



BOYS & GIRLS CLUB
OF BURBANK AND GREATER EAST VALLEY

Parent Information Guide



2020-21 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

Membership Director	Priscilla Galvan	(818) 842-9333 ext. 113
Area Director	Serli Mehrabian	(818) 303-4862
Program Director	Arpineh Khodagholian	(818) 842-9333 ext. 122
VP of Operations	Lupe Herrera	(818) 842-9333 ext. 120
Chief Financial Officer	Jenny Shih	(818) 842-9333 ext. 111
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110

Operating Hours

School Days

Main Club Office Hours Monday – Friday, 9:00 am – 6:00 pm

Main Club Enrichment Day Program Monday – Friday, 7:30 am – 6:00 pm **serving rising 1th – 12th grade youth

Satellite Enrichment Day Program Monday – Friday, 7:30 am – 6:00 pm

- Bret Hart Elementary **serving rising 1st – 5th grade youth
- Jefferson Elementary **serving rising 1st – 5th grade youth
- Edison Elementary **serving TK/Kinder
- Jordan ** serving 6th – 8th grade youth

Winter and Spring Break

Main Club 7:30am – 6:00pm

Satellite locations 7:30am – 6:00pm

Closed

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

Core Program Areas

Creative Arts	Sports & Recreation	Character & Leadership	Education & Career
Health & Life Skills	Distance Learning Assistance		

How to Register

Parents can register online at www.bgcburbank.org. Please click the Membership tab and log in to the Parent Portal to register.

School-based Locations

School	Address	Room	Phone	Email
Edison	933 N. Keystone St., Burbank, CA. 91506	BGC Bungalow	818-482-7905	Edison@BGCBurbank.org
Bret Harte	3200 W. Jeffries Ave., Burbank, CA 91505	BGC Bungalows	818-482-1286	BretHart@BGCBurbank.org
Jefferson	1900 N. Sixth St., Burbank, CA. 91504	BGC Bungalows	818-482-7902	Jefferson@BGCBurbank.org
Stevenson	3333 Oak St., Burbank, CA. 91505	BGC Bungalow	818-482-7901	Stevenson@BGCBurbank.org
Jordan	420 S. Mariposa St., Burbank, CA 91506	Cafeteria	818-482-5038	Jordan@BGCBurbank.org
Van Ness	501 N. Van Ness Ave., Los Angeles, CA 90004	Room 21	818-940-4824	VanNess@BGCBurbank.org
Elmwood (BHC)	153 Elmwood Ave., Burbank, CA 91502	Activity Center	818-433-8390	Elmwood@BGCburbank.org
Peyton-Grismer (BHC)	1819 Grismer Ave., Burbank, CA 91504	Activity Center	818-319-1186	Peyton@BGCburbank.org
Washington (ASES)	2322 N. Lincoln St., Burbank CA 91504	Room 15	818-558-5750	aseswashington@gmail.com
Providencia (ASES)	1919 N. Ontario St. Burbank CA 91505	Room 25	818-558-5473	providenciaases@gmail.com
Disney (ASES)	1220 W. Orange Grove Ave. Burbank CA 91506	Room 24	818-729-0135	disneyases@gmail.com
Luther (ASES)	3700 Jeffries Ave., Burbank CA 91505	Room 705	818-558-4646 Ext. 20705	lutherases@gmail.com

Fees

All weekly fees are due by Friday, 5 p.m. prior to the week your child will be in attendance.

School year registration fee: \$85

TK/Kinder Program – Edison

Full Day Program (7:30 am – 6:00 pm): \$185/week

School Session Program (M-Th 7:30 am -2:30 pm): \$150/week

Enrichment Only Program (M-Th 2:30 pm – 6:00 pm; all Fri): \$120/week

Elementary Program – Main Club, Bret Harte, Jefferson and Stevenson

Full Day Program (7:30 am – 6:00 pm): \$185/week

School Session Program (M-Th 7:30 am -2:30 pm): \$150/week

Enrichment Only Program (M-Th 2:30 pm – 6:00 pm; all Fri): \$120/week

Middle School Program – Main Club and Jordan

Full Day Program (7:30 am – 6:00 pm): \$150/week

School Session Program (M-Th 7:30 am – 3:00 pm): \$125/week

Enrichment Only Program (M-Th 3:00 pm – 6:00 pm; all Fri): \$50/week

You must register your child by Friday 5 p.m. prior to the week your child will be in attendance. The registration and weekly fee can be made online by logging in parent portal at www.bgcburbank.org.

Refund and Credit Policy

The Club does not provide refunds for registration fees. Fully unattended weeks can be credited towards another week if we are notified no later than Friday midnight prior to the purchased week. A \$15 charge will be assessed.

Snack and Meals

A snack is provided at every site. Lunch is provided only at the Main Club. Please pack lunches in insulated containers and do not send any food that needs to be heated or warmed.

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. 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

Due to COVID-19, parents are not allowed to enter the front office or the classrooms. Member and parent must wait outside and keep social distance. Staff will allow one member at a time into the office to screen their temperature. **Parent must stay until the child has been screened.** As for pick up, parents will need to wait outside while staff will call the member and release them to the appropriate person. Our staff will be signing in and out each member. We ask parents please be patient with the revised drop off and pick up procedures during Covid-19.

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.

Personal Items

Except for virtual learning devices, the Club asks that no member bring toys, electronics or other personal items to the Club. The Club will not be responsible for lost, stolen or broken/damaged items.

Technology Policy

Only virtual learning devices are permitted to be brought to the Club. Members must bring their own device and headsets to participate in distance learning as scheduled by the School District. The device must be fully charged. Members must have their username and password. If your child does not have a device, please let us know ahead of time so we may provide one for the day. BGC has limited number of devices for loan and will be on first come first serve basis. 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. 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 regular school day.

Programs

The Boys & Girls Club of Burbank and Greater East Valley provides enrichment day programs from 7:30 am to 6:00 pm during Covid-19. Please be advised that we can't possibly replace in person learning but we will do our best to assist teachers and our club members navigate virtual learning. We will provide supervision and assistance to members with virtual learning during their school session and we will enrichment programs and limited homework assistance after school. In order to ensure high quality programming and safety during Covid-19, we will be limiting member occupancy at each location. All locations will follow all County of Los Angeles Public Health Guidelines. Please note, all members are required to wear a mask. If your child is medically exempted from wearing a mask, parents must provide documentation in writing. In addition to wearing a mask, drinking from public fountains is not recommended. We request that parents send their child to the Club with their own water bottle that can be refilled as needed.

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.

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 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

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

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. During Covid-19, the requirement of "Hours of Commitment" is modified. We will continue to post volunteer opportunities at each respective location and encourage parents to donate supplies and snacks to the programs.

IMPORTANT: Parent Information Guide Waiver Reminder

Due to COVID – 19, our program has been modified. Maintaining high quality programming and safety are BGC Burbank's top priority. We will be limiting member occupancy at each location to follow guidelines directed by the County of Los Angeles of Public Health Department. Our programs are conducted and operated by our most experienced staff with an adequate ratio of staff to children. 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 CHILDREN 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.
- Please note, all members are required to wear a mask. The club will provide one mask to each member on their first day of camp, but it will be the responsibility of each parent to provide a face mask for their children for the remainder of the school year. If your child is medically exempted from wearing a mask, parents must provide documentation in writing.

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



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** **Jefferson** **Jordan**

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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BOYS & GIRLS CLUB
OF BURBANK AND
GREATER EAST VALLEY

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, 2020 – May 2021. 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 _____

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

Distant Learning Credentials

The information below will help us support your child with the Fall 2020 distance learning model.

Student First/Last Name:

Grade:

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School:

School District:

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Teacher:

Teacher's Email:

Class/Subject:

Teacher:	Teacher's Email:	Class/Subject:

Computer/Tablet Login Info:

Username	Password

**Please mark if the Computer or Tablet does not have a user login*

Google Classroom:

Username	Password

Class	Day/Time (Ex: MWF 10-11am)	Meeting ID

Zoom Meetings:

Class	Day/Time (Ex: MWF 10-11am)	Meeting ID



Bring Your Own Device Policy

The Boys & Girls Club of Burbank and Greater East Valley adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others.

A personally owned device includes all member-owned existing and emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites. Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Club purposes include Distant Learning platforms, program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass,

or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

Monitoring and inspection. Boys & Girls Club of Burbank and GEV reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Internet access. Personally owned devices used at the Club are not permitted to directly connect to the internet through a phone network or other content service provider. Personally owned devices must access the internet via the Club's content-filtered wireless network. Boys & Girls Club of Burbank and GEV reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage. Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Parental notification and responsibility. BGCA's Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the internet. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCA to monitor and enforce a wide range of social values in student use of the internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.

Mobile devices have changed the way young people communicate. Many of our members have their own phones and tablets, and they use them to text message, use social media and access a variety of applications. This has become essential to our members' lives, as well as to our Club programming.

At Boys & Girls Clubs of Burbank and GEV, we integrate mobile technology into our Club's programming. Phones and tablets are powerful tools that allow children to learn, create, socialize and explore the world around them.

Of course, balance is needed, and there is a time and place for everything. We are concerned with how much time children spend on their devices, what they are accessing, and when this takes place. With your help, we aim to help our children use their devices safely as an effective tool, rather than allowing them to become a dangerous distraction.

To help achieve this, Boys & Girls Clubs of Burbank and GEV has adopted a Bring Your Own Device (BYOD) Policy for our Club. This policy will allow members to bring their laptops, tablets and/or smartphones to the Club for academic and educational use in our facilities.

If you would like your child to participate in this program, please read and discuss the following BYOD Acceptable Use Policy with your child. If you and your child agree to the terms, return the portion with your names and signatures to Club staff.

If you do not want your child to participate, you do not need to take any action.

Thank you for your understanding and cooperation with this initiative. If you have questions about the BYOD program, please contact Priscilla Galvan, Membership Director at **(818)842-9333 Ext. 113** or priscillagalvan@bgcburbank.org.

Sincerely,

Lupe Herrera
Vice President of Operations
The Boys & Girls Club of Burbank and Greater East Valley



Parent and Member BYOD Policy Permission Form

If you would like your child to use a personally owned electronic device within the Boys & Girls Club of **Burbank and Greater East Valley** please read, sign and submit this agreement to Club staff.

1. In order to use the Boys & Girls Club BYOD services (including the wireless network), members and parents must review and sign the BYOD Acceptable Use Policy. This is considered a legally binding agreement.
2. Members will take full responsibility for their devices and keep them with them at all times. Members may not lend their devices to any other Club member or staff. The Club is not responsible for the security of the devices or loss/damage/theft of a personally owned device.
3. Members are responsible for the proper care of their personal devices, including any costs of repair, replacement or any modifications needed to use them at the Club.
4. Members should only use their devices to access services, networks or files relevant to Club-sanctioned programs. Members should only use the features of their devices, including, but not limited to, Distant Learning Platforms, taking or transmitting pictures, videos, location information or other features in accordance with programs.
5. Members may not use their devices to record, transmit or post pictures, videos, or other information of or about a person or persons at the Club. Nor can any images, videos, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
6. Members must use the Club's secured wireless network. Use of cellular (e.g., 3G, 4G) wireless connections is not allowed.
7. The Club reserves the right to inspect a member's personal device. Parents/Guardians will be notified and allowed to be present before any such inspection takes place. Parents/Guardians are free to refuse to allow Club staff to inspect a device; however, that member may be barred from bringing personally owned devices to the Club in the future. This decision will be at the Club's discretion.
8. Members must comply with staff requests to shut down or turn off devices when asked. Failure to do so may result in the member being barred from bringing personal devices in the future.
9. Violations of any Club policies, administrative procedures or Club rules involving a member's personally owned device may result in the loss of use of the device at the Club and/or disciplinary action.

I, the undersigned, as a member of the Boys & Girls Club of Burbank and GEV have reviewed the BYOD Acceptable Use Policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action.

Member's Name: _____

Member's Signature: _____

Date: _____

I, the undersigned legal guardian, have reviewed the BYOD Acceptable Use Policy and guidelines for the Boys & Girls Club of Boys & Girls Club of Burbank and GEV

My Child, _____, is also aware of the terms and conditions.

Parent's Name: _____

Parent's Signature: _____

Date: _____