



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

# Parent Information Guide



**School Year 2017-18**

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

## Welcome

Hello Boys & Girls Club parents and welcome to a new Club year! 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.

## Main Club Information

### Address

2244 N. Buena Vista St., Burbank, CA 91504

### Phone

(818) 842-9333 ext. 113

### Fax

(818) 842-0694

### Tax ID number

#95-4485745

## Club Staff

Office Manager	Priscilla Galvan	(818) 842-9333 ext. 113	<a href="mailto:PriscillaGalvan@BGCBurbank.org">PriscillaGalvan@BGCBurbank.org</a>
Finance Assistant	Sarah Schumann	(818) 842-9333 ext. 116	<a href="mailto:Sarah_S@BGCBurbank.org">Sarah_S@BGCBurbank.org</a>
Club Services Director	Lianne DePino	(818) 720-2050	<a href="mailto:LianneDePino@BGCBurbank.org">LianneDePino@BGCBurbank.org</a>
D/HH Coordinator	Jessica Mayer		<a href="mailto:DHH@BGCBurbank.org">DHH@BGCBurbank.org</a>
Director of Operations	Brittany Vaughan	(818) 842-9333 ext. 117	<a href="mailto:BrittanyVaughan@BGCBurbank.org">BrittanyVaughan@BGCBurbank.org</a>
Controller	Mira Shah	(818) 842-9333 ext. 111	<a href="mailto:MiraShah@BGCBurbank.org">MiraShah@BGCBurbank.org</a>
Director of Development	Susan Sebastian	(818) 842-9333 ext. 114	<a href="mailto:SusanSebastian@BGCBurbank.org">SusanSebastian@BGCBurbank.org</a>
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110	<a href="mailto:ShannaWarrenBGC@aol.com">ShannaWarrenBGC@aol.com</a>

## Operating Hours

### School Days

#### Main Club

Monday – Friday, 2-6:30pm

#### Teen Program at Main Club

Monday – Friday, 2-6:30pm

Friday 7-10pm

#### On-Site Programs

School release – 6pm

### Winter and Spring Break

#### Main Club

7:30am – 6:30pm

### Closed

Christmas Day

Martin Luther King Day

Memorial Day

Labor Day

Thanksgiving Day

New Year's Day

Presidents Day

Fourth of July

Veteran's Day

Day after Thanksgiving

## Site Contacts

SCHOOL	BGC #(818)	EMAIL
Elementary Enrichment Sites (Burbank)		
Edison	482-7905	<a href="mailto:Edison@BGCBurbank.org">Edison@BGCBurbank.org</a>
Emerson	482-0950	<a href="mailto:Emerson@BGCBurbank.org">Emerson@BGCBurbank.org</a>
Bret Harte	482-1286	<a href="mailto:BretHart@BGCBurbank.org">BretHart@BGCBurbank.org</a>
Jefferson	482-7902	<a href="mailto:Jefferson@BGCBurbank.org">Jefferson@BGCBurbank.org</a>
Miller	482-7904	<a href="mailto:Miller@BGCBurbank.org">Miller@BGCBurbank.org</a>
Roosevelt	482-7900	<a href="mailto:Roosevelt@BGCBurbank.org">Roosevelt@BGCBurbank.org</a>
Stevenson	482-7901	<a href="mailto:Stevenson@BGCBurbank.org">Stevenson@BGCBurbank.org</a>
Middle School Drop in Programs (Burbank)		
Jordan	482-5038	<a href="mailto:Jordan@BGCBurbank.org">Jordan@BGCBurbank.org</a>
Muir	397-7854	<a href="mailto:Muir@BGCBurbank.org">Muir@BGCBurbank.org</a>
Luther	524-0946	<a href="mailto:Luther@BGCBurbank.org">Luther@BGCBurbank.org</a>
Greater East Valley Sites		
St. Patrick	433-8259	<a href="mailto:StPatrick@BGCBurbank.org">StPatrick@BGCBurbank.org</a>
Verdugo Hills HS	669-2558	<a href="mailto:VHHS@BGCBurbank.org">VHHS@BGCBurbank.org</a>
Our Lady of the Holy Rosary	720-2317	<a href="mailto:OLHR@BGCBurbank.org">OLHR@BGCBurbank.org</a>
Our Lady of Peace	319-1342	<a href="mailto:OLP@BGCBurbank.org">OLP@BGCBurbank.org</a>
Van Ness Elementary	(323) 469-0992	<a href="mailto:VanNess@BGCBurbank.org">VanNess@BGCBurbank.org</a>

### How to Register

Club members can register for the school year online at [www.bgcburbank.org](http://www.bgcburbank.org), and pick up additional information at the Main Club.

### Programs

#### Elementary School on-site programs

- Project Learn and PowerHour
- Creative Arts
- Athletics, sports leagues, and Triple Play
- Specialized Programs

#### Middle School on-site programs

- Project Learn and PowerHour
- Athletics, sports leagues, and Triple Play
- Torch Club (leadership)
- Money Matters
- Passport to Manhood
- SMART Girls
- Goals for Graduation
- Be Great: Graduate

#### Main Club

- Project Learn and PowerHour
- Creative Arts, including dance and acting
- Athletics, sports leagues, and Triple Play

- Club Tech, including Robotics and STEM
- D/HH program

#### Teen program

- Volunteer program
- Keystone (leadership)
- Z Club (leadership)
- Athletics
- College Bound
- Career Launch
- Drop-in teen nights
- Money Matters
- Passport to Manhood
- SMART Girls
- Goals for Graduation

ASES Sites at Luther, Washington, Providencia, and Disney schools

- Please contact your school for more information on ASES programming.

## **Snacks and Meals**

A snack is provided at every site after school. On out-of-school days, the Main Club's full day program provides a morning and afternoon snack. Please pack lunches in insulated containers and do not send any food that needs to be heated or warmed.

## **Fees**

### **ALL FEES ARE DUE ON THE FIRST OF THE MONTH.**

School year sites registration fee:

\$75 before 8/1/17

\$85 after 8/1/17

Elementary School on site programs

- \$140 per month

Middle School on site programs

- \$75 per month

Main Club

- \$140 per month

ASES Sites (no registration fee)

- \$50 per semester

Teen programs

- There are no registration or program fees to attend the teen program.

Payments must be made before the child can attend the program. Your registration payment can be made online at [www.bgcburbank.org](http://www.bgcburbank.org) and your monthly payments can be made via the Credit/Debit Card Authorization Form which can be found on our website at [www.bgcburbank.org](http://www.bgcburbank.org). Once this form is filled out, you will be set up on automatic payment and your payment will be processed on the 1st of the month. Payments can also be made with check or cash at the Main Club. The Club does not provide refunds in any case. Members cannot un-enroll for a single month. Members will still be charged the monthly fee during months they do not attend or will have to re-enroll after their absence.

## **Late Payment Fee**

The Club charges a \$15 late fee if the monthly fee is paid after the 5th of the month. Your child may not return until correct payment is made.

## **Financial Aid**

Contact: 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 is able to provide financial aid to those families who need it most. Financial Aid comes in various denominations that will help cover the cost of the monthly tuition. Aid does not cover the annual membership fee. You will be held accountable to pay the membership 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 school year and summer programming. Applications are subject to review at any time. No child is turned away for an inability to pay.

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

### **Elementary School on site programs**

Boys & Girls sign in when entering the program and their attendance is verified at roll call. Only parents or guardians listed are allowed to sign out youth from the program. No elementary school aged youth can sign themselves out. No siblings or other individuals under 18 can sign youth out.

### **Middle School on site programs**

Youth must sign in when they enter the program. Youth are given 15 minutes from school release time to sign in to the program, unless they come with a note from a teacher or counselor explaining their late arrival. Youth or their parent/guardian must sign out when leaving. If a child signs themselves out, they must leave the school campus immediately.

### **Main Club**

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.

### **Late Pick-up Fee**

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

### **Absences**

Boys & Girls Club asks that parents call to inform them if a child will not be in attendance at the school sites and at the Main Club facility. No call is necessary for the middle school drop-in programs. Members that have been absent from school due illness or behavioral reasons are not eligible to attend the Boys & Girls Club for the day. Members will no longer be able to un-enroll for a single month. Members will still be charged the monthly fee during months they do not attend or will have to re-enroll after their absence.

### **Immunization Records**

Any Club members who are home-schooled are asked to provide the Club with proof of immunization. To provide proof of immunization you may submit copies of documentation of previous vaccinations with appropriate signature(s).

### **Court Orders**

The Club requests that any current court orders be submitted to the Boys & Girls Club and that the parent/guardian inform the Club immediately to any changes in the order.

### **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 it 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 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 is not liable for any lost or stolen items. If your child loses or breaks Boys & Girls Club property or equipment, it is expected that the member to replace it.

### **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.

### **Hours of Commitment**

The Boys & Girls Club has implemented a volunteer program, "Hours of Commitment" for all parents. Parents are requested to complete 5 hours of volunteer service to the organization throughout the school year. All volunteer opportunities are posted at each respective location and parents can donate supplies and snacks to compensate for volunteer time. The current value of a volunteer hour in the State of California is \$28.26. Parents will be charged the full or remaining amount of the value of the time not contributed to the Club.

**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: \_\_\_\_\_ School: \_\_\_\_\_

**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:**

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

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**GREAT FUTURES START HERE.**



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

August 2017 – May 2018  
Academic Information Release Form

Dear Boys & Girls Club Parent,

The following letter is being sent to you from the Boys & Girls Club of Burbank and Greater East Valley. In order to better serve your child's academic needs, we need your permission to speak with his/her teacher and the school's administration. Boys & Girls Club staff try their best to give as much attention to each and every child, and we will continue to do so with your support.

**Purpose of Disclosure** – The below named youth is enrolled in the Boys & Girls Club of Burbank and Greater East Valley and will be supported in this program at their afterschool enrichment site from August, 2017 – May 2018. Information requested is to assist the Club staff and support the youth in being successful in the school environment and in the community.

**Information Requested** – The Club requests information including but not limited to: homework assignments, grades additional homework needs, behavioral and disciplinary actions, absences, fitness reports, and tardys.

I hereby authorize the release of the above information from my child's record. Furthermore, 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.

I also consent to Boys & Girls Club staff being allowed to meet with my child on school grounds.

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Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Teacher (homeroom) \_\_\_\_\_ Class \_\_\_\_\_  
Parent's Name \_\_\_\_\_ School \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_

What areas does your child need help in? \_\_\_\_\_

Your signature provides Boys & Girls Club staff permission to meet with his/her teacher to discuss academic needs. It also allows us permission to check the youth's backpack for homework or other purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_