



**BOYS & GIRLS CLUB**  
OF BURBANK AND GREATER EAST VALLEY

# Parent Information Guide



**Main Club and Edison Summer 2017**

**GREAT FUTURES START [HERE](#).**

## Welcome

Hello Boys & Girls Club parents and welcome to Summer Camp! We are excited to introduce you to our Club's programs and operations. Inside you will find valuable information regarding the Club. We hope you find this useful.

## Mission

To inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.

## Vision

Provide a world-class Club Experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

## 2017 Summer Program Operating Hours

7:30am – 6:30pm, Monday - Friday

Main Club

Friday, May 26 – Friday, August 11

Edison Elementary

Tuesday, May 30 – Friday, August 11

## Closed

Memorial Day (Monday, May 29<sup>th</sup>)

Fourth of July (Tuesday, July 4<sup>th</sup>)

## Contact Information

Site	Phone Number	Address	Email
Main Club	(818) 842-9333	2244 N. Buena Vista St., Burbank 91504	<a href="mailto:Info@BGCBurbank.org">Info@BGCBurbank.org</a>
Edison	(818) 482-7905	933 N. Keystone St., Burbank 91506	<a href="mailto:Edison@BGCBurbank.org">Edison@BGCBurbank.org</a>

Office Manager	Priscilla Galvan	(818) 842-9333 ext. 113
Director of Club Services	Nicolas Miles	(818) 720-2050
Director of Operations	Brittany Vaughan	(818) 842-9333 ext. 117
Teen Program Coordinator	Mike Graceffo	(818) 842-9333 ext. 119
Athletics Director	Jay Jackson	(818) 842-9333 ext. 112
D/HH Coordinator	Giovanni Miglia	<a href="mailto:DHH@BGCBurbank.org">DHH@BGCBurbank.org</a>
Controller	Mira Shah	(818) 842-9333 ext. 111

## How to Register

Parents can register online at [www.bgcburbank.org](http://www.bgcburbank.org), and obtain additional information at the Main Club.

## Summer Fees

\$50	Registration
\$130	Per Week
\$30	Per Day
\$700	Block 1 (Weeks 1-6)
\$585	Block 2 (Weeks 7-11)

**SUMMER FEES ARE DUE EVERY MONDAY.** Payments must be made before your child can attend the program. Your registration payment can be made online at [www.bgcburbank.org](http://www.bgcburbank.org). The Club does not provide refunds in any case.

## Financial Aid

Contact: Priscilla Galvan, Office Manager at (818) 842-9333 ext.113

Financial aid is available to families. Applications are available at the Main Club. The Boys & Girls Club of Burbank is able to provide financial aid to those families who need it most. Financial aid comes in varying increments that will help cover the weekly fee. Aid does not cover the registration fee. You will be responsible for the registration fee prior to the first day your child enters the program. Aid is granted to families on the basis of financial need. Each applicant must apply annually for fall and summer programming. Applications are subject to review at any time. No child is turned away for an inability to pay.

### Late Pick-up Fee

The Club charges a \$1 per minute late pick-up fee after the stated closing time.

### Programs

At the Main Club, campers are grouped by age and rotate through each of the following areas: Gamesroom, Big Idea Lab, Brain Gain Center, Athletics and Creative Arts. At our school site locations, campers are grouped into age appropriate activities utilizing indoor and outdoor spaces.

### Summer Brain Gain

To help combat the problem of summer learning loss, we offer 2 project-based sessions of Summer Brain Gain for select age groups. This program works to ensure youth maintain their current grade level learning through the summer. Younger members participate in a variety of other learning opportunities throughout the summer to ensure the same success.

### Toys, Electronics and Phone Use

The Club asks that no child bring toys or electronics to the Club. There is plenty to do throughout the day at summer camp. If your child has a smart phone, we will ask that they only use it in the front office and that parents use the Club’s number as their primary method of communication, as you might do with a school during the school day.

### Field Trips

Field trips are an additional cost and space is limited. Trips are nonrefundable, but can be transferred to another member. Many youth enjoy the daily activities of the Club instead of participating in the trips. Parents need to pack a lunch or money to purchase lunch if the trip extends through the lunch period. The free Lundigan Park trip runs Monday – Friday from 11am – 4pm from Main Club. The park trip includes a variety of games and activities as well as free play. Youth can return from the park at 12:30pm, 2:30pm and 4pm. **Youth cannot be picked up from any field trip.**

### Athletic Programs

Tennis, Golf, and Jr. RBI (baseball) athletics programs are all hosted off site and space is limited. Youth who participate are expected to participate for the entire duration of the program. Registrations for all athletic programs must be done through contacting the Athletics Director.

### Main Club Rotation Schedule

	9:30-10:45 a.m	10:45-12:00 p.m	12:00-12:45 p.m	12:45-2:00 p.m	2:00-3:15 p.m	3:15-3:30 p.m	3:30-4:30 p.m
Rotation	Group 1	Group 2	LUNCH	Group 3	Group 4	SNACK	Team Activities
Art	Ages 6 - 7	Ages 8-9		Ages 10	Ages 11+		Ages 8-9
Games room	Ages 10	Ages 11+		Ages 8-9	Ages 6 - 7		Ages 10
Tech Lab	Ages 11+	Ages 10		Ages 6 - 7	Ages 8-9		Ages 11+
Play Field	Ages 11+	Ages 11+		Ages 10	Ages 8-9		Ages 6 - 7
Learning Center	Ages 8-9	Ages 6 - 7		Ages 11+	Ages 10		XX

### Snacks and Meals

Breakfast 8:30am

Lunch 12

Snack 3:15pm

The meals listed above are provided at Boys & Girls Club. Packed lunches brought from home must be in an insulated container; **food cannot be refrigerated or warmed.** Lunches must be packed for field trips that occur during the lunch period. Please check with the front office to verify if a lunch can be purchased on the trip. Boys & Girls Club recommends sending at least \$20 if your child will purchase lunch.

### **Sign in/Sign Out Procedure and Pick-up Policy**

Upon entering the Club, youth must sign in. When leaving, youth or parent/guardian must sign out the child. The Boys & Girls Club has an open door policy. Youth are not allowed to exit and enter multiple times in a single day. All changes to the pick-up list for any site must be made in writing with a signature from the parent/guardian.

### **Court Orders**

The Club requests that any current court orders regarding custody/restraining orders be submitted to the Boys & Girls Club's Main Club office and that the parent/guardian inform the Club immediately to any changes in the order. This allows the Club to ensure every child is picked up by the appropriate individual.

### **Accidents and Emergencies**

Club Staff are CPR and First Aid Certified. If a child is injured at the Boys & Girls Club, First Aid is applied and an accident report is written. Parents will be notified at time of pick-up and asked to sign the accident report. If further attention is needed, parents will be contacted immediately. If a child is experiencing a life-threatening emergency, 911 will first be called and parents will then be informed of the situation.

In the event of an emergency, Boys & Girls Club follows the standards set forth in the staff crisis management handbook. Staff on Burbank Unified School District campuses follow the District's emergency procedures, which are posted in their rooms.

### **Discipline**

Boys & Girls Club asks that all youth respect the Club, themselves and each other. We encourage positive reinforcement techniques while communicating with the children. We participate in the PeaceBuilders program and reward and recognize positive behavior. Bullying is not tolerated at the Boys & Girls Club. When discipline issues arise, Club staff discuss the issue with the child, ask them to engage in our problem solving strategy and then either give a timeout, ask the youth to write an apology letter, or restrict program participation as necessary. When a child has been asked several times to correct behavior that continues or their behavior has endangered the safety of other members, a child will receive a written warning that parents must sign. Continuous or major issues may result in suspensions or expulsions.

### **Replacement Policy**

Please note that the Boys & Girls Club of Burbank and Greater East Valley is not liable for any lost or stolen items. If your child loses or breaks Boys & Girls Club property or equipment, the responsibility to replace/repair falls to the member or his/her family.

### **Equal Access**

Boys & Girls Club does not turn any child away for the inability to pay. We provide care to all youth who enter our doors, but request that parents understand Boys & Girls Club does not provide one-to-one care. Aides are welcome at Club sites when they have been cleared with the coordinator through the parent and proof of placement has been provided.

**For additional summer information, visit: [www.BGCBurbank.org](http://www.BGCBurbank.org)**

**PLEASE RETURN THIS PAGE TO BOYS & GIRLS CLUB**

**Waiver, Emergency Contact, and Authorized Pick-up List**

**Waiver**

Permission is herewith granted for my child to participate in all sponsored Boys & Girls Club activities or special events during the time he/she maintains a current membership in the organization. Release is also given for medical, hospital, or surgical care in the case of an accident or emergency, when administered by a licensed physician, provided neither parent can be reached. Further, I agree that the Club may personally transport my child to the nearest known hospital and will hold the Club harmless of any consequences related to such transportation. I grant permission for the Club to take and use photos and video footage of my child in the news and press releases included but not limited to, promotional materials. Further, I herewith acknowledge a WAIVER OF CLAIMS, which releases and forever discharges the Boys & Girls Club of Burbank and Greater East Valley, its staff, and Board of Directors, from any claim or demand what so ever arising out of the participation of my child or ward in the Boys & Girls Club of Burbank and Greater East Valley planned programming conducted in or outside a Boys & Girls Club facility or in the handling of an emergency involving the aforementioned Boy/Girl member.

I am also aware that the Boys & Girls Club Main Club has an open door policy which means members are free to come and go as they please, unless a parent states otherwise in writing. Our satellite locations all adhere to a sign in and sign out policy and no one is allowed to pick up or walk home with a child unless they are listed on the emergency contact form. If you need to update your emergency contacts, this must be done in writing at your home sites. Once they leave the Club premises, they are no longer under its control or supervision.

My signature attached to the following statements signifies my understanding and acceptance of the terms stated herein this guide.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Child Information**

Child Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Allergies/Medical Restrictions: \_\_\_\_\_

Club Site:      Main Club      Edison

**Emergency Contacts**

Parent/Guardian Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Relation to Child: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Relation to Child: \_\_\_\_\_

**Pick-up (names and phone numbers)**

**The following people are the ONLY individuals allowed to pick up my child(ren) from Boys & Girls Club:**

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_