



*City of Burbank Parks & Recreation*

# Summer Daze 2024 Parent Handbook



*McCambridge Park | Robert Gross Park | 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  
Summer Daze Team

## Table of Contents

How to Register for Summer Daze Payment Information Automatic Payment Schedule	Page 3
Receipts Tax I.D. Number Cancellations & Refunds Summer Daze Locations and Phone Numbers Camp Hours Late Pick-Up	Page 4
Dropping Off and Picking Up Emergency Preparedness Camp Storage / Cubbies Preparing for Camp	Page 5
Lost Items Health and Wellness Policy Medication	Page 6
Camper Behavior Expectations Parent Involvement	Page 7
Photography Newsletter and Calendar Camp Groups and Activities General Daily Schedule Lunch and Snacks Bathroom Procedures	Page 8
Swim Days Field Trips Transportation Bus Behavior Movies	Page 9
Camp Refund Request Form	Page 10
Prescription Medication Release Form	Page 11
Over-the-Counter Medication Release Form	Page 12

## Camp Parameters

**Ages:** All campers MUST be 5½ years of age on the first day of the session registering for.

McCambridge and Verdugo Summer Daze: 5½ - 10 years | Robert Gross Summer Daze: 5½ - 11 years

**Spaces:** Camp spaces are limited.

## How To Register For Summer Daze

All registration must be completed 100% online at [burbankparks.com](http://burbankparks.com). Call 818.238.5435 for registration assistance.

### Pre-registration begins February 20

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.

### Burbank Resident Registration begins on March 9 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 at a later date.

### Non-Resident/Open Registration begins on March 25 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 at a later date.

*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 11 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 two weeks prior to the start of the session.

## Automatic Balance Payment Schedule

\* No camp May 27, June 19, & July 4    \*\* Available at Robert Gross Park only

Session	Dates	Camp Fee	Ext. Care	Automatic Balance Payment
1	* May 28 - 31	\$160/ NR \$170	\$40	Full payment due at time of registration
2	June 3 - 7	\$190 / NR \$200	\$40	Monday, May 20
3	June 10 - 14	\$190 / NR \$200	\$40	Monday, May 27
4	* June 17 - 21	\$160 / NR \$170	\$40	Monday, June 3
5	June 24 - 28	\$190 / NR \$200	\$40	Monday, June 10
6	* July 1 - 5	\$160 / NR \$170	\$40	Monday, June 17
7	July 8 - 12	\$190 / NR \$200	\$40	Monday, June 24
8	July 15 - 19	\$190 / NR \$200	\$40	Monday, July 1
9	July 22 - 26	\$190 / NR \$200	\$40	Monday, July 8
10	July 29 - August 2	\$190 / NR \$200	\$40	Monday, July 15
** 11	August 5 - 9	\$190 / NR \$200	\$40	Monday, July 22

## Receipts

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

Receipts for payments will be emailed to the email address in your CivicRec 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](mailto:summerdaze@burbankca.gov). Forms can be obtained at each camp location or online at [www.burbankca.gov/camps](http://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 \$10 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 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.
- 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.

## Summer Daze Locations and Phone Numbers

McCambridge Recreation Center, 1515 North Glenoaks Boulevard, 91504 | 818-238-5378

Robert Gross Park, 2800 West Empire Avenue, 91504 | 818-238-5403 | 818-238-5378 prior to camp

Mary Alvord Recreation Center (Verdugo), 3201 West Verdugo Avenue, 91505 | 818-238-5392 Lower Assembly Building  
818-238-5390 Recreation Center

## Camp Hours

Monday - Friday (excluding holidays)

9:00AM - 4:00PM

Extended Care Hours

7:30AM - 9:00AM & 4:00PM - 6:00PM

We are pleased to offer our 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.

## Late Pick-Up

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 \$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, is 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.

## 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.

## 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.

## Preparing for Camp

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

Send your child with the following **labeled** items daily:

- **LUNCH** - Campers should eat a nutritious breakfast before being dropped off at camp and bring a non-perishable lunch each day. Please send utensils if needed for lunch or snack.
- **SNACKS** - We kindly request that parents pack a nutritious snack for your child each day. Due to varying dietary needs we will not provide snacks at camp.
- **REUSABLE WATER BOTTLE** - Campers must bring a reusable water bottle that can be refilled throughout their active camp day.

Other recommended items to bring:

- ◇ Sunscreen (Some activities are outside. Be sure to apply sunscreen before arriving at camp.)
- ◇ Hat

What **NOT** to bring to camp:

- ⊗ Electronic and \*cellular devices
- ⊗ Personal toys
- ⊗ Trading cards
- ⊗ Stuffed animals
- ⊗ Expensive clothing or jewelry

*\* If you need to contact your camper, please call your camp site directly.*

## 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.

## Health & Wellness Policy

The health and well being of our 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.

A brief health screening and temperature check of each child may be made daily as each child enters camp. Those displaying fever and/or symptoms of infection will not be permitted to stay. If a camper develops signs of illness or symptoms that prevent them from actively participating in camp, the child will be isolated from the other children and parents or guardians will be notified by phone to come pick them up. An authorized adult must arrive within 30 minutes of notification.

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.

If your child will be wearing a mask at camp please be sure to pack a spare in their backpack. Reusable cloth facemasks should be washed at home prior to wearing it at camp again.

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 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.

# Camper Behavior Expectations

We want 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, 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 camper, 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 day camp rules
9. Additional behavior that may be disruptive, unsafe, and/or inappropriate
10. Not following day camp policies and procedures related to applicable safety guidelines and protocols from the Los Angeles County Department of Health and the State of California

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.

# 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. 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.

## 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.

## Newsletter and Calendar

A camp newsletter will be emailed to parents by 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 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 10:1 ratio of children to staff throughout the summer. Campers will participate 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.

## General Daily Schedule

7:30 - 9:00AM	Extended Care
9:00 - 10:00AM	Attendance, morning snack, and opening
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

## Lunch and Snacks

Campers must bring a non-perishable lunch every day to camp. 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.

## Bathroom 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 at the doorway to the bathroom in order to control and prevent any inappropriate activity.

Should a child require assistance with a clothing item such as a difficult button, staff will position themselves so that they are visible to others.



## 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 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.

## 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 and camp location (shirt colors are different for each location). If a camper arrives without their Summer Daze camp shirt, they will be given a new shirt and a **\$15.00 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.

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 to camp. Updates can be given by calling the camp site: Verdugo 818-238-5390, McCambridge 818-238-5378, Robert Gross 818-238-5378 (McCambridge).

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

## Transportation

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

Should a local walking fieldtrip become available, 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
- 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 fieldtrips.

## Movies

On occasion, movies rated G or PG may be shown in camp. Please talk to camp staff if this is a concern to you.



## 2024 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 Camp Director in person or emailed to [summerdaze@burbankca.gov](mailto:summerdaze@burbankca.gov). Forms can be obtained at each camp location or online at [www.burbankca.gov/camps](http://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 **\$10 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 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.
- 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.

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

Session	Dates	Last Day to Request Refund
1	May 28 – May 31 <b>No camp May 27</b>	Monday, May 13
2	June 3 - 7	Monday, May 20
3	June 10 - 14	Monday, May 27
4	June 17 - 21 <b>No camp June 19</b>	Monday, June 3
5	June 24 - 28	Monday, June 10
6	July 1 - 5 <b>No camp July 4</b>	Monday, June 17
7	July 8 - 12	Monday, June 24
8	July 15 - 19	Monday, July 1
9	July 22 - 26	Monday, July 8
10	July 29 - August 2	Monday, July 15
11	August 5 – 9	Monday, July 22

Camp name and session(s): \_\_\_\_\_

Please state the reason for the request: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**For office use only:** Date Received: \_\_\_\_\_ Completed/Reviewed By: \_\_\_\_\_

Approved: \_ Date processed: \_\_\_\_\_ CC \_\_\_\_\_ CPR \_\_\_\_\_

Not Approved: \_ Reason \_\_\_\_\_

## 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

## 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



