WELCOME TO AFTERSCHOOL DAZE!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to Afterschool Daze (ASD) Drop In Program, a supervised recreational program for students in grades K-5. The 2019-2020 ASD Drop In program will be offered every school day, Monday through Friday, at McKinley and Providencia 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. Please note that this is a drop in program and is not child care. We look forward to a great school year!

ABOUT ASD

PROGRAM HOURS
Program hours cover regular dismissal time, including early Tuesday dismissals. **We do not have coverage available for early kindergarten release.** Supervision is provided to meet the school’s “minimum day” needs (usually 1:13 p.m. or 2:05 p.m. dismissal) at no additional cost. **The ASD program closes promptly at 5:00 p.m., late fees will be charged after 5:00 p.m.**

In the first several weeks of the school year, supervision is provided at the early dismissal time for schools with divided openings.

The ASD program cannot accommodate specific classroom schedule changes for field trips or other activities. If your child will be dismissed before ASD hours, please make arrangements to care for your child until regular pick up time at your school. Some schools will assist in accommodating children that have schedule changes until ASD care begins.

PROGRAM FEES
For the 2019-2020 school year, there will be minimal program fee for the Afterschool Drop-In Programs at McKinley and Providencia Elementary schools. The Parks and Recreation Department is committed to continuing to provide a safe environment for children at these schools with activities that enhance their physical, social, and cognitive development and the new program fees will help offset staffing and material costs. We are proud to be able to continue offering exceptional programs at McKinley and Providencia after all these years!
NEW PROGRAM FEE INFORMATION FOR 2018-2019
The program fee for the 2019-2020 school year is $116.00 per semester. This fee will be due by the end of the second week of each school semester. Please note that a $50.00 registration fee (per child) to cover administrative costs associated with the program is required at the time of registration. A two-week notice before your child starts the program is required to receive a refund of the $50.00 registration fee. The registration fee is non-refundable once your child starts the program.

PARTNERSHIP WITH BURBANK UNIFIED SCHOOL DISTRICT
The City of Burbank Parks and Recreation Department staff offers the ASD program with the support of the Burbank Unified School District. If you have any comments, questions, or concerns related to the ASD program, please contact the ASD staff, not to elementary school staff.

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 6:30 p.m. Beyond regular business hours, you may leave a message with night staff at Ovrom Community Center or send an email.

Program Director: Viviana Garzon
Email: afterschooldaze@burbankca.gov

STAFF
The ASD staff consists mostly of college students and college graduates. Many of the staff have taken or are currently enrolled in child development, education, and recreation classes. All ASD staff are CPR, First Aid, and Blood Borne Pathogens certified. In addition, staff go through the Live Scan fingerprinting process. The City of Burbank Parks and Recreation Department conducts bi-monthly staff meetings with focused training. The staff is enthusiastic and strives to make ASD an exemplary program!

The Recreation Leader at each site is the site supervisor of the ASD program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each ASD site is staffed with one Recreation Leader and one or more Work Trainees who support and assist the Recreation Leader in all program activities.

PROGRAM SCHEDULE
Daily program elements include free play, homework time, and recreational activities and varies between both drop in sites. Each ASD 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.

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.
CONTACTING SITE STAFF
ASD staff carry a site cell phone that will be operational during ASD hours. Please call this number if you need to communicate with site staff during ASD hours.

- MCKINLEY ASD 818-854-1743
- PROVIDENCIA ASD 818-854-9513

Kind reminder: Do not call or text staff on their personal cell phones.

EMERGENCY INFORMATION
Please make sure all the information on your child's registration form is current and accurate. If you move or change phone numbers (work, cell, or home), please make sure that the information on your emergency forms is updated immediately.

MEDICATION
If your child requires medication during program hours, you and your doctor must complete a Medication Release Form. This form must be on file with the program director. ASD 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 Registration Form.

DISCIPLINE POLICY
To prevent the need for discipline, the City of Burbank Parks and Recreation staff utilizes positive reinforcement techniques while communicating with the children. ASD 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 or reflection time (3 to 5 minutes), 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.
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, radios, electronic games, headphones, etc. to ASD. Cell phones are not to be used during ASD hours. Children using cell phones will be asked to put them away. The City of Burbank Parks and Recreation Department is not responsible for the children's personal belongings.

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.

PARENT COMMUNICATION
We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps ASD 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.

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 program, the City of Burbank does not allow parents to volunteer or make extended visits during program hours. If you need to drop off a snack 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.

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 and your ASD payment 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 Afterschool Daze will be closed on the following Federal Holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>September 2, 2019</td>
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<tr>
<td>Veteran’s Day</td>
<td>November 11, 2019</td>
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<tr>
<td>Thanksgiving Day</td>
<td>November 28 and November 29, 2019</td>
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<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 20, 2020</td>
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<tr>
<td>President’s Day</td>
<td>February 17, 2020</td>
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**PUPIL FREE DAYS**

On Pupil Free Days, which are not city-wide holidays, supervision will be provided from 7:30 a.m. to 6:00 p.m. at McCambridge or Verdugo Recreation Center for an additional fee. The fee generally ranges from $35 to $40. Look for registration forms at your site to register your child for the Pupil Free Days. The registration deadline will be approximately one week prior to the Pupil Free Day and will be listed on your monthly calendar. Late registrations will not be accepted. Only participants meeting the deadline may be registered for the Pupil Free Day care. A participant who does not meet the deadline will be placed on a waiting list and accepted only if a registered participant drops, making a space available. Registrations will be accepted at the ASD sites and Ovrom Community Center. Pupil Free Days are subject to cancellation when enrollment is low.

**Pupil Free Days for 2019-2020 School Year:**
- Monday, November 18, 2019
- Monday, February 10, 2020

**SNACKS**

Snacks will **not** be provided on a daily basis. If you wish to send an after school snack for your child, please make sure his/her name is clearly marked on the container. There may be occasions when the children participate in a cooking activity or make a snack. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.

**SIGN IN & SIGN OUT**

**STUDENT SIGN IN**

Participants will meet the ASD staff at the lunch shelter and sign themselves in.

**SIGNING OUT**

**McKinley:** Parents may pick up their children at the lunch shelter/playground. Rather than honking to pick up your children, we encourage parents to come in to ASD to pick up their children. Parents may enter the school through the gate on Elmwood Avenue.

**Providencia:** Parents must pick their children up at the school’s front office. The Providencia office staff will radio the ASD staff to send their child(ren) to the office.

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.
COURT ORDERS
Parents are automatically authorized to pick up their children. The ASD program can not restrict the rights of one parent at the request of the other parent. If there are extenuating circumstances, please contact the ASD Director.

LATE PICK UP FEES
The closing time of the program at each site is 5:00 p.m. You must pick up your child by this time. Late fees are charged starting at 5:01 and are due when your child is picked up. You will be charged $5.00 for the first 15 minutes you are late picking up your child(ren) and an additional $1 per minute thereafter. Children are not allowed to be on school campus unsupervised. Please make arrangements for your child to be picked up by 5:00 p.m. 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.

AFTERSCHOOL EXTRACURRICULAR ACTIVITIES
Children are welcome to participate in school sponsored after school activities where the ASD program is provided on campus. An Activity Participation Release must be signed by the parent to allow the child to attend an on-campus activity. NOTE: children will be responsible for returning to ASD on their own. Staff cannot retrieve students from afterschool activities.

PROGRAM LOCATIONS
The ASD Drop In program will take place on the school grounds of McKinley and Providencia schools.

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<tr>
<th>SCHOOL</th>
<th>WHERE THE CHILDREN MEET*</th>
<th>PICK UP LOCATION*</th>
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<tbody>
<tr>
<td>McKinley</td>
<td>Lunch Shelter</td>
<td>Lunch Shelter/ Playground</td>
</tr>
<tr>
<td>Providencia</td>
<td>Lunch Shelter</td>
<td>Front Office</td>
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* Dismissal times and locations subject to change.

In case of inclement weather, the program will be held indoors in a room provided by the school.