



BOYS & GIRLS CLUB
OF BURBANK AND GREATER EAST VALLEY

Parent Information Guide

Summer 2026



Welcome

Hello Boys & Girls Club parents and welcome to Summer Camp 2025! 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.

Summer 2025 Program Operating Hours and Dates

Main Club* (serving rising 1st – 12th grade youth) * Rising Kindergarten members may enroll only if their older sibling is actively enrolled in and attending the Main Club

Monday, June 1st – Friday, August 7th

7:30am – 6 pm

Bret Hart Elementary (serving rising Kinder - 5th grade youth)

Monday, June 1st – Thursday, August 7th

7:30am – 6pm

Closed

Juneteenth (Friday, June 19th)

Fourth of July (Friday, July 3rd)

August 10th, 11th and 12th

Site Contact Information

Site	Phone Number	Address	Email
Main Club	(818) 842-9333 ext. 113	300 E Angeleno Ave Burbank 91502	membership@bgcburbank.org
Bret Harte	(818) 482-1286	3200 W. Jeffries Ave., Burbank 91504	BretHart@bgcburbank.org
BHC - Elmwood	(818) 433-8390	153 W. Elmwood Ave. Burbank 91502	Elmwood@bgcburbank.org

Management Contact Information

Membership Manager	Helineh Boghosians	(818) 842-9333 ext. 117	Helineh.boghosians@bgcburbank.org
Membership Coordinator	Vivian Carchi	(818) 842-9333 ext. 113	Vivian.Carchi@bgcburbank.org
Director of Programs	Arpineh Khodagholian	(818) 842-9333 ext. 122	Arpineh@bgcburbank.org
Sports & Recreation Director	Mike Graceffo	(818) 842-9333 ext. 118	mike.graceffo@bgcburbank.org
American Sign Language YDP	Jeffery Hernandez	(818) 842-9333 ext. 115	Dhh@bgcburbank.org
Director of Enrichment Sites	Serli Mehrabian	(818) 303-4862	SerliMehrabian@bgcburbank.org
Manager of Enrichment Sites	Anita Nazarian	(818) 823-0749	anitanazarian@bgcburbank.org

Manager of Club Support	Parli Mehrabian	(818) 531-6342	parli.mehrabian@bgcburbank.org
Manager of Enrichment Sites	Celeste Lopez	(818) 319-1386	celeste.lopez@bgcburbank.org
Coordinator of Enrichment Sites	Devinair Mathis	(818) 568-4134	Devinair.mathis@bgcburbank.org
Financial Office	Sabrina Rodriguez	(818) 842-9333 ext. 127	sabrina.rodriguez@bgcburbank.org
Director of Impact	Rashawn Morris	(818) 842-9333 ext. 120	RashawnMorris@bgcburbank.org
Enrichment Curriculum Manager	Brandon Baker	818-531-8670	brandon.baker@bgcburbank.org
Teen Service Coordinator	David Montero	(818) 842-9333 ext. 119	David.montero@bgcburbank.org
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110	shannawarren@bgcburbank.org

How to Register

Parents can register online at <https://bgcburbankandgreatereastvalley.my.site.com> by creating a Parent Portal account. Additional information is also available at the Main Club. Please note that same-day enrollment is not permitted.

High School Members

High school members must enroll in specific weeks in order to participate in our summer program at the Main Club. There is no fee to enroll in desired weeks. Parents must enroll their child no later than Friday, 5 p.m. to attend the following week. Please note that same-day enrollment is not permitted. Members who are not enrolled in a specific week will not be able to participate in the summer program.

Important: High school members enrolled for the full summer are expected to attend at least 2–3 days per week to maintain their spot. If a member does not attend at least two days per week, they may be removed from future weeks to allow space for members with regular attendance.

Summer Fees	
Registration	\$90
Weekly Fee	\$220
Sibling Discount	\$185

A sibling discount is available for families with two or more children enrolled in the program. The discount will be applied after full payment has been made for the first child. **If you have enrolled the sibling(s) in the summer program, please email our Membership team at membership@bgcburbank.org so we can review the enrollment and apply the sibling discount on our end *before* the payment date.**

Weekly payments will be processed on the business day prior to the start of the week for which you have enrolled your child(ren).

You may make payments through Parent Portal using a credit card, or by cash/check at the Main Club. Registration and payment for summer services must be completed at least one business day prior to your child's attendance in the program.

Refund and Credit Policy

No refunds or credits will be issued for registration fees, field trip fees, camp shirt purchases, or partially used weeks.

Fully unattended weeks may be credited toward another week or refunded only if we are notified no later than Friday at midnight prior to the purchased week. Please note there is a \$30 administrative fee for all schedule changes. We will not issue any refunds or credits for fully unattended weeks if notification is received after the intended session start date.

To notify us, please contact the Membership Department by email at membership@bgcburbank.org

*** All credits, refunds, or schedule changes will incur a \$30 administrative fee per member**

Late Pick-up Fee

The Club charges a late pick-up fee of \$2 per minute for any time past the stated closing hours.

Parking

Main Club - Parking at the Main Club facility is limited. Visitor parking is available inside the parking lot, and street parking is available on Angeleno Avenue. Parents are **not** permitted to park in staff-numbered spaces. Parents may also park in the free public structure across the street, but please follow all posted signs to avoid receiving a ticket.

Bret Harte – Street parking is available on Ontario St.

Please note that parking can be congested during the following times: 7:45 a.m. – 9:00 a.m. and 4:30 p.m. – 5:45 p.m. Be sure to plan accordingly.

Financial Aid

Contact: Membership Department at (818) 842-9333 ext. 113

Financial aid is available to families who qualify. Applications can be obtained at the Main Club, through the BGC Parent Portal, or on our website. The Boys & Girls Club of Burbank provides financial aid to families who need it most. Aid is offered in varying amounts to help cover the weekly program fee, but it does **not** cover the registration fee. You will be responsible for paying the registration fee prior to your child's first day of attendance.

Financial aid is granted based on demonstrated financial need. Each applicant must apply annually for both fall and summer programming. Please ensure you complete the summer financial aid application and attach all required documents listed on the application.

Please note: We cannot make copies of your financial aid documents, so be sure to bring your own copies. Once your packet is complete, please submit it to the Membership Department at the Main Club. After your application has been reviewed, a membership representative will notify you via email or phone.

If your application is approved, you will access the Parent Portal to pay the financial aid deposit to activate your aid. Once the deposit is paid, we will receive a notification and adjust your account to reflect the approved weekly rate. Applications are subject to review at any time. **We strongly recommend submitting applications at least two weeks before your child's first day of attendance.**

BUSD Summer locations

BGC Burbank is hosting the summer camp program at Miller, Stevenson, and Jefferson Elementary Schools. There is no cost to participate in this program. Please note that the district determines which families qualify for summer camp.

Members must be enrolled through BGC Burbank's Parent Portal before they can participate. We encourage all members to attend at least 3–4 days per week to fully enjoy all of the fun activities we offer.

LAUSD Summer locations

If your child attends an LAUSD school (has Active LAUSD ID) and is participating in summer camp on an LAUSD campus, there is **no cost** to participate. All members must be enrolled through **BGC Burbank's Parent Portal** and complete the **Beyond the Bell (BTB) application** before they can join the summer program. The BTB application can be found on the Parent Portal or at your child's campus on their first day of camp. We encourage all members to attend at least **3–4 days per week** to fully enjoy all of the fun activities we offer.

Burbank Housing Corporation

Members who are BHC tenants or live in the surrounding neighborhood are eligible to enroll at the Elmwood location. To find out if you qualify, please contact Emily Lopez at elopez@burbankhousingcorp.org

- **Financial aid** is available for Extremely Low, Very Low, and Lower Income households. To request an application, please contact (818) 559-2336 or elopez@burbankhousingcorp.org. If awarded, children must attend the program five days a week for a minimum of four hours per day. If a child is unable to attend for a legitimate reason, the parent must provide a valid explanation and documentation to the BHC office to excuse the absence.
- **Snacks and Lunch** – BGC will provide a morning snack at 9 am and an afternoon snack at 3 pm daily. Members must bring their own sack lunch and water bottle every day.
- **Summer BGC Shirts** - Members will receive two new blue BGC summer shirts and are expected to wear them daily. Shirts will be distributed on the first day of summer camp. Additional shirts may be purchased at the BGC Main Club for \$10 each.
- **Weekly Payments** – Payments must be made through the Parent Portal no later than Friday at 5:00 p.m. for the following week. If you are unable to select the desired week, please contact the Membership Department at (818) 842-9333 or membership@bgcburbank.org.
 - **Fees** - \$40 For 1 child
 - **Sibling Discount** - \$20 for each additional child
- **Field Trips** – Trips are included in the weekly fees. Please note that the Elmwood Activity Center will be closed during field trip hours and other off-site outings. Members attending field trip or swimming days must be able to participate in the trip. If a member chooses not to attend the field trip, they will not be able to remain at the site while it is closed. To register a member for a field trip, a parent or legal guardian must sign a permission slip before each trip day. Permission slips will be available at the Elmwood Activity Center.
- **Attendance** – Due to the limited capacity of the Elmwood Activity Center, enrolled members are expected to attend at least three times per week. If a member occupies a weekly enrollment space

without attending regularly, BHC may request that the member unenroll for future weeks to allow other families to use the registration space.

Sign In/Sign Out Procedure and Pick-up Policy

Our staff will sign members in and out daily. Only parents or guardians listed in the Parent Portal are authorized to pick up a member from the program. Staff will ask for identification. No elementary school-aged youth may sign themselves out. Additionally, no siblings or other individuals under the age of 18 are permitted to sign youth out of the program.

Members over the age of 12 may sign themselves out to walk home if a parent or guardian completes and returns a Walk Home Release Form to the Membership Office. Members are not permitted to linger outside the Club or surrounding areas while waiting for pick-up. If you need a form, please email the Membership Team at membership@bgcburbank.org.

Youth are not allowed to exit and re-enter the Club multiple times in a single day. All changes to the pick-up list for any site must be made through the Parent Portal.

Child Care Resource Center

The Boys & Girls Club of Burbank and GEV collaborates with the Child Care Resource Center (CCRC), a valuable resource for families who may qualify for free child care assistance. If you would like to apply for CCRC services or receive more information, please visit their website at <https://www.ccrcca.org/>.

To help ensure a smooth enrollment process with BGC Burbank, please review and follow the instructions and reminders below:

- Parents are required to create a BGC Parent Portal account and pay the summer camp registration fee.
- If a parent wishes for their child to start immediately, they are responsible for enrolling and paying for the weekly program until the Membership Department receives confirmation of approval from CCRC. **Please note:** Once BGC has received approval confirmation, we will reimburse any applicable weekly payments made by the parent.

CCRC families must also follow the Club's **one-business-day enrollment policy**. The Club is not responsible for contacting CCRC case managers for approval or facilitating communication with parents. All parents must contact their case manager directly and ensure all required documents are in order before submitting them to the Boys & Girls Club.

If you have any questions, please contact our **Membership Department** at membership@bgcburbank.org or **(818) 842-9333 ext. 113**.

Camp Shirt Policy

Members who participate at the Bret Harte or Elmwood locations are required to wear summer camp shirts daily. Members attending the Main Club are not required to wear camp shirts each day but are encouraged to do so. Camp shirts are required for any field trips or off-campus activities.

Shirts may be purchased for \$10 each at our summer camp locations. Please note that all shirt purchases are final. Shirts cannot be exchanged for a different size once they have been purchased.

BGC Dress Code

Club members must be dressed appropriately while at the Club. Pants and shorts should be properly hemmed and fit/be worn at the waistline. Girls' tops/blouses must cover any undergarments, the chest, and midriff so that they remain covered even when actively participating in physical activities. The length of shorts and dresses must be past the member's middle finger in order to be worn at the Club. Severely ripped jeans are not permitted.

Items to avoid: see-through tops, low-cut/crop tops, short shorts, short skirts, and low-rise pants or jeans. Boys must wear pants that fit at the waist and completely cover underwear. Excessively baggy or saggy pants or shorts are not acceptable. Gang-affiliated wear is not acceptable. Hemlines on dresses, long sweaters (worn as dresses), skirts, and shorts above the mid-thigh are not acceptable. Length cannot be shorter than the tip of the fingers when arms are placed straight at the sides of the body.

For safety reasons, closed-toe shoes must be **worn** and are required for members participating in any physical fitness programs. Parents will be notified of dress code violations and/or required to bring an appropriate change of clothes for their child. Continuous issues with the dress code may result in suspension from the program.

Teen Night

Teen nights will be held every Friday night from 6:00 pm – 9:30 pm for all rising 6th – 12th grade members.

Personal Items

Toys, electronics (e.g., tablets), and other personal items are not permitted at the Club. There are plenty of activities provided throughout the day during summer camp. If personal items are brought to the Club, staff will confiscate the item, and it will be the parent's responsibility to retrieve their child's property.

Reminder: The Club is not responsible for any lost, stolen, broken, or damaged items.

Technology Policy (5 – 12 years old)

If your child has a cell phone:

1. The Club will not be responsible if phone is lost, stolen, or broken/damaged.
2. Club member cell phone usage is for emergencies only
3. Cell phones must be kept silent at all times and used in the front office or an area designated by club staff.

Please note: Parents can call the Club's phone number as their primary method of communication.

****The Club *may* allow for the use of devices depending on the program activity. Parents will be notified in advance and will be provided with a Bring Your Own Device consent form. If you need a form, please email our Membership team, membership@bgcburbank.org.**

Teen Technology Policy (13 years old and up)

If your child has a cell phone:

1. The Club will not be responsible if phone is lost, stolen or broken/damaged.
2. Cell phones must be always kept silent.

Please note: Parents should call the Club's phone number as their primary method of communication.

Technology Safety: The safety of our teen members is very important to us. While teen members ages 13 and older are allowed to bring cell phones to the program, to ensure the safety and privacy of all members, we prohibit the use of cell

phones inside bathrooms at the Club during operational hours. We kindly request that all members store their cell phones in their backpacks or ask staff to hold their phones before entering the bathroom. Additionally, members are not permitted to use FaceTime or similar video-calling features while at the Boys & Girls Club. The use of any device to engage in cyberbullying or inappropriate online behavior toward other members is strictly prohibited. If members are posting on their social media while at the club, posts must be positive and respectful. The club will not tolerate any bullying or inappropriate post taken on club premises or relating to BGC Burbank. Violations of this policy will result in appropriate disciplinary action, which may include confiscation of the device for the remainder of the day, parent/guardian notification, and further consequences in accordance with the Club's disciplinary policies, up to and including immediate expulsion from the program and possible involvement of law enforcement.

Programs

Our Summer Day Camp program is staffed at an adequate ratio of 1:20 for rising 1st – 12th grade and 1:10 for rising Kindergarten members to ensure safety. Campers will engage and explore in age-appropriate activities, including but not limited to our 5 key program areas: *Sports & Recreation, Education, The Arts, Health & Wellness, and Character & Leadership*. Programs will take place using both indoor and outdoor spaces.

Bathroom Policy

Members will have bathroom breaks throughout the day during summer camp. Members are **not allowed to enter the restroom alone**. Staff will designate groups of **three members** for each bathroom break. If a single member needs to use the restroom, staff will escort them along with other members to and from the restroom. This process ensures that members use the restroom safely and appropriately.

Please note: Staff do not enter the restroom with members. They will wait outside and escort member(s) back to their designated department.

Field Trips

Field trips have an additional cost and space is limited. Trips are non-refundable. Field trips will be announced one week in advance, and parents can enroll their child through the Parent Portal.

Parents should pack a lunch or provide money for lunch, depending on the trip, which will be communicated in advance. Members cannot be picked up by a parent or guardian from any field trip.

All members participating in field trips must wear the current BGC summer shirt.

Athletic and Recreation Programs

The specialty athletic programs listed below are for members ages 9 and up who are enrolled at the Main Club:

- Tennis and Golf: \$10 participation fee for the summer
- Jr. RBI (Baseball): Free

For more information, please contact the Sports and Recreation Director, Mike Graceffo, at mike.graceffo@bgcburbank.org or (818) 842-9333 ext. 118

Snacks and Meals

The designated mealtimes for all summer camp locations are as follows:

- **Morning Snack:** 9:00 a.m.
- **Lunch:** 12:00 p.m.
- **Afternoon Snack:** 2:30 p.m.

The Club will provide morning and afternoon snacks at all locations. All members are required to bring their own sack lunch, which must be in an insulated container, as food cannot be refrigerated or warmed at the Club. If a child does not have a lunch at drop-off, they will not be able to participate until a lunch is provided.

Additionally, parents and members are not allowed to order food via delivery services to any summer location.

Important Note: For safety reasons, members are not allowed to bring hot water or Cup Noodles.

Water Bottles

We recommend that parents send their child to camp with a refillable water bottle labeled with their first and last name.

Court Orders

The Club requests that any current court orders regarding custody or restraining orders be submitted to the Membership Department. These forms can be emailed to membership@bgcburbank.org or submitted in person. The Membership Manager will then share the information with the appropriate staff at the child's summer location. Parents or guardians are required to inform the Club immediately of any changes to court orders. This ensures that 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, staff will provide First Aid and complete an accident report. Parents will be notified at pick-up and asked to sign the report. If additional medical attention is needed, parents will be contacted immediately.

In the event of a life-threatening emergency, 911 will be called first, and parents will be informed immediately. The Boys & Girls Club follows the procedures outlined in the Staff Crisis Management Handbook for all emergencies. Staff at Burbank Unified School District campuses follow the District's emergency procedures, which are posted in their classrooms.

Prescription Medication Policy

The Boys & Girls Club encourages parents to schedule any necessary medication outside of Club hours whenever possible. If a physician-prescribed medication requires specialized training to administer, such as an injection (other than an EpiPen), the Club cannot administer it. Such medication must be given outside of Club hours. If medication must be administered during Club hours, it will be done in accordance with the Club's medication policy.

Authorization Requirements

For members whose medication must be administered at the Club, a Medication Distribution Form must be completed for each medication before it can be administered.

- The medication and signed forms must be delivered to the Club location prior to the child's start in the program. The parent or guardian must personally bring the medication.
- The first dose of any medication should always be administered at home to ensure there are no allergic reactions.
- All prescribed medication must be received in the original container dispensed by a licensed prescriber or pharmacist, with the proper label intact.

Medication Exclusions

The following medications will not be administered at the Club:

1. Over-the-counter medications
2. Herbal supplements
3. Homeopathic remedies
4. Injectable medications (other than an EpiPen)
5. Controlled substances

Record Keeping and Medication Storage

A secure area shall be designated for the storage of medication.

Self-Administered Medications

Self-administration of medication is not permitted at the Club. Members are not allowed to keep medication in their personal belongings.

If any of the policies outlined here are not followed, the Club will not administer medication until all required documentation has been properly submitted.

Immunization Records

Any Club members who are home-schooled are required to provide proof of immunization. To do so, you may submit copies of vaccination records with the appropriate signature(s) to the Membership Manager.

Discipline

The Boys & Girls Club asks that all youth respect the Club, themselves, and each other. Staff use positive reinforcement techniques when communicating with members, and we reward and recognize positive behavior. The Club has a zero-tolerance policy for bullying.

When discipline issues arise, staff will discuss the behavior with the child, guide them through our problem-solving strategy, and may provide a timeout, request that the child write an apology letter, or restrict program participation as necessary.

If a child continues to misbehave after multiple warnings, or their behavior endangers the safety of others, they will receive a written warning that must be signed by a parent or guardian. Continuous or serious issues may result in suspension or expulsion from the program.

Replacement Policy

The Boys & Girls Club of Burbank and Greater East Valley is not responsible for lost or stolen items. If a child loses or damages Club property or equipment, the member or their family is responsible for replacement or repair.

Equal Access

We provide care to all youth who enter our doors, but request that parents understand that the Boys & Girls Club does not provide one-to-one care. Child aides are welcome at Club sites when they have been cleared with the coordinator through the parent and proof of placement has been provided. Please contact the Membership Department for more information at membership@bgcburbank.org.

The Boys & Girls Club of Burbank and Greater East Valley reserves the right to refuse service at any time, for any reason, including, but not limited to, violations of the Club's values. We expect all members and parents to respect themselves, respect others, and respect the Club.

Inclusion Policy

The Boys & Girls Club of Burbank and Greater East Valley welcomes all children and is dedicated to providing services without discrimination. We are committed to making reasonable accommodations to ensure equal opportunities for individuals with disabilities and other complex needs. In accordance with the Americans with Disabilities Act and applicable federal, state, and local laws, the Club will make reasonable adjustments to provide children with disabilities full and equal access to our programs and services in the most appropriate and integrated environment. This will be done unless such adjustments would create an undue burden, pose a direct threat to the health and safety of others, or fundamentally change the nature of our programs and services.

Confidentiality is essential when handling all verbal and written information about children requesting accommodation and their families. All staff and volunteers receive training on the importance of confidentiality. Recordkeeping is conducted securely, with access limited to authorized personnel. Documentation and information will only be shared with Club staff who need to know, including those involved in the child's individualized needs assessment and the development or implementation of accommodation plans. Confidential information will not be disclosed to others without the written consent of the parent or guardian, except as required by law for mandated reports of suspected child abuse and neglect.

IMPORTANT: Parent Information Guide 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. I grant permission for the Club to take and use photos and video footage of my child in the news and press releases, including but not limited to promotional materials.

If you do not want your child's photos or videos to be used in Boys & Girls Club marketing or promotional materials, or by partnering organizations for events or activities they host, please contact our Membership Department at membership@bgcburbank.org.

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 for any consequences related to such transportation.

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 whatsoever 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 is a drop-in program. Our satellite locations all adhere to a sign-in and sign-out policy. No one is allowed to pick up or walk home with a child unless they are listed on the emergency contact form in the Parent Portal. If you need to update your emergency contacts, this must be done through the Parent Portal. Once children leave the Club premises, they are no longer under our control or supervision.

I hereby authorize the release of information from my child's record. Furthermore, the Boys & Girls Club of Burbank and Greater East Valley can share information with Boys & Girls Clubs of America in an effort to best measure Club impact. I understand that the information to be released from this record is confidential and protected from disclosure. I also understand that I have the right to cancel my permission to release information at any time before it is released. I also understand that my consent to request information will expire when acted upon, or at the completion of my child's enrollment in the program, whichever occurs first.

By completing the summer enrollment, I adhere to the following statements, and I understand and accept the terms stated herein this guide.

IT IS OUR MISSION to inspire and enable all young people to realize their full potential as productive, responsible and caring citizens.

CLUB VALUES

- KNOWLEDGE
- EMPATHY
- ACCEPTANCE
- ACCOUNTABILITY
- LEADERSHIP
- TRANSPARENCY
- COMMUNITY

MAIN CLUB
300 E. Angeleno Avenue
Burbank, CA 91502
(818) 842-9333
www.bgcburbank.org

The Boys & Girls Club of Burbank and Greater East Valley is a 501 (c)(3) non-profit organization. Tax ID# 95-6483745