



BOYS & GIRLS CLUB
OF BURBANK AND GREATER EAST VALLEY

Parent Information Guide

Summer 2021



GREAT FUTURES START [HERE](#).

Revised: February 24, 2021

Welcome

Hello Boys & Girls Club parents and welcome to Summer Camp 2021! 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.

2021 Summer Program Operating Hours and Dates

Main Club* (serving rising 1th – 12th grade youth) *TK/Kindergarten members are allowed only if their older sibling is actively enrolled and attending main club

Tuesday, June 1st – Wednesday, August 11th

7:30am – 6 pm

Bret Hart Elementary (serving rising 1st - 5th youth)

Tuesday, June 1st – Wednesday, August 11th

7:30am – 6pm

Edison Elementary (serving rising Tk (4- 6 years old) and Kinder youth)

Tuesday, June 1st – Wednesday, August 11th

7:30am – 6pm

Stevenson Elementary (serving rising 1st - 5th youth)

Tuesday, June 1st – Wednesday, August 11th

7:30am – 6pm

Closed

Friday, May 28th – Club Closed

Memorial Day (Monday, May 31st)

Fourth of July (Monday, July 5th)

August 12th and 13th – Club Closed

Contact Information

Site	Phone Number	Address	Email
Main Club	(818) 842-9333	300 E Angeleno Ave Burbank 91502	Info@BGCBurbank.org
Bret Hart	(818) 482-1286	3200 W. Jeffries Ave., Burbank 91504	BretHart@BGCBurbank.org
Edison	(818) 482-7905	933 N. Keystone St. Burbank 91506	Edison@BGCBurbank.org
Stevenson	(818) 482-7901	3333 Oak St. Burbank 91505	Stevenson@bgcburbank.org
BHC- Elmwood	(818) 433-8390	153 W. Elmwood Ave. Burbank 91502	Elmwood@bgcburbank.org
BHC – Peyton Grismer	(818)319-1186	1819 Grismer Ave. Burbank 91504 Back Bldg	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 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
Area Director	Serli Mehrabian	(818) 842-9333 ext. 112
College Bound Coordinator	Jasmine Garcia	(818) 842-9333 ext. 119
Controller	Amy Bezirgenian	(818) 842-9333 ext. 111
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110

Revised: February 24, 2021

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. As a reminder, we do not allow same day enrollment.

High School Members

Due to COVID – 19, our summer program is modified to adhere to the Day Camp guidelines mandated by the Los Angeles County Public Health Department. As you may know, we are limited to the amount of members we are able to provide care for each week.

High school members must enroll in specific weeks in order to participate in our summer program at the Main Club. There will not be a fee to enroll in desired weeks. Parents must enroll their child no later than Friday, 5 p.m. to attend the following week. High school members will be placed in a pod and will only be able to participate in activities within their pod. We will try our best to create teen pods as teens enroll. As a reminder, we do not allow same day enrollment. Any member who is not enrolled in a specific week or wearing a mask will not be able to participate in the summer program.

Important: High school members, who are enrolled throughout the entire summer, will need to attend at least 2-3 times a week to secure their spot. If the member does not attend at least two days a week, they will be removed from future weeks to allow other members to participate in the program regularly.

Summer Fees

\$65 Registration

\$180 Full Day Per Week M-F (7:30 am – 6 pm)

\$155 Partial Day Per week M-F (7:30 am – 4 pm)

Blocks Fee: Full day M-F (7:30 am – 6 pm)

\$900 Block 1 (Weeks 1-6: June 1st ~ July 9th)

\$740 Block 2 (Weeks 7-12: July 6th ~ August 11th)

Block Fee: Partial Day M-F (7:30 am – 4 pm)

\$780 Block 1 (Weeks 1-6: June 1st ~ July 9th)

\$640 Block 2 (Weeks 7-12: July 6th ~ August 11th)

Weekly payments must be paid by Friday, 5 p.m. 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 Main Club.

Block 1: Deadline to purchase is **May 28th, 2021**

Block 2: Deadline to Purchase is **July 9th, 20201**

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, camp shirts and camp fees. Credit *may* be issued for unused weeks. * Credits do not apply for Blocks.

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 **and** svalles@bgcburbank.org.

No credit will be issued for partially attended weeks.

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 block 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 submit it to the Membership department 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 your 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.**

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 our school site locations. Member and parent must wait outside behind the blue line and stand on the blue O displayed on the floor. Staff will allow one member at a time into the designated check in area to screen their temperature. **Parent must stay 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 O displayed on the floor. Staff will call the member and release them to the appropriate person.

Our 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. **Staff will ask for I.D.** 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

Main Club - Parking at the New Main Club facility is limited. We have parent parking inside of the parking lot and street parking on Angeleno Ave.

Bret Harte – Street and school parking lot is available on Ontario St.

Edison - Street parking is available on Keystone St.

Stevenson - Street parking is available on Avon 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. As a reminder, all shirt transactions are final. Shirts cannot be exchanged for a smaller or larger size once they are purchased.

Personal Items

Toys, electronics i.e. tablets, or other personal items are not permissible at the Club. There is plenty to do throughout the day at summer camp. If personal items are brought to the Club, staff will confiscate item and it will be the responsibility of the parent to retrieve their child's property. Reminder: The Club will not be responsible for any lost, stolen or broken/damaged items.

Technology Policy

If your child has a cell phone:

1. The Club will not be responsible if phone is lost, stolen or broken/damaged.
2. Club member cell phone usage are for emergencies only
3. Cell phones must be kept on silent at all times, and used in the front office or an area designated by club staff.

Please note: Parents can call the Club's phone number as their primary method of communication.

**The Club *may* allow for the use of devices depending on the program activity. Parents will be notified in advance and will be provided a Bring Your Own Device consent form. High School Teens may use their phones at the Club as long as it does not interfere with program participation, disturb others, and phone use remains at a minimal and appropriate at all times. Cell Phone privileges can be revoked if expectations are not met.

Programs

Members are grouped into pods with an adequate ratio of staff to children to ensure safety. We will continue to operate pods with limited Club members and the most experienced staff. We will reassess this formula again as Covid-19 guidelines are revised. Please note siblings will be placed in the same pod to minimize risk. Campers will engage in age appropriate activities utilizing indoor and outdoor spaces.

Covid-19

The Club will continue to follow the Los Angeles County Public Health Department Covid-19 guidelines for Day Camp, Appendix K. We will have in place a frequent handwashing, cleaning and bathroom break schedule at all summer camp locations. In order to attend summer camp, members are required to wear a clean and fitted mask.

Parents/guardians are responsible to provide their child with their own personal protective equipment (PPE).

In addition to wearing a mask, drinking from public fountains will not be allowed, therefore parents must send their child to camp with their own **refillable** water bottle, and must be labeled with their First and Last name.

Field Trips

Field trips and Recreational Sports will be announced as soon as we receive more information and availability from the LA County Public Health Department. We hope to incorporate field trips as soon as possible. If field trips are allowed, we will continue with our regular procedure to purchase field trips through the parent portal, allowing parents/guardians to pay for field trips on a weekly basis.

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

Athletic Programs

Tennis, Golf, and Jr. RBI (baseball) athletics programs will become available as soon as we have additional guidance from Los County of Public Health Department. We hope to incorporate recreational sports as soon as we are permitted. Additional Information coming soon.

Teen Night

Due to COVID – 19 Teen Night events are on pause until further notice.

Snacks and Meals

Morning Snack 8:30am

Lunch 12 pm

Snack 3 pm

The meal serving times listed above are provided at our Main Club only. Club members attending school site locations must bring their own sack lunch, and club will provide morning/afternoon snack. Packed lunches brought from home must be in an insulated container; **food cannot be refrigerated or warmed at the club.**

Important Note: For safety reasons, members **are not allowed** to bring hot water for Cup Noodles.

Court Orders

The Club requests 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 be called first 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.

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 member. 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. Please contact the Membership Director, Priscilla Galvan for more information at priscillagalvan@bgcburbank.org

IMPORTANT: Parent Information Guide Waiver Reminder

Due to COVID – 19, our summer program has been modified to meet all guidelines required by the LA County Public Health Department. In order to ensure high quality programming and safety being BGC Burbank's top priority, we will be limiting member occupancy at each summer 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 limited Club members and the most experienced staff. 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 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 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 will be contacted for immediate pick up. **The member will not be able to attend the Club for 10 days, and symptom free**
- 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 while attending BGC.

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** **Stevenson** **Elmwood** **Peyton Grismer**

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:

