



BOYS & GIRLS CLUB
OF BURBANK AND GREATER EAST VALLEY

Parent Information Guide



2022-2023 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	300 E. Angeleno St., Burbank, CA 91502
Phone	(818) 842-9333 ext. 113
Fax	(818) 842-0694
Tax ID number	#95-44-85745

Professional Staff

Membership Director	Priscilla Galvan	(818) 842-9333 ext. 117
Director of Programs	Arpineh Khodaghlian	(818) 842-9333 ext. 122
Director of Enrichment Sites	Serli Mehrabian	(818) 303-4862
Manager of Program Quality/Impact	Juan Carlos Diaz	juancarlos.diaz@bgcburbank.org
Vice President	Lupe Herrera	(818) 842-9333 ext. 120
Chief Financial Officer	Mira Shah	(818) 842-9333 ext. 111
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110

Hour of Operations

School Days

Main Club Office Hours	Monday – Friday, 10 am – 6 pm
Main Club Enrichment Program	2:30 pm – 6 pm
On-Site Enrichment Programs	School release – 6pm

Winter and Spring Break

Main Club	7:30 am – 6 pm
Satellite locations	7:30 am – 6 pm

Closed

New Year's Eve	New Year's Day	Martin Luther King Day	Presidents Day
Fourth of July	Labor Day	Veteran's Day	Friday, May 26, 2023
Memorial Day	Juneteenth	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day		

Core Program Areas

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

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

<u>School</u>	<u>Address</u>	<u>Room</u>	<u>Phone</u>	<u>Email</u>
Edison	933 N. Keystone St., Burbank, CA. 91506	BGC Bungalow	818-482-7905	Edisonmorning@bgcburbank.org Edison@BGCBurbank.org
Emerson	727 E. San Jose Ave., Burbank, CA. 91501	BGC Bungalow	818-482-0950	Emerson@BGCBurbank.org
Bret Harte	3200 W. Jeffries Ave., Burbank, CA 91505	BGC Bungalows	818-482-1286	Brethartmorning@bgcburbank.org BretHart@BGCBurbank.org
Jefferson	1900 N. Sixth St., Burbank, CA. 91504	BGC Bungalows	818-482-7902	Jefferson@BGCBurbank.org
Miller	720 E. Providencia Ave., Burbank, CA. 91501	Room 12	818-482-7904	Miller@BGCBurbank.org
Roosevelt	850 N. Cordova St., Burbank, CA. 91505	Room 41	818-482-7900	Roosevelt@BGCBurbank.org
Stevenson	3333 Oak St., Burbank, CA. 91505	Village 1 and 2	818-482-7901	Stevenson@BGCBurbank.org
McKinley	349 W. Valencia Ave., Burbank, CA 91506	Room 40	818-319-1235	Mckinley@BGCburbank.org
Dolores Huerta	420 S. Mariposa St., Burbank, CA 91506	Cafeteria	818-482-5038	DHmiddleschool@BGCBurbank.org
Muir	1111 N. Kenneth Rd., Burbank, CA 91504	Room 606/607	818-397-7854	Muir@BGCBurbank.org
Luther	3811 Allan Ave. Burbank, CA 91505(Adult School),	Adult school H802 and H803	818-524-0946	Luther@BGCBurbank.org
St Patrick	10626 Erwin St., No Ho, CA 91606	Auditorium/ TK Room	818-433-8259	StPatrick@BGCburbank.org
OLHR	7802 Vineland Ave., Sun Valley, CA 91605	TBD	818-720-2317	OLHR@BGCBurbank.org
St. Elizabeth	14655 Kittridge St, Van Nuys, CA 91405	TBD	818-842-9333	Membership@bgcburbank.org
St. Bridget	7120 Whitaker Ave, Van Nuys, CA 91406	TBD	818-842-9333	Membership@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	Peytongrismer@BGCburbank.org
Washington (ASES)	2322 N. Lincoln St., Burbank CA 91504	TBD	818-729-5788	aseswashington@gmail.com
Providencia (ASES)	1919 N. Ontario St. Burbank CA 91505	TBD	818-729-3100	providenciaases@gmail.com
Disney (ASES)	1220 W. Orange Grove Ave. Burbank CA 91506	TBD	818-729-0135	disneyases@gmail.com
Luther (ASES)	3700 Jeffries Ave., Burbank CA 91505	TBD	818-729-3700	lutherases@gmail.com

ALL FEES ARE DUE ON THE FIRST OF THE MONTH.

School year sites registration fee	\$95
Archdiocese Enrichment Program	\$165 per month
Main Club Enrichment Program	\$165 per month
Bret Harte Morning Care	\$105 per month
Bret Harte Kinder afterschool care	\$195 per month
Edison Morning Care	\$105 per month
Elementary School Enrichment Programs	\$165 per month
Elementary School Kinder Enrichment Programs	\$195 per month
Middle School Enrichment Program	\$105 per month
BUSD ASES Sites (no registration fee)	\$75 per semester (snack fee)
Drop in High School Teen programs	There are no registration or program fees to attend the teen program.

Payments

Payments for fee-based program must be made on the first of every month before your child can attend the program. Your registration payment can be made online by logging in parent portal at www.bgcburbank.org. The Club does not provide refunds for registration fees.

If you wish to withdraw from the program, it must be done before the 1st of the following month. You can request to withdraw by clicking on the financials tab through your parent portal or by emailing membership@bgcburbank.org. The Club will not provide refunds for months that the member did not attend the program.

The monthly fee will not be charged after members withdraw from the program. If a member wishes to return to the program after withdrawing, the member is required to re-enroll and remit the registration fee of \$95.

Late Payment Fee

The Club charges a \$15 late fee if the monthly fee is paid after the 5th of the month. Your child may not return until correct payment is made.

Financial Aid

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

Financial aid is available to any family in need. Applications are available at the Main Club. 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 monthly fee. Aid does not cover the registration fee. You will be responsible for the registration fee prior to the first day your child starts the program. Each applicant must apply annually for fall and summer programming. 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

Child Care Resource Center

The Boys & Girls Club of Burbank and GEV collaborates with Child Care Resource Center. In order for BGC Burbank to ensure a smooth enrollment process, please adhere to the following instructions and reminders:

- Parents are required to create a BGC parent portal and pay our annual registration fee
- If the parent wishes to start immediately, they are responsible to pay and enroll their child in our afterschool program until our Membership Department receives notice of approval from CCRC. Please

note: Once BGC has received confirmation of approval, we will then reimburse the parent payments, *if applicable*.

CCRC parents will also follow our Club's one-business day enrollment policy. The Club is not responsible in contacting CCRC case managers for approval nor facilitating communication with the parent. All parents must contact their case manager directly and have all documents in line before submitting to Boys & Girls Club. If you have any questions please contact our Membership Director, Priscilla Galvan,

priscillagalvan@bgcburbank.org (818)842-9333

Sign in/Sign Out Procedure and Pick-up Policy

Elementary School on site programs

Members are signed in when entering the program and their attendance is verified at roll call. Only parents/guardians or individuals who are listed on Parent portal are allowed to sign youth out from the program. No elementary school aged youth can sign themselves out. No siblings or other individuals under 18 can sign youth out.

Middle School on site programs

Youth must sign in when they enter the program. Youth are given 15 minutes from school release time to sign in to the program, unless they come with a note from a teacher or counselor explaining their late arrival. Youth or their parent/guardian must sign out when leaving. **Members over the age of 12 may sign themselves out if a parent signs and returns a Member Self Sign out Parent Consent to the membership office.** If you need a form, please email our Membership Director, Priscilla Galvan at priscillagalvan@bgcburbank.org. If a child signs themselves out, they must leave the school campus immediately.

Main Club

Upon entering the Club, youth must sign in. Only parents/guardians or individuals who are listed on Parent portal are allowed to sign out youth from the program. No siblings or other individuals under 18 can sign youth out. **Members over the age of 12 may sign themselves out if a parent signs and returns a Member Self Sign out Parent Consent to the membership office. If you need a form, please email our Membership Director, Priscilla Galvan at priscillagalvan@bgcburbank.org.** Youth are not allowed to exit and enter multiple times in a single day.

All changes to the pick-up list for any site must be made in writing with a signature from the parent/guardian.

Late Pick-up Fee

The Club charges a \$1 per minute late pick-up fee after the stated closing time.

Snack and Meals

A snack is provided at every site after school. On out-of-school days, the Main Club's full day program provides afternoon snack. Please pack lunches in insulated containers and do not send any food that needs to be heated or warmed.

Programs

Our afterschool program is staffed at an adequate ratio of 1:20 for rising 1st – 12th grade and 1:10 for Kinders to ensure safety. During the afterschool program, members will engage and explore in age appropriate activities within but not limited to our 5 key programs: *Sports & Recreation, Education, The Arts, Health & Wellness, and Character & Leadership*. Programs will be taken place utilizing indoor and outdoor spaces.

Covid-19

The Club will follow the Los Angeles County Public Health Department Covid-19 guidelines if needed.

NYOI

Our Club will be taking part in the 2023 National Youth Outcomes Initiatives (NYOI) survey which will be **conducted second semester of the school year at your child's designated school site.**

This survey will be used to capture the impact the club has on its members. It will also ask about attitudes and health behaviors of Club members, including questions about nutrition and physical activity. Members 9 years of age and older will be asked to complete the survey at the club, and will only take about 20 - 40 minutes to

Revised August 17, 2022

complete. Teen members aged 13 and older are asked additional questions around alcohol, tobacco and other drug use, fighting, and sexual activity. However, members are not required to respond to any question that makes them uncomfortable to participate in the survey. Members will NOT put their names on the survey, and individual responses will never be shared in any report.

Although we would like for members at our Club to take part in NYOI, it is voluntary. We will also have copies of the surveys available at the school sites for parents to look over second semester. Please feel free to ask to see the survey during drop off/pick up.

If you DO NOT consent for your child to participate in the 2023 NYOI survey, please sign the Opt-out form and return to your child's BGC location. We will also have copies available at our sites. If you do consent, no action is needed from you at this time.

If you have any questions regarding the survey, please contact **Program Director, Arpineh Khodagholian** at arpineh@bgcburbank.org.

Absences

Boys & Girls Club asks that parents call to inform them if a child will not be in attendance at the school sites and at the Main Club facility. No call is necessary for the middle school drop-in programs. Members that have been absent from school due illness or behavioral reasons are not eligible to attend the Boys & Girls Club for the day. Members will still be charged the monthly fee during months they do not attend or will have to withdraw and re-enroll after their absence.

Burbank Housing Corporation Transportation Policy

- Parents are expected to notify BGC Membership at least one hour before school dismissal if your child will not need transportation for the day. Parents/ Guardians will be given two warnings; after the second warning your child will be removed from the transportation program.
- BGC drivers will wait 10 minutes for any late children at the pickup location. After 10 minutes, the driver will notify membership that the child did not participate in the afterschool transportation program. Membership will then contact parents to pick up their child from school.
- If the parent is unable to pick-up their child, BGC will return to the child's school; however, parent/guardian will be charged \$25.

Personal Items

The Club asks that no member bring toys, electronics or other personal items to the Club. If personal items are brought to the Club, the Club will not be responsible for lost, stolen or broken/damaged items.

Dress Code Policy

Club Members are expected to wear clean clothing and dress appropriately while at the club. Pants and shorts should be properly hemmed and fit/be worn at the waistline. Girls' tops/blouses must cover any undergarment, the chest and midriff so that they remain covered even when actively participating in physical activities. Length of shorts and dresses must be pasted the member's middle finger in order to be worn at the Club. Severely ripped jeans are not permitted at the Club.

Items to avoid: See through tops, low cut/crop tops, short shorts, short skirts, and low-rise pants and jeans. Boys must wear pants that fit at the waist and completely cover underwear. Excessively baggy or saggy pants or shorts are not acceptable. Gang affiliated wear is not acceptable. Hemlines on dresses, long sweaters (worn as dresses), skirts and shorts above the mid-thigh are acceptable. Length cannot be shorter than the tip of the fingers when arms are placed straight at the sides of the body.

For safety reasons, closed toe shoes must be worn and are required for those members involved in any physical fitness programs. Parents will be notified of dress code violations and/or be required to bring an appropriate change of clothes for their child. Continuous issues with dress code may result in suspension from the program

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 Main Club provided it does not interfere with participation in Club activities and their use remains appropriate at all times.

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 the **Foster Freeze parking lot**, (located on E. Angeleno Ave/Glenoaks Blvd). 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.

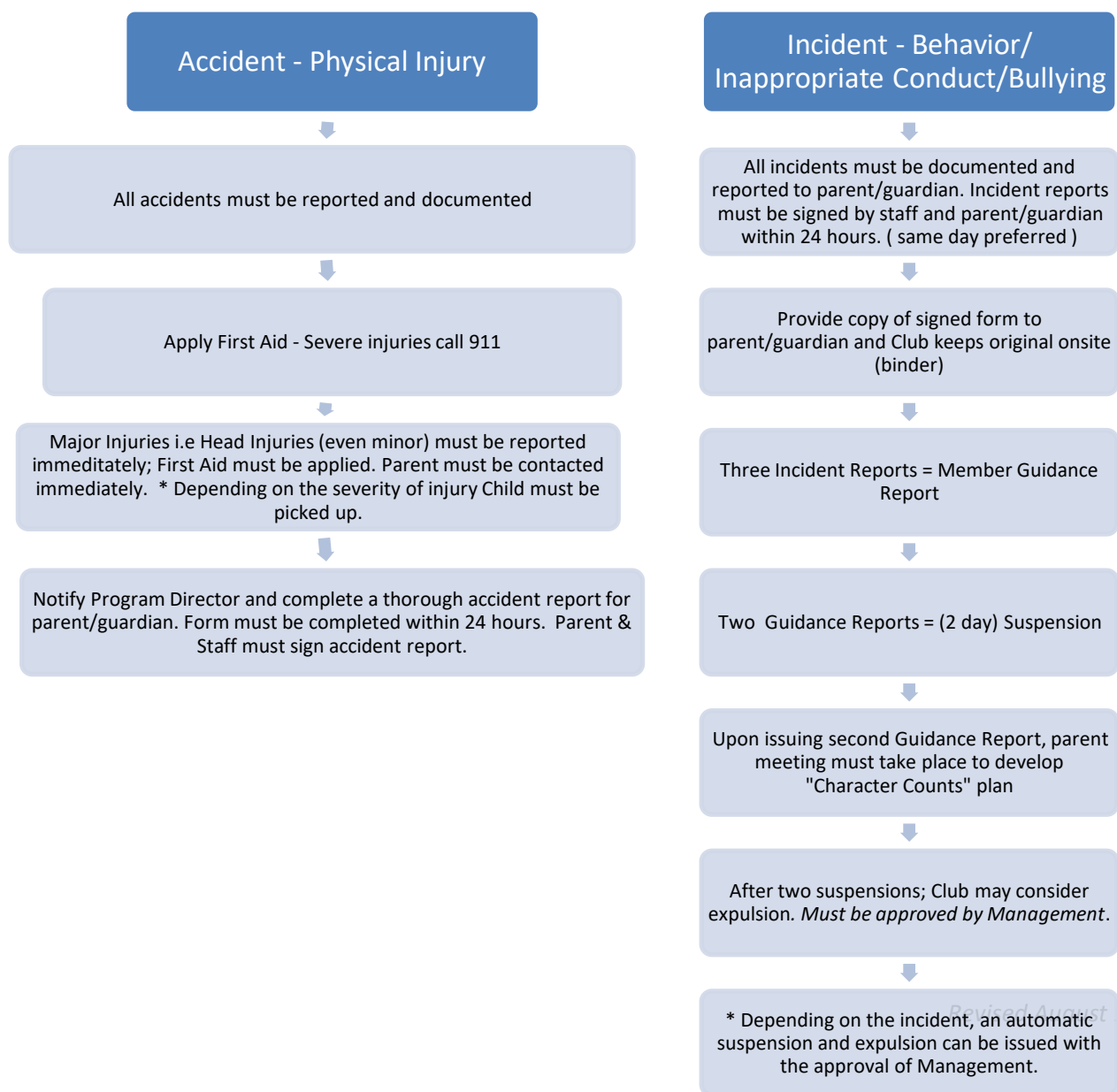
Immunization Records

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. Please see our accident and incident flow chart on the following page.

Accident and incident flow chart



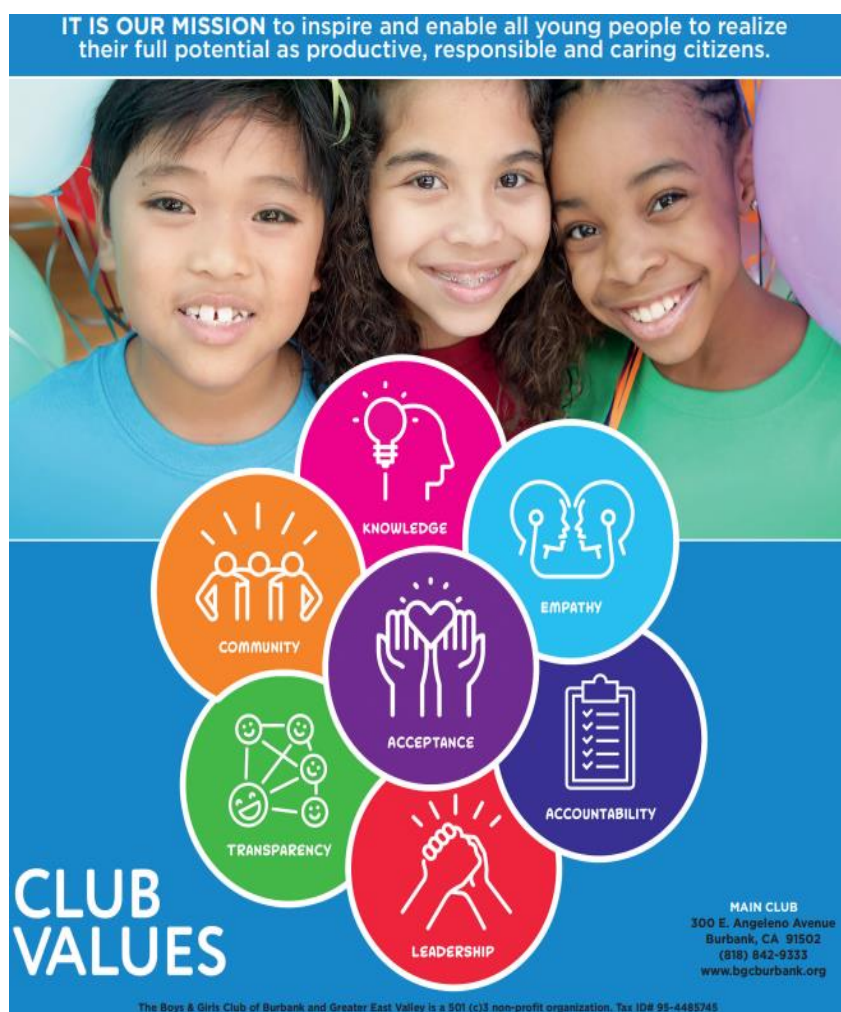
Replacement Policy

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. 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

The Boys & Girls Club of Burbank and Greater East Valley has the right to refuse service at any point in time, for any reason, but not limited to, violation of the Clubs values. We expect all members and parents to respect themselves, respect others, and respect the club.



PLEASE RETURN THIS PAGE TO BOYS & GIRLS CLUB

Waiver, Emergency Contact, and Authorized Pick-up List

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: _____

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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August 2022 – May 2023
Academic Information Release Form

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, 2022 – May 2023. 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 _____