



BOYS & GIRLS CLUB
OF BURBANK AND GREATER EAST VALLEY

Parent Information Guide

Summer 2020



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.

2020 Summer Program Operating Hours and Dates

Main Club* (serving rising 6th – 12th grade youth; all grades from Catholic school sites)

**If rising 6th – 12th grade have a younger sibling; they can attend the Main Club as well*

Tuesday, May 26th – Tuesday, August 11th

7:30am – 6:30pm

Bret Hart Elementary (serving rising Tk (4- 6 years old) - 5th youth)

Tuesday, May 26th – Tuesday, August 11th

7:30am – 6pm

Stevenson Elementary (serving rising 1st – 5th grade youth)

Tuesday, May 26th – Tuesday, August 11th

7:30am – 6pm

Closed

Friday, May 22nd – Club Closed

Memorial Day (Monday, May 25th)

Fourth of July (Friday, July 3rd)

August, 12th -14th – Club Closed

Contact Information

Site	Phone Number	Address	Email
Main Club	(818) 842-9333	2244 N. Buena Vista St., Burbank 91504	Info@BGCBurbank.org
Bret Hart	(818) 482-1286	3200 W. Jeffries Ave., Burbank 91504	BretHart@BGCBurbank.org
Stevenson	(818) 482-7901	3333 Oak St., Burbank 91505	Stevenson@BGCBurbank.org
BHC Elmwood	(818) 433-8390	153 Elmwood Ave. Burbank 91502	Elmwood@bgcburbank.org
BHC Peyton Grismer	(818)319-1186	1819 Grismer Ave, Burbank 91504	Peytongrismer@bgcburbank.org

Membership Director	Priscilla Galvan	(818) 842-9333 ext. 113
V.P. of Operations	Lupe Herrera	(818) 842-9333 ext. 120
Program Director	Arpineh Khodagholian	(818) 842-9333 ext. 122
Teen Program Coordinator	Jose Alfaro	(818) 842-9333 ext. 119
Sports & Recreation Director	Jay Jackson	(818) 842-9333 ext. 118
D/HH Coordinator	Elizabeth Suzuki	(818) 842-9333 ext. 115
Controller	Jenny Shih	(818) 842-9333 ext. 111
Area Director	Alfonso Ortega	(818) 842-9333 ext. 112
Area Director	Serli Mehrabian	(818) 842-9333 ext. 112
College Bound Coordinator	Jasmine Garcia	(818) 842-9333 ext. 119
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110

How to Register

Parents can register online at www.bgcburbank.org, and create a parent portal. Parents can also obtain additional information at the Main Club.

Summer Fees

\$65 Registration

\$150 Per Week

\$40 Per Day

\$750 Block 1 (Weeks 1-6: May 26th ~ July 2nd)

\$720 Block 2 (Weeks 7-12: July 6th ~ August 11th)

Weekly payments must be paid by Thursday midnight 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 one 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, one business day prior of your child's attendance to the club.

Block 1: Deadline to purchase is May 25th, 2020

Block 2: Deadline to Purchase is July 3rd, 2020

Registration and summer service must be completed and paid at least 1 business day prior of your child's attendance to the program.

Refund and Credit Policy

No refund will be issued for registration, field trips and camp fees. Credit may be issued for unused weekly or daily fees.

Weekly fees:

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

Daily fee:

Fully unattended days can be credited towards another day if we are notified one business day prior to the purchased day. Please notify us by contacting Priscilla Galvan and Jenny Shih by email at priscillagalvan@bgcburbank.org and 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 or daily fee. You will be responsible for the registration fee prior to the first day of your child's attendance to 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 cannot 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. Once your application has been reviewed, a membership representative will notify you via email or phone call. If approved, you will go on parent portal and pay the financial aid deposit to activate your financial aid. We will receive a notification of you deposit payment and then adjust to you approved weekly rate. Applications are subject to review at any time. **We strongly recommend you to submit applications at least one week prior to your child's attendance.** Financial aid application form is available at the Main Club or on our website <https://bgcburbank.org/membership/#FinancialAid>

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 the club 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.

Parking

Parking at the Main Club is limited. Please do not park in the driveway. The drive way is for BGC staff only. We have 4 parking spots in front of the club for drop off. There is additional parking on Buena Vista St. and Thornton and the street directly behind us, Brighton St. Please note: parking can be hectic during the following times, 7:45 am – 9 am and 4:30 pm – 5:45 pm. Be sure to plan accordingly.

Camp Shirt Policy

All members are required to wear Summer camp shirts daily during camp hours. Shirts can be purchased for \$7 or 2 for \$12 at our summer camp locations.

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

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. Field trips will be available to purchase a week before the field trip date. **For example, On Monday May 25, 2020 (Week 1) at 8 am you will be able to purchase Week 2 field trips on Parent portal.** Members who are attending field trips must be wearing their BGC club shirt. Members who do not have a club shirt will not be able to attend the field trip. The club is not responsible nor expected to provide a member with a loaner club shirt if the child does not have one on the field trip day. Trips are nonrefundable. Many youths 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 parent/ 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 and or 1:30 pm – 5 pm. There will be a sign-up sheet in the front office every morning. If you would like you 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 parent / 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 Sports & Recreation Director, Jay Jackson jayjaxjackson@bgcburbank.org

Teen Night

Friday nights at Main Club from 6:30 pm to 9:30 pm the teen participate in active and interesting activities. We offer free dinner, a safe and fun environment for our Middle and High School members to socialize. Every teen night is themed and full of fun activities. For more information, please contact our Teen Coordinator, Jose Alfaro at Josealfaro@bgcburbank.org.

Snacks and Meals

Morning Snack 8:30am

Lunch 12 pm

Snack 3 pm

The meals listed above are provided at our Main Club. Club members at our other sites must bring their own sack lunch. Packed lunches brought from home must be in an insulated container; **food cannot be refrigerated or warmed at the club**. 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 on field trips.

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 reward and recognize positive behavior. We have a zero tolerance policy for bullying behavior. 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

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. 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.

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** **Bret Hart** **Stevenson**

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:

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