



*Play, Grow, Discover*

# SUMMER DAZE 2018 PARENT HANDBOOK



*Make Memories*



*Summer Fun*

## 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 unforgettable experience for your child(ren). 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 innovative camps! Your child will be encouraged to shoot for the stars through activities where they can play, learn, be adventurous, and create friendships. We look forward to sharing a memorable summer with your child(ren)!

Sincerely,

Burbank Parks & Recreation Summer of 2018 Team

## ABOUT DAYCAMP

### SUMMER DAZE CAMP PHONE NUMBERS

- McCambridge Recreation Center: (818) 238-5378
- Robert Gross Park: (818) 238-5403, (818) 238-5378 until May 25
- Verdugo Recreation Center: Lower Assembly Building: (818) 238-5392, Recreation Center: (818) 238-5390

### CAMP HOURS

Monday - Friday (excluding holidays) 9:00 a.m. - 4:00 p.m.  
Extended Care Hours 7:30 a.m. - 9:00 a.m., 4:00 p.m. - 6:00 p.m.  
\*Extended Care hours are available for an additional \$30.00 per session.

### LATE PICK UP FEES

Late pick up fees will be charged starting at 4:01 p.m. (6:01 p.m. if enrolled in extended care). The charge is \$5.00 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 a.m., 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 \$30.00 extended care fee.

### SIGN-IN/OUT POLICY

A parent or responsible adult must sign their child into camp with staff upon arrival.

A parent or responsible adult (listed on the registration form) must sign your child out of camp. **Only the people listed on your registration card will be authorized to sign-out your child. 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 your camp director.

### SIGN IN/OUT LOCATIONS

- McCambridge Park McCambridge Recreation Center, Room 1
- Verdugo Park Verdugo Park Lower Assembly Building
- Robert Gross Park Robert Gross Park Assembly Building

Children will be assigned a cubby in which to keep their belongings. Your child's cubby number will correspond to the number next to his/her name on the attendance sheet. Please note that the numbers may change from session to session.

### LUNCHES AND SNACKS

Campers must bring their lunch every day unless specified in the weekly newsletter. Campers will be very active at camp so please pack a healthy lunch. Please do not pack candy or other foods with little nutritional value. Be sure to include a drink for lunch. Small drinks will be provided daily (usually a 6 oz. juice or milk) and we offer the children a small morning and afternoon snack. Water is readily available at all camp sites.

### WHAT TO BRING TO CAMP

- Lunch
- Swimsuit, towel and sunscreen on designated swim days
- Camp shirt on designated trip days

### WHAT NOT TO BRING TO CAMP

Electronic devices such as cell phones, video games, MP3 players or other valuables  
Expensive clothing or jewelry  
Games, toys or trading cards

### WHAT TO WEAR TO CAMP

Campers should wear comfortable clothing and athletic shoes (**NO SANDALS or OPEN TOE SHOES**) to camp. Shorts and a t-shirt are standard camp wear. A camp shirt will be given to all campers. Campers are required to wear their camp shirt on field trips and specified days only. **A \$10.00 fee will be charged for each additional T-shirt.** Some camp activities are outdoors; please apply sunscreen to your child before arriving at camp.

### LOST ITEMS

Summer Daze is not responsible for any items lost or stolen. 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.

### 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. Summer Daze 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.

Please note any information that will help staff effectively supervise your children, (for example: health considerations, special needs, etc.) on the Summer Daze Daycamp 2018 Registration Form.

### **DISCIPLINE**

To prevent the need for discipline, Burbank Parks & Recreation Department staff utilizes positive reinforcement techniques while communicating with the children. The Summer Daze staff recognizes and rewards appropriate behavior. However, 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 in the program. If the problem continues, the child could receive a warning, a time-out, and/or participation privileges taken away.

Examples of Specific Misbehavior:

1. Constant harassment of other children and staff (including hitting, biting, name calling, etc.)
2. Running away from staff
3. Disrespect shown to staff members
4. Not following directions and rules
5. Use of profanity or inappropriate words
6. Additional behavior that may be disruptive, unsafe, and/or inappropriate

If a child's behavior is unsafe or harmful to themselves or others, parents will be notified to pick up their child. Recurrent behavioral problems may result in temporary or permanent suspension from the program.

### **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 children. 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. If you need to drop off a lunch or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. 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.

### **PHOTOGRAPHY**

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

## ***CAMP SCHEDULES & ACTIVITIES***

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, field trips, special events, and more. Group activity calendars will be posted in the camp room. Summer Daze activities, events, and trips are subject to change without notice.

### CAMP GROUPS AND ACTIVITIES

Children will be placed in age appropriate activity groups. Group movement accommodations will only be made if space is available in the other group. Each group will consist of approximately 20 children and two camp counselors. We maintain a 10:1 ratio of children to staff throughout the summer. Campers will take part in several camp activities throughout the day. Camp activities include arts, crafts, indoor/outdoor activities and games, sports, music, drama, science, nature, cooking, and more!

### SWIMMING, SUNSCREEN, & RASH GUARDS

All camps will swim once a week. Typically, Summer Daze Verdugo swims on Tuesdays; Summer Daze McCambridge swims on Tuesdays; Summer Daze at Robert Gross Park swims on Fridays. Swim days are subject to change depending on field trips or special events. Any changes to swim schedule will be noted on the weekly calendar. Campers must bring a swimsuit, towel, sunscreen, and a change of clothes on swim days. **All campers are strongly encouraged to wear rash guards on swim days.** Please apply sunscreen to your child before arriving at camp.

Campers are placed in swim groups based on the swim level noted on the registration form. In order to swim in the deep end or use the diving board, campers must pass a swim test conducted by a lifeguard weekly.

During field trips to waterparks, campers must bring swim shoes or sandals to wear at the waterpark. Participants still need to wear closed toe shoes while at camp. **Campers are strongly encouraged to wear rash guards on field trips to waterparks.**

Please remember to pack sunscreen with your child(ren) on swim days and waterpark field trips. Please apply sunscreen to your child(ren) before arriving to camp.

### TRIP INFORMATION

Campers **must** wear their Summer Daze t-shirts on all trips. Camp shirts must be from the current year. **A \$10.00 fee will be charged for each additional t-shirt.**

On some trips, campers will be purchasing their own lunch and be permitted to buy souvenirs (if time and conditions permit). Campers will be responsible for their own money. A fanny pack or hip pouch is a good way for campers to keep their money safe and secure. Please note: since children are divided by age group, siblings may be in different groups— please be sure that each child has his/her own money for the day.

Camp staff do their best to stay on schedule and return to camp at the designated return time. Due to unforeseen circumstances, delays may occur during the return trip to camp. Updates can be given by calling the camp site: Verdugo Summer Daze – (818) 238-5390, McCambridge Summer Daze – (818) 238-5378, Summer Daze Express – (818) 238-5378.

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

### MOVIES

On occasion, movies rated G or P.G. are shown in camp. Please talk to your camp staff if this is a concern to you.

## CAMP FEE INFORMATION

Remaining balances for camp sessions are due 10 business days prior to the start of the specific camp session. Failure to pay balance on payment date may result in forfeiting your child's spot in camp for that specific session. Camp fees are by week and will not be prorated. A payment schedule is provided below.

### McCAMBRIDGE & VERDUGO SUMMER DAZE PAYMENT SCHEDULE

**Camp Fee: \$145 PER SESSION, \$130 FOR SESSION 1 & 6  
\$30 EXTENDED CARE, \$10 NON-RESIDENT FEE**

SESSION	DATES	THEME	BALANCE DUE DATE
1	May 29 – June 1	The Dawn of Summer Fun	Date of registration
2	June 4 – June 8	Low Tides and Good Vibes	Monday, May 21
3	June 11 – June 15	Let the Good Times Roll!	Monday, May 29
4	June 18 – June 22	That's Incredible!	Monday, June 4
5	June 25 – June 29	Lil' Bit Country	Monday, June 11
6	July 2 – July 6	A Series of Fortunate Events	Monday, June 18
7	July 9 – July 13	Teamwork Makes the Dream Work	Monday, June 25
8	July 16 – July 20	Makin' Waves	Monday, July 2
9	July 23 – July 27	Space is the Place	Monday, July 9
10	July 30 – Aug. 3	Under the Sea	Monday, July 16
11	Aug. 6 – Aug. 10 (Verdugo Only)	That's All, Folks!	Monday, July 23

### ROBERT GROSS PARK SUMMER DAZE PAYMENT SCHEDULE

**Camp Fee: \$145 PER SESSION, \$130 FOR SESSION 1 & 6  
\$30 EXTENDED CARE, \$10 NON-RESIDENT FEE**

SESSION	DATES	THEME	BALANCE DUE DATE
1	May 29 – June 1	The Dawn of Summer Fun	Date of registration
2	June 4 – June 8	Low Tides and Good Vibes	Monday, May 21
3	June 11 – June 15	World Cup	Monday, May 29
4	June 18 – June 22	That's Incredible!	Monday, June 4
5	June 25 – June 29	Camp of Legends	Monday, June 11
6	July 2 – July 6	A Series of Fortunate Events	Monday, June 18
7	July 9 – July 13	Teamwork Makes the Dream Work	Monday, June 25
8	July 16 – July 20	Let the Good Times Roll!	Monday, July 2
9	July 23 – July 27	Space is the Place	Monday, July 9
10	July 30 – Aug. 3	Under the Sea	Monday, July 16
11	Aug. 6 – Aug. 10	That's All, Folks!	Monday, July 23

### PAYMENTS

**Paying online:** It is recommended to pay your balances online. You are able make payments online by logging into your E-Trak Plus account at [www.burbankparks.com](http://www.burbankparks.com).

**Paying at camp site:** If needed, payments will be accepted at the camp sites. You may make payments with cash (must bring exact change), check, Visa, MasterCard, or money order. Please make checks payable to **City of Burbank** and include your driver's license number and your child's name on the check.

### TRANSFERS, WITHDRAWALS, AND REFUNDS

**Two week notice** is required for transfers of sessions and/or camps. Transfers will be granted on an availability basis and dependent on waiting lists.

**Two week notice** is required to withdraw from a camp session and receive a refund. A \$10.00 refund fee will be assessed. If the required two week notice is not given, the \$50.00 deposit for that session will be forfeited.

### RETURN ITEM FEE

A check returned from your banking institution will be subject to a \$25.00 Return Item Fee. Full payment and Return Item Fee will be due in cash no later than one week after notification. Furthermore, you may be required to make any future payments in cash or by money order.

### RECEIPTS

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.** Payment history can be retrieved on your E-Trak Plus account.

Receipts for payments will be emailed to the email address in your E-Trak Plus account. Please make sure the correct email is in your E-Trak 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**.