



BOYS & GIRLS CLUB
OF BURBANK AND GREATER EAST VALLEY

Parent Information Guide



Summer 2018

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.

2018 Summer Program Operating Hours and Dates

7:30am – 6:30pm, Monday - Friday

Main Club*

Friday, May 25 – Friday, August 10

Edison Elementary (serving rising grade elementary & middle school youth)

Tuesday, May 29 – Thursday, August 9

Jefferson Elementary (serving rising grade elementary school youth)

Tuesday, May 29 – Thursday, August 9

* Please check www.bgcburbank.org other sites' dates of operation.

Closed

Memorial Day (Monday, May 28th)

Fourth of July (Wednesday, July 4th)

Contact Information

Site	Phone Number	Address	Email
Main Club	(818) 842-9333	2244 N. Buena Vista St., Burbank 91504	Info@BGCBurbank.org
Edison	(818) 482-7905	933 N. Keystone St., Burbank 91506	Edison@BGCBurbank.org
Jefferson	(818) 482-7902	1900 N 6th St, Burbank, 91504	Jefferson@BGCBurbank.org
St. Patrick	(818) 433-8259	10626 Erwin St, North Hollywood, 91606	StPatrick@BGCBurbank.org
OLHR	(818) 720 - 2317	7802 Vineland, Sun Valley, 91352	OLHR@BGCBurbank.org

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	Angelique Vera	(818) 842-9333 ext. 119
Athletics Director	Jay Jackson	(818) 842-9333 ext. 112
D/HH Coordinator	Elizabeth Suzuki	DHH@BGCBurbank.org
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

\$60	Registration
\$135	Per Week
\$30	Per Day
\$730	Block 1 (Weeks 1-6)
\$610	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. The Club does not provide refunds for registration fees. If you need to request a refund for unused weekly fees, a \$15 charge will be assessed.

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 or daily 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.

Sign in/Sign Out Procedure and Pick-up Policy

Upon entering the Club, youth must sign in. 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. Members over the age of 12 may sign themselves out if a parent provides approval in writing. 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.

Personal Items

The Club asks that no member bring toys, electronics or other personal items to the Club. There is plenty to do throughout the day at summer camp. If personal items are brought to the Club, the Club will not be responsible for lost, stolen or broken/damaged items.

Technology Policy

If your child has a 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. Tablets and other electronic devices are not to be brought to the Club. The Club may allow for the use of devices in staff directed activities. Teens (13+) may use their phones at the Club provided it does not interfere with participation in Club activities and their use remains appropriate at all times.

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.

Field Trips

Field trips are an additional cost and space is limited. Trips are nonrefundable. 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.

Snacks and Meals

Morning Snack 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.

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.

Prescription Medication Policy

The Boys & Girls Club urges parents to schedule any necessary medication that needs to be taken outside of Club attendance. If the administration of any drug prescribed by a physician requires specific training, such as an injection (OTHER THAN EPI PEN), the Club will be unable to administer the medication. Such medication will need to be administered outside of Club hours.

If medication must be administered during Club hours, it must be done so in accordance with the following policy.

Authorization Requirements

- For a member whose medication must be administered at the Club, a medication distribution form for each medication must be in place before the administration of the medication.
- The medication and signed forms must be returned to the Club location before commencement in the program. The parent or guardian must personally deliver the medication.
- The first dose of medication should always be administered at home to ensure there are no allergic reactions to the medication.
- Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/licensed pharmacist and labeled.

Medication Exclusions

The below listed medications will not be administered at the Club:

1. Over the counter medications
2. Herbal supplements
3. Homeopathic remedies
4. Shot administered medication (OTHER THAN EPI PEN)
5. Controlled substances

Record Keeping and Medication Storage

A secure area shall be designated for the storage of medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by members. Each dosage of medication will be logged and stored at the Club location.

Self-Administered Medications

Self-administration of any medication is not permitted at the Club. Members are not permitted to keep medication on their person or in their belongings.

If any of the policies outlined here are not met, the Club will refuse to administer any medications until all documentation is correctly received.

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) to the Membership Director.

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

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 their 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: **Main Club** **Edison** **Jefferson** **OLHR** **St Patrick**

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:

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



Dear Parent or Guardian:

This summer at participating Boys & Girls Clubs, nonprofit provider Vision To Learn will offer vision screenings, eye exams, and, if necessary, glasses for your child. **These services will be provided at no cost to you.**

Quality vision care is an important component of education; students that cannot see often struggle to learn to read, to see the board, and to succeed academically.

During the course of this program, your child will be provided a free vision screening by Vision To Learn staff. If your child fails the screening, a trained and licensed Vision To Learn optometrist will then perform a basic eye exam on your child, and will prescribe glasses if appropriate. You will be informed if your child may need follow-up care.

Following the eye exam, if your child needs glasses he/she will have the opportunity to pick from a variety of frames, and glasses will be ordered for your child. Students will receive their glasses two – three weeks after the exam date.

The eye exam and eyeglasses are available to all students who need them, at no out-of-pocket cost to parents or children.

Return only if you do not want your child to participate:

I **do not** give permission, for my child _____ to
participate in the Vision To Learn program. (Student's name)

Parent's Signature

Date

Phone

Email