



**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 1<sup>th</sup> – 12<sup>th</sup> grade youth; Catholic school sites)

Tuesday, May 26<sup>th</sup> – Tuesday, August 11<sup>th</sup>

7:30am – 6 pm

### Bret Hart Elementary (serving rising Tk (4- 6 years old) - 5<sup>th</sup> grade youth)

Tuesday, May 26<sup>th</sup> – Tuesday, August 11<sup>th</sup>

7:30am – 6pm

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

Tuesday, May 26<sup>th</sup> – Tuesday, August 11<sup>th</sup>

7:30am – 6pm

### Closed

Friday, May 22<sup>nd</sup> – Club Closed

Memorial Day (Monday, May 25<sup>th</sup>)

Fourth of July (Friday, July 3<sup>rd</sup>)

August, 12<sup>th</sup> -14<sup>th</sup> – Club Closed

## 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>
Bret Hart	(818) 482-1286	3200 W. Jeffries Ave., Burbank 91504	<a href="mailto:BretHart@BGCBurbank.org">BretHart@BGCBurbank.org</a>
Edison	(818) 482-7905	933 N. Keystone St. Burbank 91506	<a href="mailto:Edison@BGCBurbank.org">Edison@BGCBurbank.org</a>
BHC Elmwood	(818) 433-8390	153 Elmwood Ave. Burbank 91502	<a href="mailto:Elmwood@bgcburbank.org">Elmwood@bgcburbank.org</a>

Membership Director	Priscilla Galvan	(818) 842-9333 ext. 113
V.P. of Operations	Lupe Herrera	(818) 842-9333 ext. 120
Program Director	Arpineh Khodaghlian	(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](http://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

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

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

**Weekly payments must be paid by Friday, 9 a.m. prior to the week your child will be in attendance. No Exception.** You may pay through the parent portal with a credit card or with cash/check at the Main Club.

**Daily:** Due to COVID – 19 regulations we will no longer accept the daily fee payment option. Parents who have purchased the daily fee will have to commit to a specific week moving forward. We will adjust their existing daily payment to the week of their choice.

**Block 1:** Deadline to purchase is May 25<sup>th</sup>, 2020

**Block 2:** Deadline to Purchase is July 3<sup>rd</sup>, 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 Friday midnight prior to the purchased week. Please notify us by contacting Priscilla Galvan and Sergio Valles by email at [priscillagalvan@bgcburbank.org](mailto:priscillagalvan@bgcburbank.org) and [svalles@bgcburbank.org](mailto:svalles@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 your 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**

Due to COVID-19, parents are not allowed to enter the front office. Member and parent must wait outside behind the blue line and stand on the blue X displayed on the floor. Front office staff will allow one member at a time into the office to screen their temperature. **Parent must wait outside until the child has been screened.** As for pick up, parents will need to wait outside behind the blue line and stand on the blue X displayed on the floor. Front office staff will call the member and release them to the appropriate person.

Our front office staff will be signing in and out each member. Only parents or guardians listed on parent portal and P.I.G are allowed to pick up the member 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 into pods. We will operate pods with one staff member to 10 Club members. We will reassess this formula again in July as guidelines are revised. Please note siblings will be placed in the same pod to minimize risk. Campers will engage in appropriate activities utilizing indoor and outdoor spaces. All summer camp locations will follow social distancing guidelines directed by the County of Los Angeles of Public Health Department. All summer locations will also follow a 30 min handwashing schedule and bathroom break.

### **Field Trips**

Field trips and recreational sports have been cancelled for the month of June. We hope to incorporate field trips in July if we are allowed.

### **Athletic Programs**

Tennis, Golf, and Jr. RBI (baseball) athletics programs have been cancelled for the month of June. We hope to incorporate recreational sports as soon as we are permitted.

### **Teen Night**

Due to COVID – 19 there will be no Teen Night until further notice.

### **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.

### **IMPORTANT: Parent Information Guide Waiver Reminder**

Due to COVID – 19, the Safer at Home orders have been extended until July, our summer program has been modified. In order to ensure high quality programming and safety being BGC Burbank's top priority, we will be limiting member occupancy at each camp location to maintain social distancing guidelines directed by the County of Los Angeles of Public Health Department. We will continue to operate pods with one staff member to 10 Club members. Parents please note there is a possibility that your child will be placed in a different pod through the summer. We will do our best to keep each member in their original pods. Siblings will also be placed in the same pod to minimize exposure. We will reassess this formula again in July as guidelines are expected to relax.

Based upon guidance from the US Centers for Disease Control and Department of Public Health, we are asking for your cooperation with the following protocols to protect our members and staff:

- DO NOT SEND YOUR CHILD/WARD TO THE CLUB IF THEY ARE EXPERIENCING COLD/FLU-LIKE SYMPTOMS OR ARE FEELING SICK IN GENERAL. If the member or parents/guardians are visibly sick, the member will not be allowed to enter the Club. If the member becomes sick at the Club, he/she will be isolated immediately, and parents/guardians contacted for immediate pick up. **The member will not be able to attend the Club for 14 days.**
- If a parent/guardian is visibly, sick at pick up, we will ask the parent/guardian to stay outside the Club and a staff member will escort the member outside to the parent/guardian. **The member will not be able to attend the Club for 14 days.**
- Upon arrival to the Club and prior to eating, members will wash their hands thoroughly (for at least 20 seconds). Hand sanitizer is used when necessary.
- All restrooms are closely monitored to ensure hand soap is always available.
- Staff will disinfect program areas and surfaces routinely throughout the day.
- We have enacted a no-handshaking / no-hugging policy, in order to reduce skin-to-skin contact and/or close contact.

**There is always a risk of infection when in close contact with others. As a reminder, please review the WAIVER OF CLAIMS all parents/guardians signed upon registration for membership with the Boys & Girls Club of Burbank and Greater East Valley.**

For additional summer information, visit: [www.BGCBurbank.org](http://www.BGCBurbank.org)



## BOYS & GIRLS CLUB

OF BURBANK AND GREATER  
EAST VALLEY

### **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**

**Edison**

**Elmwood**

#### **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:**

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