



SCHOOL DAZE CONNECTIONS
- AND -
AFTERSCHOOL DAZE (ASD)
2020-2021



**PARKS AND
RECREATION**

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

Welcome to Afterschool Daze and School Daze Connections!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to our 2020-2021 school year programs. We have prepared two great programs for this school year. 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 all social distancing, safety, and cleaning 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 12 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 & School Daze Connections Team

About Afterschool Daze

Afterschool Daze (ASD), a supervised recreational program for students in grades TK-5. The ASD staff to child ratio for the 2020-2021 school year 1:12 with 12 children in a room. The ASD program will be offered every school day, Monday through Friday from 2 pm-6 pm, at Verdugo Park, McCambridge Park, and George Izay Park.

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. We look forward to a great school year!

About School Daze Connections

The School Daze Connections (SDC) program offers a supportive and supervised space for children in grades TK-5 to engage in distance learning. The SDC staff to child ratio for the 2020-2021 school year is 1:5 with 10 children in a room. The 2020-2021 SDC Program will be offered every school day, Monday through Friday from 8am-12 pm, at McCambridge Park.

Parks & Recreation staff will ensure that students stay on schedule with online class sessions, independent work, and breaks. Parents can expect staff to create a supportive and quiet learning environment, ensure child logs in on time, and ensure child follows daily virtual instruction schedule set by his/ her teacher. Please note Park & Recreation staff are NOT tutors or licensed teachers. Due to the staff to child ratio and number of children per room, staff are not able to dedicate one on one assistance for prolonged periods of time.

Please see the School Daze Connections Parent Checklist on page 11 for a list of items your child needs to bring to School Daze Connections each day.

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

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/SDC 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.

Contacting Site Staff

Please call this number if you need to communicate with site staff during ASD/SDC program hours.

- MCCAMBRIDGE PARK 818-238-5378 1515 North Glenoaks Boulevard, Burbank CA 91504
- VERDUGO PARK 818-238-5392 3201 West Verdugo Avenue, Burbank CA 91505
- GEORGE IZAY PARK 818-963-1317 1111 West Olive Avenue, Burbank CA 91506

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 12. This form must be on file with the program director. ASD/SDC 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.

What to Send with Your Child

Children should wear comfortable clothing and athletic shoes (**no sandals, Crocs, or open toe shoes**) to 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
- √ For children enrolled in School Daze Connections: please see page 11 for Parent Checklist

Snacks

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. 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.

Snack areas will be set up to provide 6-feet of separation between each participant. Snack areas will be disinfected by staff after each use. Staff will refrain from using public common areas such as picnic tables, bleachers, etc.

Sign In/ Out

Check in and out process will be contactless; staff will record time in or out while parent is present.

Per the *COVID-19 POLICIES & PROCEDURES PARENT ACKNOWLEDGEMENT FORM*, staff will be screening all children upon arrival. This will include a temperature reading and general questions regarding COVID-19 symptoms and/or exposure. Parent must be present for this screening.

Families are highly encouraged to designate one person to drop off and pick up student on a daily basis. Parents will not be able to go inside the building. Check-in/out will take place outside of the building. Please be mindful of social distancing while waiting to check children into programs. Specific procedures will vary by program location and will be emailed to parents prior to program start.

Only a parent or responsible adult listed on the registration form may sign your child out of ASD/SDC. **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.

Afterschool Daze: Check-in time will be from **2:00pm-2:15pm** for the Afterschool Daze program. Participants arriving after 2:15pm will be required to call designated program facility.

School Daze Connections: Check-in time will be from **8:00am-8:15am** for the SDC program. Participants arriving after 8:15am will be required to call designated program facility.

Emergency Contact 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.

Late Pick-Up

Late pick up fees will be charged starting at 12:01 p.m. for School Daze Connections and 6:01 p.m. for Afterschool Daze. 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.

Court Orders

Parents are automatically authorized to pick up their children if they are listed on the registration form. The ASD & SDC 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.

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 & SDC 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/SDC 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.

Cubbies & Activity Box

Children will be assigned a cubby in which to keep their belongings during program hours. Cubbies will be safely stored one foot apart from other children's cubbies. Your child's cubby number will correspond to the number next to his/her name on the attendance sheet. All personal belongings should be taken home each day.

Children will be provided their own activity box with items such as pencils, crayons, erasers, scissors, and paintbrush to reduce sharing and cross contamination. These boxes will be stored in your child's cubby.

Parent Communication

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps ASD/SDC 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/SDC 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 social distancing, face covering, frequent hand washing and/or other safety protocols

Discipline Policy (continued)

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.

Groups and Activities

Groups will be divided into stable groups of 10-12, each with a dedicated room and team of staff. Siblings will be kept together. Group size may be increased, if and when it is permitted by the County of Los Angeles. Children will participate in several activities throughout the day. Program activities will be structured to allow for as much social distancing as possible.

Afterschool Daze Program Schedule, 2:00 PM-6:00 PM

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.

Afterschool Daze Calendars & Newsletters

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. A monthly newsletter with program and department information is also distributed each month.

School Daze Connections Program Schedule, 8:00 AM-12 PM

The City of Burbank Parks and Recreation staff will ensure that students adhere to the Burbank Unified School District's daily course curriculum/class schedule between the hours of 8 a.m.– 12:00 p.m. Staff will note your child's specific classroom schedule.

Details on daily schedule will be forthcoming once BUSD finalized the distance learning schedule for elementary schools.

Children must bring their own electronic device and headphones. Please ensure your child has his/ her computer log in information.

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/ SDC. 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/SDC will be closed on the following Federal Holidays:

Labor Day	September 7, 2020
Veteran's Day	November 11, 2020
Thanksgiving Day	November 26 and November 27, 2020
Martin Luther King, Jr. Day	January 18, 2021
President's Day	February 15, 2021

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.

Afterschool Daze Program Fee

The cost of the ASD program for 2020-2021 is \$175 per month (for four weeks of care—not calendar month). See page 9 for detailed payment plan. 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.

School Daze Connections Program Fee

The cost of the SDC program for 2020-2021 is \$350 per month (for four weeks of care– not calendar month). See page 10 for detailed payment plan. 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.

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/SDC uses an Online Registration Program called E-TRAK PLUS. Monthly payments can be made online via your E-Trak account (www.burbankparks.com), at your ASD site with check or money order, or Ovrom Community Center with exact cash, check, money order, or credit card (Visa/Mastercard) payment. Office Hours are Monday – Thursday 9:00 a.m. - 9:00 p.m., Friday 9:00 a.m. - 6:00 p.m., and Saturday, 9:00 a.m. - 1:00 p.m. Please make checks or money order payable to the "City of Burbank" and write your child's name and ASD site on the check.

If you have created an ETrak 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.

Late Payments

Parents are responsible for making payments by the 25th of every month. Payments made after the 25th will be charged a \$15 Late Payment Fee. Staff may remind you when the payment deadline is approaching, but parents are ultimately responsible for ensuring that your payment is made on time. **Payments are late if paid after the 25th of the each month, even when the 25th falls on a weekend or a holiday. 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 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.

Return Item Fee

Any check returned from a financial institution must be paid for in cash and will be subject to a \$25.00 Return Item Fee. Furthermore, you may be required to make any future payments in cash or by money order.

Receipts

ASD/SDC payment receipts are emailed. Please make sure your email is correct in E-Trak. 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/SDC receipts and total amounts paid on your ETrak account at www.burbankparks.com. To help you locate this information, please see the picture below.



AFTERSCHOOL DAZE

PAYMENT PLAN

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.

****Please note:** We will be transferring to a new registration system in October. The October 25th payment will be made on a new program. Details to follow.

Payment Due Date	Payment Due	Payment Applied to Weeks
Upon Registration	\$50	Registration Fee
Upon Registration	\$88	8/17, 8/24
8/25/2020	\$175	8/31, 9/7, 9/14, 9/21
9/25/2020	\$175	9/28, 10/5, 10/12, 10/19
**10/25/2020	\$175	10/26, 11/2, 11/9, 11/16
11/25/2020	\$175	11/23, 11/30, 12/7, 12/14
Weeks of 12/21 and 12/28 NO ASD/SDC - Winter Recess Camp (separate fee)		
12/25/2020	\$175	1/4, 1/11, 1/18, 1/25
1/25/2021	\$175	2/1, 2/8, 2/15, 2/22
2/25/2021	\$175	3/1, 3/8, 3/15, 3/29
Weeks of 3/22 NO ASD/SDC - Spring Recess Camp (separate fee)		
3/25/2021	\$175	4/5, 4/12, 4/19, 4/26
4/25/2021	\$175	5/3, 5/10, 5/17, 5/24
(for August) 2021-2022 School Year		TBD

TOTAL FOR 2020-2021 SCHOOL YEAR: \$1,713 (includes \$50 registration fee)

SCHOOL DAZE CONNECTIONS

PAYMENT PLAN

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.

****Please note:** We will be transferring to a new registration system in October. The October 25th payment will be made on a new program. Details to follow.

Payment Due Date	Payment Due	Payment Applied to Weeks
Upon Registration	\$50	Registration Fee
Upon Registration	\$175	8/17, 8/24
8/25/2020	\$350	8/31, 9/7, 9/14, 9/21
9/25/2020	\$350	9/28, 10/5, 10/12, 10/19
**10/25/2020	\$350	10/26, 11/2, 11/9, 11/16
11/25/2020	\$350	11/23, 11/30, 12/7, 12/14
Weeks of 12/21 and 12/28 NO ASD - Winter Recess Camp (separate fee)		
12/25/2020	\$350	1/4, 1/11, 1/18, 1/25
1/25/2021	\$350	2/1, 2/8, 2/15, 2/22
2/25/2021	\$350	3/1, 3/8, 3/15, 3/29
Weeks of 3/22 NO ASD - Spring Recess Camp (separate fee)		
3/25/2021	\$350	4/5, 4/12, 4/19, 4/26
4/25/2021	\$350	5/3, 5/10, 5/17, 5/24
(for August) 2021-2022 School Year		TBD

TOTAL FOR 2020-2021 SCHOOL YEAR: \$3,375 (includes \$50 registration fee)

SCHOOL DAZE CONNECTIONS

PARENT CHECKLIST



Student arrives promptly at 8 am



All necessary information provided by teacher has been communicated to program coordinator



Student brought laptop, headphones, and teacher provided material



Student has login information noted on laptop



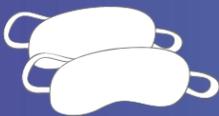
Laptop is fully charged.



Student brought a back up charger



All necessary apps are downloaded



Student brought a face mask and a back up mask



Student brought a refillable water bottle



Student brought a healthy snack



**PARKS AND
RECREATION**



PROGRAM PROCEDURES

- **Group Size** - Children will be divided into stable groups of 10 for SDC/12 for ASD, each with a dedicated room and team of counselors. Group size may be increased, if and/or when permitted by the County of Los Angeles.
- **Social distancing** – Program activities will be structured to allow for as much social distancing as possible.
- **Cleaning/disinfecting** - Classrooms, bathrooms, toys, equipment and other high-touch surfaces will be cleaned and sanitized on a regular basis. Children will also have their own box of supplies, with items such as scissors, markers, paint brushes, etc. in order to reduce sharing and cross contamination.
- **Handwashing** - Regular handwashing will be enforced for staff and children.
- **Face coverings** - Required for children and must be worn when feasible. Children will be allowed to remove their face covering during meal periods and certain socially distant activities. Parents must send their child to ASD/SDC with a clean mask on a daily basis, along with a clearly marked plastic bag for storage during the day.
- **Drop off and pick up** - Families are highly encouraged to designate one person to drop off and pick up Child (ren) on a daily basis. Parents are not allowed in the facility and check-in will take place outdoors. Please be mindful of social distancing while waiting to check children into ASD/SDC.

HEALTH POLICIES

- Parent is responsible for screening themselves and their child at home for symptoms of COVID-19, including fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell. Anyone with symptoms consistent with COVID-19, including the child, should remain at home in isolation for a minimum of 10 days, including at least 72 hours without a fever (without fever-reducing medication) and improvement in other symptoms.
- 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. Parent must be present for this screening. Symptoms that will preclude children from ASD/SDC include fever (over 100.4F), cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell.
- Children will not be allowed to attend ASD/SDC if they or any household members 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 72 hours fever free (without the use of fever reducing medication). Children may be allowed to return sooner with a doctor’s note unless the child is required to self-quarantine under the County’s Public health Order.
- 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 to ASD/SDC until they are allowed to exit self-isolation or self-quarantine under the County Health Orders.
- ASD/SDC staff will adhere to the same health guidelines as described for children, including daily health screenings and a return-to-work policy that includes 10 days of isolation and being fever free for at least 72 hours. ASD/SDC staff are also required to wear masks while at work.

PARENT ACKNOWLEDGEMENT: I understand the policies and procedures listed above for ASD/SDC and agree to abide by them. I agree to inform my child of policies regarding face coverings, social distancing and frequent hand washing. I understand that my child may be suspended and/or expelled from ASD/SDC 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:** _____

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 _____ Signature	Site Leader _____ Signature