



## Back-Up Child Care Fact Sheet

# Bright Horizons Burbank

<b>Location</b>	115 North Hollywood Way Burbank, CA 91505
<b>Phone/Fax/E-mail</b>	818.526.0580 (phone), 818.526.0581 (fax) burbank@brighthorizons.com
<b>Days of Operation</b>	Monday - Friday (Please consult the High Demand Day Calendar for peak day schedules.)
<b>Hours of Operation</b>	8:30 a.m. - 6:30 p.m. (Parents asked to pick up children by 6:15 p.m.)
<b>Ages Served</b>	3 months up to 13 years
<b>Registration</b>	There are three ways to begin the registration process: online at <a href="http://www.brighthorizons.com/back-up">www.brighthorizons.com/back-up</a> , by phone at 866-273-2773, or contact the center to receive registration materials by mail, fax or email. Employee verification is an essential part of the registration. Please contact the center to complete this process.
<b>Reservations &amp; Tours</b>	Please contact the center to arrange a tour. Your child must be registered before using the center. Reservations can be placed for registered children via the center's 24 hour automated voicemail system or online at <a href="http://www.brighthorizons.com/back-up">www.brighthorizons.com/back-up</a> . (Select Request a Reservation)
<b>Lunch/Snacks</b>	Parents provide lunch. Bright Horizons provides two nutritious snacks.
<b>Parking/Public Transit</b>	Parking is available at the center. The center is located approximately 10 minutes from two Metro-Link Train Stations, with a bus stop just outside the building.
<b>Staffing</b>	Experienced Teachers with degrees in early childhood education; full-time Client Services Associate trained in security procedures.
<b>Security Features</b>	Located in a discreet, unmarked location; secure entryways and video monitoring; extensive evacuation policies and procedures. Please call in advance or consult building security for the location of the center.
<b>Additional Resources</b>	On-site Parent Library