



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

# Parent Information Guide



**2018-19 School Year**

**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

## Professional Staff

Office Manager	Priscilla Galvan/Sarah Schumann	(818) 842-9333 ext. 113
Director of Club Services	Lianne DePino	(818) 842-9333 ext. 112
Program Director	Lupe Herrera	(818) 842-9333 ext. 120
Financial Assistant	Joi Adams	(818) 842-9333 ext. 122
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110
Chief Financial Officer	Jenny Shih	(818) 842-9333 ext. 111
Chief Operating Officer	Brittany Vaughan	(818) 842-9333 ext. 117

## Operating Hours

### School Days

Office Hours	Monday-Friday, 10am-6:30pm
Main Club	Monday – Friday, 2-6:30pm
Teen Program at Main Club	Monday – Friday, 2-6:30pm, Friday 2-9:30pm
On-Site Programs	School release – 6pm

### Winter and Spring Break

Main Club	7:30am – 6:30pm
Satellite locations	7:30am-6:30pm

### Closed

New Year's Day	Martin Luther King Day	Presidents Day	Memorial Day
Fourth of July	Labor Day	Veteran's Day	
Christmas Day	Thanksgiving Day	Day after Thanksgiving	

## Core Program Areas

The Arts  
Sports & Recreation  
Character & Leadership  
Education & Career  
Health & Life Skills

## How to Register

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

### **School-based Locations**

School	Address	Room	Phone	Email
Edison	933 N. Keystone Burbank, CA. 91506	BGC Bungalow	818-482-7905	<a href="mailto:Edison@BGCBurbank.org">Edison@BGCBurbank.org</a>
Emerson	727 E. San Jose Ave. Burbank, CA. 91501	BGC Bungalow	818-482-0950	<a href="mailto:Emerson@BGCBurbank.org">Emerson@BGCBurbank.org</a>
Bret Harte	3200 W. Jeffries Ave. Burbank, CA. 91505	BGC Bungalows	818-482-1286	<a href="mailto:BretHart@BGCBurbank.org">BretHart@BGCBurbank.org</a>
Jefferson	1900 N. Sixth St. Burbank, CA. 91504	BGC Bungalows	818-482-7902	<a href="mailto:Jefferson@BGCBurbank.org">Jefferson@BGCBurbank.org</a>
Miller	720 E. Providencia Ave. Burbank, CA. 91501	Room 12	818-482-7904	<a href="mailto:Miller@BGCBurbank.org">Miller@BGCBurbank.org</a>
Roosevelt	850 N. Cordova St. Burbank, CA. 91505	Room 41	818-482-7900	<a href="mailto:Roosevelt@BGCBurbank.org">Roosevelt@BGCBurbank.org</a>
Stevenson	3333 Oak St. Burbank, CA. 91505	BGC Bungalows	818-482-7901	<a href="mailto:Stevenson@BGCBurbank.org">Stevenson@BGCBurbank.org</a>
Jordan	420 S. Mariposa St. Burbank, CA. 91506	Cafeteria	818-482-5038	<a href="mailto:Jordan@BGCBurbank.org">Jordan@BGCBurbank.org</a>
Muir	1111 N. Kenneth Rd. Burbank, CA 91504	606/607	818-397-7854	<a href="mailto:Muir@BGCBurbank.org">Muir@BGCBurbank.org</a>
Luther	3811 Allan (Adult School), Burbank, CA. 91505	Adult Sch. H802	818-524-0946	<a href="mailto:Luther@BGCBurbank.org">Luther@BGCBurbank.org</a>
ASES Providencia	1919 N Ontario St, Burbank, CA 91505	Please check with school	(818) 558-5473	<a href="mailto:ProvidenciaASES@gmail.com">ProvidenciaASES@gmail.com</a>
ASES Disney	1220 W Orange Grove Ave, Burbank, CA 91506	Please check with school	(818) 558-4818	N/A
ASES Washington	2322 N Lincoln St, Burbank, CA 91504	Please check with school	(818) 558-5554	<a href="mailto:DorothyHernandez@burbankusd.org">DorothyHernandez@burbankusd.org</a>
ASES Luther	3700 Jeffries Ave, Burbank, CA 91505	Please check with school	558-4646 ext. 20705	<a href="mailto:LutherASES@gmail.com">LutherASES@gmail.com</a>
St Patrick	10626 Erwin Street, No Ho, CA. 91606	Auditorium/Tk Room	818-433-8259	<a href="mailto:StPatrick@bgcburbank.org">StPatrick@bgcburbank.org</a>
OLHR	7802 Vineland Ave., Sun Valley CA. 91605	Room 6	818-720-2317	<a href="mailto:OLHR@BGCBurbank.org">OLHR@BGCBurbank.org</a>
St. Jane Francis	12950 Hamlin St, North Hollywood, CA 91606	Cafeteria	(818) 319-1342	<a href="mailto:StJaneFrancis@BGCBurbank.org">StJaneFrancis@BGCBurbank.org</a>
VHHS	10625 Plainview Ave., Tujunga, CA. 91042	Room 158	818-669-2558	<a href="mailto:VHHS@BGCBurbank.org">VHHS@BGCBurbank.org</a>
ASES Van Ness	501 N. Van Ness Ave, LA 90004	Room 21	818-940-4824	<a href="mailto:VanNess@BGCBurbank.org">VanNess@BGCBurbank.org</a>

### **Snack 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	\$85
Elementary School on site programs	\$145 per month
Middle School on site programs	\$80 per month
Main Club	\$145 per month
BUSD ASES Sites (no registration fee)	\$50 per semester (snack fee)
Teen programs	There are no registration or program fees to attend the teen program.

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 for registration fees. If you need to request a refund for unused monthly fees, a \$15 charge will be assessed. 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: 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 monthly 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.

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

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

Members 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. 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.

### **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.

## **Personal Items**

The Club asks that no member bring toys, electronics or other personal items to the Club. 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 Main Club provided it does not interfere with participation in Club activities and their use remains appropriate at all times.

## **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. The Club will not agree to any pick up changes without a legal agreement in place.

## **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.

In the event of evacuation at the Main Club, our reunification location is Lundigan Park. Sites should contact their Unit Director for their reunification location.

## **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**

If a member loses or breaks Boys & Girls Club property or equipment, the responsibility to replace/repair the item/equipment 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.

### **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 \$29.09. 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**

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: \_\_\_\_\_

**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 2018 – May 2019  
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, 2018 – May 2019. 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.

Child's Name	
School	
Grade	
Teacher (homeroom)	
Parent Name	
Phone Number	
Email Address	

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 the Club permission to check the youth's backpack for homework or other purposes.**

Signature \_\_\_\_\_

Date \_\_\_\_\_