



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

# Parent Information Guide

Summer 2019



**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.

## 2019 Summer Program Operating Hours and Dates

### **Main Club\* (serving rising 1<sup>st</sup> – 12<sup>th</sup> grade youth)**

Tuesday, May 28th – Thursday, August 8<sup>th</sup>

7:30am – 6:30pm

### **Edison Elementary (serving rising kindergarten and 1<sup>st</sup> grade youth ONLY)**

Tuesday, May 28th – Thursday, August 8<sup>th</sup>

7:30am – 6pm

### **Jefferson Elementary (serving rising 1<sup>st</sup> – 5<sup>th</sup> grade youth)**

Tuesday, May 28th – Thursday, August 8<sup>th</sup>

7:30am – 6pm

### **St. Patrick Catholic School (serving rising K – 8<sup>th</sup> grade youth)**

Wednesday, June 19th – Friday, August 2<sup>th</sup>

8am – 6pm

### **Closed**

Memorial Day (Monday, May 27<sup>th</sup>)

Fourth of July (Thursday, July 4<sup>th</sup>)

## Contact Information

Site	Phone Number	Address	Email
Main Club	(818) 842-9333	2244 N. Buena Vista St., Burbank 91504	<a href="mailto:Info@BGCBurbank.org">Info@BGCBurbank.org</a>
Edison	(818) 482-7905	933 N. Keystone St., Burbank 91506	<a href="mailto:Edison@BGCBurbank.org">Edison@BGCBurbank.org</a>
Jefferson	(818) 482-7902	1900 N 6th St, Burbank, 91504	<a href="mailto:Jefferson@BGCBurbank.org">Jefferson@BGCBurbank.org</a>
St. Patrick	(818) 433-8259	10626 Erwin St, North Hollywood, 91606	<a href="mailto:StPatrick@BGCBurbank.org">StPatrick@BGCBurbank.org</a>

Membership Director Priscilla Galvan (818) 842-9333 ext. 113

V.P. of Club Services Lianne DePino (818) 720-2050

V.P. of Operations Lupe Herrera (818) 842-9333 ext. 117

Area Director Arpineh Khodagholian (818) 823-6003

Teen Program Coordinator Jose Alfaro (818) 842-9333 ext. 119

Athletics Director Jay Jackson (818) 842-9333 ext. 112

D/HH Coordinator Elizabeth Suzuki [DHH@BGCBurbank.org](mailto:DHH@BGCBurbank.org)

Controller Jenny Shih (818) 842-9333 ext. 111

## How to Register

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

## Summer Fees

\$60 Registration  
\$150 Per Week  
\$40 Per Day  
\$810 Block 1 (Weeks 1-6)  
\$680 Block 2 (Weeks 7-11)

**Weekly payments must be paid on the Thursday prior to the week your child will be in attendance.** You may pay through the parent portal with a credit card or with cash/check at the summer site. **We require at least two business days for payment processing BEFORE a child can attend the Club. If payment is not made, your child may not attend the program until fees are up to date.**

**Daily:** Payment must be made through parent portal or cash / check at the summer site, prior of your child's attendance to the club.

**Block 1:** Deadline to purchase is May 27, 2019

**Block 2:** Deadline to Purchase is July 5<sup>th</sup>, 2019

Registration and summer service must be completed and paid at least 2 business day prior of your child's attendance to the program.

#### Credit Policy

Fully unattended weeks can be credited towards another week if we are notified no later than Thursday 6pm prior to the purchased week. Please notify us by contacting Priscilla Galvan and Jenny Shih by email at [priscillagalvan@bgcburbank.org](mailto:priscillagalvan@bgcburbank.org) and [Jennyshih@bgcburbank.org](mailto:Jennyshih@bgcburbank.org).

Fully unattended days can be credited towards another day if we are notified 48 hours prior to the purchased day. Please notify us by contacting Priscilla Galvan and Jenny Shih by email at [priscillagalvan@bgcburbank.org](mailto:priscillagalvan@bgcburbank.org) and [Jennyshih@bgcburbank.org](mailto:Jennyshih@bgcburbank.org).

No credit will be issued for partially attended weeks/day.

Block fees are not adjusted to a club member's attendance during the summer program. Please note, unattended weeks within the purchased block cannot be credited towards another week.

#### Financial Aid

Contact: Priscilla Galvan, Membership Director at (818) 842-9333 ext.113

Financial aid is available to families. Applications are available at the Main Club and on our website. 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. Please make sure to fill out our summer financial aid application and attach the required documents listed on the application. Please note we can't make copies so please make sure to bring us a copy of your attachments. Once you have completed your packet, please turn it in to Priscilla at the Main Club. There will be a one time, \$5 financial aid processing fee that must be paid through the parent portal once you are approved to activate your financial aid. 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 on parent portal and P.I.G 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 parent's 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 grade and rotate through each of the following areas: Gamesroom, Big Idea Lab, Learning Center, Athletics and Creative Arts. At our school site locations, campers are grouped into age appropriate activities utilizing indoor and outdoor spaces.

#### 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. Members cannot be picked up by guardian from any fieldtrip.

#### Lundigan Park

Members who are participating at the Main Club will be able to attend our daily park trip from 9:30am-1:30pm. There will be a sign-up sheet in the front office every morning. If you would like your child to participate in the park activities please make sure your child is here before 9 am and wearing their BGC Club shirt and appropriate park attire. The sign in sheet will be removed from the front office by 9am. Members cannot be picked up from park by guardian.

#### 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 our Main Club, other sites, lunch eligibility pending, snacks are served.** 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 administer 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 in their personal belongings.

If any of the policies outlined here are not met, the Club will refuse to administer any medications until all documentation are 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](http://www.BGCBurbank.org)

**PLEASE RETURN THE NEXT 2 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**                      **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:**

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





**MOBILE VISION SERVICES  
CONSENT AND RELEASE FORM**

**\*\*\*There is no cost for your child to participate in the program.\*\*\***

Dear Parent/Guardian,

Vision To Learn is a nonprofit that offers vision screenings, eye exams and glasses to kids at no cost. Vision To Learn will be bringing its mobile vision care clinic to your child's club to provide vision screenings, eye exams and glasses to children who need them. If you would like to give your child permission to participate in the Vision To Learn program, please complete and sign this form. Return the completed form to your child's Boys & Girls Club.

**PLEASE PRINT OR TYPE:**

<b>REQUIRED:</b>			
Child's First Name:			
Child's Date of Birth: Month	Date	Year	Child's Gender (please check one):
<input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/>	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
Parent/ Guardian First Name:			

**CONTACT INFORMATION:**

Street Address:	Unit/ Apt:	City:	State:	Zip:
Phone Number:	Emergency Phone Number:	Email:		

Vision To Learn sometimes collects images of children they serve in order to publicize their programs. By signing this form you agree that your child may be photographed, filmed, and/or voice recorded in any format (collectively called "Recordings") and that Vision To Learn own and may use such recordings in any format without compensation to your child or your child's parents or guardians. You agree that you are waiving any and all claims against Vision To Learn or Boys & Girls Club of America that may arise from your child's participation in the program or the use of the Recordings.

By signing this form, I agree to allow my child to receive vision care services through Vision To Learn's mobile vision clinic. I acknowledge that I have the right to refuse any services provided by Vision To Learn but that I am choosing voluntarily for my child to receive vision services. Vision To Learn provides a modified screening exam with a full refraction. Vision To Learn is able to provide glasses to students who need them, but does not provide comprehensive eye exams or dilation. I understand that receiving vision services provided by Vision To Learn's mobile clinic will constitute a routine vision examination and eyeglasses that may be billed to my (child's) Medicaid benefits. Additional exams are available based on medical eye care needs on a referral basis. I agree that I am waiving any and all claims against the Boys & Girls Club of America that may arise from my child's participation in the program. My signature shows that I have read and understood this voluntary Consent and Release and I agree to its provisions.

**YES, I agree to allow my child to participate in the Vision To Learn mobile vision clinic program, described above.**

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_