



PARKS AND
RECREATION

2024-2025

PARENT HANDBOOK

AFTERSCHOOL DAZE

- AND -

ROOSEVELT KINDER CLUB



Welcome to Afterschool Daze and Kinder Club!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to the 2024-2025 school year programs. Please take the time to read through this Parent Handbook as it contains valuable and detailed 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 the safety 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.

Thank you for trusting us with your children during this crucial time. We look forward to a great school year!

Sincerely,



ASD Admin Team

Ovrom Community Center

(818) 238-5435 office

Afterschooldaze@BurbankCA.gov

Burbankca.gov/ASD

About Afterschool Daze

Afterschool Daze (ASD) is a supervised recreational program for students in grades 1st-5th. The ASD staff to child ratio for the 2024-2025 school year 1:15. The ASD program will be offered every school day, Monday through Friday beginning at the grade 1-2 and 3-5 dismissal time through 6pm, at Bret Harte, Disney, Edison, Emerson, and Miller Elementary Schools, and at Mary Alvord Recreational Center (servicing Roosevelt and Stevenson 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.

About Kinder Club

Kinder Club is a supervised recreational program for students enrolled in Transitional Kindergarten and Kindergarten at Roosevelt Elementary. The Kinder Club staff to child ratio for the 2024-2025 school year is 1:10. Kinder Club will be offered every school day, Monday through Friday and accommodate the TK and K dismissals until 6pm.

ROOSEVELT KINDER CLUB: Children will sign in with Parks & Recreation Staff at Roosevelt Elementary's lunch shelter. When all children from both early and late dismissal times are signed in and accounted for, children and staff will then walk over at approximately 2:00 p.m. to the Verdugo Park (3201 W. Verdugo Ave.) Log Cabin, located next to the children's playground. The Roosevelt Kinder Club program closes promptly at 6:00 p.m., late fees will be charged after 6:00 p.m.

Afterschool Daze Staff Members

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 are enthusiastic and strive to provide exemplary programming!

Site Leaders

The Recreation Leader at each site is the site supervisor of the ASD/Kinder Club program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each ASD/Kinder Club site is staffed with one Recreation Leader and one or more Work Trainees who support and assist the Recreation Leader in all program activities. Site Recreational Leaders will be in charge of schedule for day to day and will be point of contact for parents. For serious matters Senior Recreational leader and Program Supervisor will be available for assistance.

Contacting Site Staff

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

- BRET HARTE ASD 818-561-8546
- DISNEY ASD 818-568-4069
- EDISON ASD 818-963-1317
- EMERSON ASD 818-963-1578
- MILLER ASD 818-561-8616
- ROOSEVELT ASD 818-561-8642
- STEVENSON ASD 818-561-8656

Contacting Kinder Staff

- ROOSEVELT KINDER CLUB 818-561-8575

Kind reminder: Do not call or text staff on their personal cell phones or emails. Site cellphones are there for you to reach your child or site counselors on site. All direct communication regarding policies/ discipline & safety will be routed through Ovrom Community Center via email; Afterschooldaze@burbankca.gov & at (818)238-5435.

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 every school day until 6:00 p.m. Beyond regular business hours, you may send an email.

Program Director: Doug Fowler

Email: Dfowler@burbankca.gov

Senior Rec Leader: Kayleigh Hernandez

Email: Kmhernandez@burbankca.gov



Program Fees

A \$50.00 registration fee (per child) to cover administrative costs associated with the program will be required at the time of registration. The registration fee is non-refundable once your child starts the program.

The cost of the ASD program for 2024-2025 is \$180 per month (for four weeks of care—not calendar month). See page 5 for detailed payment plan.

The cost of the Roosevelt Kinder Club program for 2024-2025 is \$355 per month (for four weeks of care— not calendar month). See page 5 for detailed payment plan.

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.

A \$15.00 Late payment Fee will be applied for declined or unprocessed monthly payment.

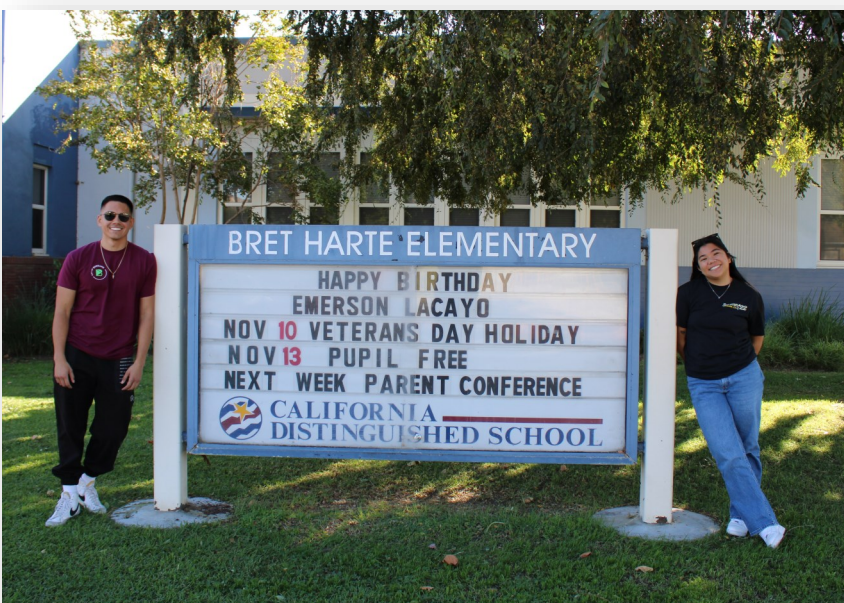
Making Monthly Payments - www.burbankparks.com

ASD/Kinder Club uses a new Online Registration Program called CivicRec. Monthly payments will be made online via your CivicRec account (www.burbankparks.com). We do require a credit card on file for your child's monthly payment which will be automatically processed on the 25th of the month.

*Please note that we will no longer be able to accept cash, check, or credit card payments at the sites.

If you have created a CivicRec 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.

For tax purposes, our Tax I.D. number is **95-6000683**. **Please keep records of your receipts and payments made. The City of Burbank Parks and Recreation Department does not distribute a cumulative total of yearly ASD expenses.**





2024-2025 Afterschool Daze Payment Plan

ASD Sites: Bret Harte, Disney, Edison, Emerson, Miller, Roosevelt, Disney & Stevenson

Kinder Club: Roosevelt Kinder Club

- 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.
- Credit card must be saved on file at time of registration (Visa/Mastercard accepted).
Monthly payment will be charged automatically on the 25th of the month.
- **Tax I.D. number: 95-6000683**

Payment Due Date	2024-2025 Payment Plans		Payment Applied To Weeks
	ASD Sites	Kinder Club Roosevelt	
Upon Registration	\$50	\$50	Registration Fee
Upon Registration	\$90	\$177	8/12 8/19
8/25/2024	\$180	\$355	8/26, 9/2, 9/9, 9/16
9/25/2024	\$180	\$355	9/23, 9/30, 10/7, 10/14, 10/21
10/25/2024	\$180	\$355	10/28, 11/4, 11/11, 11/18
11/25/2024	\$180	\$355	11/25, 12/2, 12/9, 12/16
Weeks of 12/23 and 12/30 NO ASD - Winter Break Camp (separate fee)			
12/25/2024	\$180	\$355	1/6, 1/13, 1/20,
1/25/2025	\$180	\$355	1/27, 2/3, 2/10, 2/24,
2/25/2025	\$180	\$355	3/3, 3/10, 3/24,
*** Week of 3/17 NO ASD - Spring Break Camp (separate fee)			
3/25/2025	\$180	\$355	3/31, 4/7, 4/14, 4/21
4/25/2025	\$180	\$355	4/28, 5/5, 5/12, 5/19
Total for 2024-2025	\$1,760	\$3,422	

Late Payments

If automatic payment is unable to process on the 25th of the month, parents will have until the next business day to complete payment. If payments are not submitted by this time, a \$15 Late Payment Fee will be added to your account. **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 per child (if applicable) 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.

Receipts

ASD/Kinder Club payment receipts are emailed. Please make sure your email is correct in CivicRec. Please look over your receipt carefully. If you have any concerns regarding your receipt, please talk to admin staff at Ovrom Community Center. Please notify us right away if you are not receiving receipts.

You may view your ASD/Kinder Club receipts and total amount paid on your personal CivicRec account at www.burbankparks.com. To help you locate this information, please see reference picture on page 17.



What to Send with Your Child

Children will be involved in recreational activities that required protective clothing at all times. Please have your child wear comfortable clothing and athletic shoes. No sandals, Crocs, or open toe shoes to the program.

Send your child with the following labeled items daily

- √ Closed toe shoes
- √ Extra snacks
- √ Mask
- √ Reusable water bottle



Monthly Calendars & Newsletters

Each 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. Check out monthly to see if your site was highlighted!

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.

Movies

Occasionally, a movie day will be scheduled on the monthly calendar of activities. All movies shown will be rated G. Please talk to the Recreation Leader if this is of concern to you.



Afterschool Daze Program Schedule

Daily program elements include free play, homework time, and multiple 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, and nature.
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.

Kinder Club Program Schedule

Daily program elements include free play, homework time, and multiple recreational activities. The following is a typical daily schedule:

15 minutes	SNACK TIME
30 – 45 minutes	PLAYGROUND TIME
15 minutes	WALK TO VERDUGO PARK (ROOSEVELT)
5 minutes	COOL DOWN TIME
30 – 45 minutes	OUTDOOR FREE PLAY
15 minutes	SNACK TIME
60 minutes	ORGANIZED RECREATIONAL ACTIVITIES Activities may include sports, crafts, games, cooking, contests, science, music, dance, and nature.
30 – 45 minutes	PLAYGROUND TIME
30 – 45 minutes	INDOOR FREE PLAY

*Schedules may vary slightly at each site. Talk with your site leader regarding specific program schedules.



Snacks at Afterschool Daze

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. Water is readily available at the site. It is recommended to provide a reusable water bottle as well. 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.

Snacks at Kinder Club

Snacks will 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. Water is readily available at the site. It is recommended to provide a reusable water bottle as well. There may be occasions when the children participate in a cooking activity or make a snack during Kinder Club. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.



Health Considerations

If your child requires medication during program hours, you and your doctor must fully complete a official **Medication Release Form**. You can find this form on page 16. This form must be on file with the program director. ASD/Kinder Club staff will administer the medication **only** with this form on file.

Please note any information that will help staff effectively supervise your children during enrollment on their participation sheet. For example please include all health considerations, allergies, special needs, etc. on their Participant Sheet.

ADA Coordinator

If your child requires specific accommodations and services during school hours for support and aid, we do require those same support aids to accompany your child during the hours of ASD & Kinder Club. It is crucial for the well being of your child that health considerations is noted such as ADHA, ADD and autism so staff are better prepared and understands your child's needs. The security of your child's privacy is in our utmost importance. Please note any "Helpers" and or "Support Aids" will need to be routed first through our ADA Coordinator in order for persons to enter our facilities and program.

ADA Coordinator: Joy Casucci

Email: ADAOffice@burbankca.gov &
afterschooldaze@burbankca.gov



Student Check in @ ASD

Each participant will check him/herself into the program daily with a staff who will sign them in. Children must check in with staff **immediately** after school dismissal. Constant tardiness may result in your child being suspended or expelled from the program. If your child fails to check in and staff was not notified of his/her absence, staff will call you to confirm the absence. **If you and/or your child cannot be found, the police may be notified.**

Absences

Please report any absences to our program by contacting our ASD admin team before **12:00 pm** through email or phone. Please include your child's full name, site location and date of absences to accurately report. Within the first 15 minutes students will be checked in. If the child is unaccounted for through our absences log or elementary front office; a parent phone call will be made. Please help us by communicating with our team as this is extremely important to keep safety standards.

Sign out & Pick up

Only a parent or responsible adult listed on the Participation Form may sign your child out of ASD/ Kinder Club. **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 ASD admin team at Overrom Community Center. Please contact admin team by 12:00 pm before date of pick up. Include your full name, child's name and child's date of birth. Then include new authorized persons full name, contact, relation of child and date the persons will be picking up your child.

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.

Late Pick-Up

Late pick up fees will be charged starting at 6:01 p.m. for Afterschool Daze and Roosevelt Kinder Club. 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.

Emergency Contact Information

Please make sure all the information on your child's Participant Sheet is current and accurate. This is the information you entered during online registration for the 2024-2025 Afterschool Daze program. **Please include all parents/guardians on your child's account.** If you move or change phone numbers (work, cell, or home), please make sure that the information on your child's Participant Sheet is updated immediately.

Court Orders

Parents are automatically authorized to pick up their children if they are listed on the Participant Sheet. The ASD & Kinder Club program can not restrict the rights of one parent at the request of the other parent. If there are extenuating circumstances, such as a Restraining Order, 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 & Kinder Club 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.



Partnership with Burbank Unified School District

The City of Burbank Parks and Recreation Department staff offers the Afterschool Daze and Kinder Club programs with the support of the Burbank Unified School District (BUSD).

All communication regarding program activities, child absences and discipline must be directed to the Afterschool Daze or Kinder Club staff, ***not*** to elementary school staff.



Child Participation

We strongly encourage our participants to be open to all scheduled activities and come to ASD with a positive attitude. Our goal is to provide a safe and enriching place for your child to explore new strengths and build upon their current skillsets. As a Parks and Recreation department we will encourage our participants to stay active and engage in our recreational activities. Please partner with us and speak to your child regarding these daily expectations.

ASD Rules:

1. Check in right after school.
2. Keep hands, feet & objects to yourself.
3. Listen & follow directions.
4. Use kind words.
5. Respect others & respect yourself.
6. Think & act positive
7. Have fun!

Parent Communication

We strongly encourage parent communication and cooperation with ASD staff. Good communication with each parent helps ASD/Kinder Club 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 Involvement

For day to day communication we encourage open communication to site staff and parents for daily updates and concerns. We treasure our participants and hope to establish a positive building partnership with participants parents and guardians. We understand issues regarding your child may be sensitive and hold great importance. Additional assistance resulting from behavioral issues will be address with site Rec Leader and ASD supervisors that can lead to additional follow ups. Please reframe from vulgar language, inappropriate comments and profanity with our site counselors. Any hostility or aggression towards City of Burbank staff members will result in direct involvement with the Burbank Police department and removal from the program.

APPROPRIATE CONDUCT: It is important that parents, guardians, and authorized representatives of the child model positive behavior while at after school daze. 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 city ASD staff members. Any inappropriate behavior, abuse, or harassment will result in the suspension or cancellation of the child's enrollment. This includes yelling, threatening 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.

Discipline Policy

Safety of our participants is our top priority. The discipline policy is set to ensure everyone in ASD/Kinder Club 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 face covering, frequent hand washing and/or other safety protocols

If a child's behavior is unsafe or harmful to themselves or others, or is disruptive to the program, parents will be called to pick up their child from 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.

Emergency Preparedness

The City of Burbank Afterschool Daze program aligns its Emergency Procedures with BUSD specific to each site. Your child may be required to participate in an emergency exercise, i.e. fire or earthquake drill. In the event of an emergency, ASD sites may be placed on lockdown or may require evacuation. In the case of a facility evacuation, students will be relocated to a safe, open area of the site such as a ballfield or large grass area. Should a site phone become unreachable, please call Ovrom Community Center at 818-238-5435 for 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/ Kinder Club. 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/KC will be closed on the following Federal Holidays:



Labor Day	Monday, September 2, 2024
Veteran's Day	Friday, November 11, 2024
Thanksgiving Day	Thursday, November 28 & Friday, November 29, 2024
MKL Jr. Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025

Extracurricular Activities

During the school year, we understand that you may have an option to sign your child(ren) voluntarily for other extracurricular activities that happen during ASD. We do ask that you stay in communication with our staff and make your own arrangements for these activities. Our city of Burbank staff are not responsible for pick-ups or drop-offs to classes, programs or rehearsals. Please read and submit an Activity Release Form (located on page 15) for when these activities arise. Without proper authorization students will not be released to extracurricular activities.

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/Kinder Club 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.

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.

City of Burbank Parks & Recreation
Afterschool Daze
Activity Participation Release

Please read this form carefully and be aware that by signing this form you will be waiving and releasing the City of Burbank from claims for any injuries, death or other incidents arising out of, or incidental to, participation in voluntary extracurricular activities. The City of Burbank has no responsibility for what happens to your child while they are involved in such activities.

My child, _____, has my permission and consent to participate in voluntary extracurricular activity/activities, and I understand and agree that this activity is elective. Therefore, because my child and I have chosen to participate in this activity/activities I understand that I must make my own arrangements for drop-off and pick-up to participate in the below activity. Students may be transported to and from the activity (a) by a parent/guardian or (b) other designated adult.

I release my child to participate in the following voluntary extracurricular activities.

Name of Activity: _____

Start Date of Activity: _____ End Date of the Activity:

Day of the week: _____

Start time of activity: _____ End time of activity: _____

I hereby voluntarily release, discharge, waive and relinquish any and all actions or causes of action for any personal injury, property damage or wrongful death against the City of Burbank and/or any of its officers, agents, servants or employees, as a result of participation in voluntary extracurricular activities or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue.

I understand the nature of the activities for which I am allowing my child to participate in, and have read and fully understand this Release.

Child's Name _____ School Site _____

Parent/ Legal Guardian Name (please print)

Parent/Legal Guardian Signa-

ture _____ Date _____

City of Burbank
Parks & Recreation Department
**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