



BOYS & GIRLS CLUB
OF BURBANK AND GREATER EAST VALLEY

Parent Information Guide



OLHR

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 – 6pm, Monday - Friday

Monday, June 19th – Thursday, August 24th

Closed

Fourth of July (Tuesday, July 4th)

Contact Information

Site	Phone Number	Address	Email
OLHR	(818) 720-2317	7802 Vineland Ave. Sun Valley, 91605	olhr@bgcburbank.org
Main Club	(818) 842-9333	2244 N. Buena Vista St., Burbank 91504	Info@bgcburbank.org

OLHR Unit Director	Erika Diaz	(818) 720-2317
Office Manager	Priscilla Galvan	(818) 842-9333 ext. 113
Director of Club Services	Lianne DePino	(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
Controller	Mira Shah	(818) 842-9333 ext. 111

How to Register

Parents can register online at www.bgcburbank.org, and obtain additional information at the Main Club.

Summer Fees

\$50	Registration
\$130	Per Week
\$30	Per Day

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. 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 OLHR, campers are grouped by grade and are engaged in 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.

Athletic Programs

Athletics will be incorporated into the daily schedule. Concessions will be made during times of excessive heat.

Snacks and Meals

Lunch 12pm

Snack 3:15pm

The meals listed above are provided at OLHR 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 Unit Director 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.

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

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: OLHR

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:

_____/_____
_____/_____
_____/_____
_____/_____