Electric Mobility Device as defined in BMC 6-1-2801 et. al. including motorbikes, motorized bicycles, motorized scooters, motorized skateboards, low speed vehicles, Segways, or any other motor vehicles outside of any designated bike path is prohibited;
26. No person shall drive a vehicle in any public park, golf course, parking area, or other public ground owned by the City (BMC 6-1-1505);
27. No person shall stand or park any vehicle upon a parking lot of a public park unless they are actually using the park's facilities (BMC 6-1-1017);
28. Any illegal activities prohibited by local, State, and Federal law.

Scan the QR code to access a complete version of this document in **English**, **Español**, **Հայերեն**, and **Русский**.

