



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

# Parent Information Guide

**Summer 2023**



**GREAT FUTURES START [HERE](#).**

*Revised: March 8, 2023*

## Welcome

Hello Boys & Girls Club parents and welcome to Summer Camp 2023! 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.

## Summer 2023 Program Operating Hours and Dates

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

Tuesday, May 30<sup>th</sup> – Tuesday, August 8<sup>th</sup>

7:30am – 6 pm

**Bret Hart Elementary (serving rising Kinder - 5<sup>th</sup> grade youth)**

Tuesday, May 30<sup>th</sup> – Tuesday, August 8<sup>th</sup>

7:30am – 6pm

## Closed

Memorial Day (Monday, May 29<sup>th</sup>)

Juneteenth (Monday, June 19<sup>th</sup>)

Fourth of July (Tuesday, July 4<sup>th</sup>)

August 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>

## Site Contact Information

Site	Phone Number	Address	Email
Main Club	(818) 842-9333	300 E Angeleno Ave Burbank 91502	<a href="mailto:membership@bgcburbank.org">membership@bgcburbank.org</a>
Bret Hart	(818) 482-1286	3200 W. Jeffries Ave., Burbank 91504	<a href="mailto:BretHart@bgcburbank.org">BretHart@bgcburbank.org</a>
BHC- Elmwood	(818) 433-8390	153 W. Elmwood Ave. Burbank 91502	Elmwood@bgcburbank.org

## Management Contact Information

Title	Contact Name	Phone Number	Email
Membership Director	Priscilla Ochoa	(818) 842-9333 ext. 117	priscillaochoa@bgcburbank.org
Program Director	Arpineh Khodaghlian	(818) 842-9333 ext. 122	Arpineh@bgcburbank.org
Teen Services Coordinator	Jesse Zapatero	(818) 842-9333 ext. 119	jesse.zapatero@bgcburbank.org
Sports & Recreation Director	Jay Jackson	(818) 842-9333 ext. 118	jayjaxjackson@bgcburbank.org
American Sign Language YDP	Jeffrey Hernandez	(818) 842-9333 ext. 115	Dhh@bgcburbank.org
Director of Enrichment Sites	Serli Mehrabian	(818) 303-4862	SerliMehrabian@bgcburbank.org
Manager of Enrichment Sites	Juan Carlos Diaz	(818) 842-933 ext. 123	juancarlos.diaz@bgcburbank.org
Manager of Program Support (CAL VIP/OJP)	Carlos Hernandez	(818) 669-2558	chernandez@bgcburbank.org
Financial Office	Sergio Valles	(818) 842-9333 ext. 127	svalles@bgcburbank.org
VP of Strategic Relationships and Staff Development	Lupe Herrera	(818) 842-9333 ext. 120	Lupeherrera@bgcburbank.org
Chief Executive Officer	Shanna Warren	(818) 842-9333 ext. 110	shannawarren@bgcburbank.org

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

### High School Members

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. As a reminder, we do not allow same day enrollment. Any member who is not enrolled in a specific week 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 for regular attendance.

Summer Fees	
Registration	\$80
Weekly Fee	\$190
Block 1 May 30, 2023 - July 7, 2023	\$915
Block 2 July 10, 2023 - August 8, 2023	\$740

**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 Friday, **May 26, 2023**

**Block 2:** Deadline to Purchase is Friday, **July 7, 2023**

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 shirts.

Registration and fully unattended weeks can be refunded only if your child will not be participating in the program and we are notified prior to your child's intended start date.

### Weekly fees:

Fully unattended weeks can be credited towards another week only **if we are notified** no later than Friday midnight prior to the purchased week. We will not issue any refunds/credit for fully unattended weeks if we are notified after the intended session start date. Please notify us by contacting the Membership Director, Priscilla Ochoa by email at [priscillaochoa@bgcburbank.org](mailto:priscillaochoa@bgcburbank.org).

**No refund/credit will be issued for partially attended weeks or Blocks.**

**Block fees** are not adjusted to a club member's attendance during the summer day camp. Please note, unattended weeks within the purchased block cannot be credited towards another week or refunded.

**\*All credits or refunds will automatically be charged a \$30 administration fee per member.**

### Late Pick-up Fee

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

### Covid-19

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

### Parking

**Main Club** - Parking at the Main Club facility is limited. We have visitor parking inside of the parking lot and street parking on Angeleno Ave. Parents are not allowed to park on STAFF numbered parking.

**Bret Harte** – Street parking is available on Ontario 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.

### **Financial Aid**

**Contact: Priscilla Ochoa, Membership Director at (818) 842-9333 ext.117**

Financial aid is available to families who qualify. 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 based on 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 of your financial aid documents 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. Once you pay your financial aid deposit, we will receive a notification of your payment and then adjust to your approved weekly rate. Applications are subject to review at any time. **We strongly recommend you submit applications at least one week prior to your child's attendance.**

### **Sign In/Sign Out Procedure and Pick-up Policy**

Our staff will be signing in and out each member daily. Only parents or guardians listed on parent portal 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 from the program. Members over the age of 12 may sign themselves out if a parent signs and returns a Member Self-Sign Out Parent Consent form to the membership office. If you need a form, please email our membership team at [membership@bgcburbank.org](mailto:membership@bgcburbank.org). Youth are not allowed to exit and enter the club multiple times in a single day. Please note, this does not apply for medical appointments or emergencies. All changes to the pick-up list for any site must be made through parent portal.

### **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 Summer camp registration fee
- If the parent wishes to start immediately, they are responsible to pay and enroll their child in our weekly 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 all weekly 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 Ochoa, [priscillaochoa@bgcburbank.org](mailto:priscillaochoa@bgcburbank.org) (818)842-9333 ext. 117

### **Teen Night**

Teen nights will be every Friday night from 6:30 pm – 9:30pm for all rising 6<sup>th</sup> – 12<sup>th</sup> grade members.

### **Camp Shirt Policy**

Members who participate at the Bret Harte or Elmwood location are required to wear summer camp shirts on a daily basis. Members participating at the Main Club are not required to wear summer camp shirts daily, but are

encouraged to do so. **Camp shirts are required if your child will be attending a field trip.** Shirts can be purchased for \$10 each 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.

### **BGC Dress Code**

Club members must be 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 past 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 not 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.

### **Burbank Housing Corporation**

Members who are BHC tenets or live in the surrounding neighborhood can enroll to attend the Elmwood location. If you would like to know if you qualify for this location, please contact Emily Lopez at [elopez@burbankhousingcorp.org](mailto:elopez@burbankhousingcorp.org).

- Financial aid is available for Extremely Low, Very Low, & Lower Income households. Contact (818) 559-2336 or [elopez@burbankhousingcorp.org](mailto:elopez@burbankhousingcorp.org) to request an application. If awarded, Child(ren) must attend the program 5 days a week for a minimum of 4 hours a day. If the child is unable to attend for a legitimate reason, the parent must provide a reason and proof to the BHC office to excuse the absence.
- Snacks and Lunch – BGC will provide morning snack at 9 am and afternoon snack at 3 pm daily. Members must bring their own sack lunch & water bottle every day.
- Summer BGC Shirts - Members will receive two new Blue BGC summer shirts and members wear them daily. Members will be receiving their free shirts on their first day of summer camp. Additional shirts can be purchased at the BGC Main Club (\$10 per shirt)
- Weekly Payments – Must be paid through parent portal no later than Friday at 5 pm for the following week.
  - Fees - \$30 For 1 child
  - Sibling Discount - \$15 for each additional child
- Field Trips – Trips will be included in your weekly fees. Please note, the Elmwood Activity Center will be closed during field trips hours & other outings. Members who attend on field trip or swimming days must be able to participate. If members do not want to attend the field trips, they will not be able to participate at the site since it will be closed. To register a member for a field trip, a parent or legal guardian must sign a permission slip before each field trip day. Permissions slips will be available at the Elmwood Activity Center.

- **Attendance** – Due to the limited capacity of the Elmwood Activity Center, enrolled members are expected to attend at least 3 times a week. If a weekly enrollment space is being used without regular attendance to the Center, BHC will request that the member unenroll for future weeks to allow for others to use the registration space.

### **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 5 – 12 years old**

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. If you need a form, please email our Membership team, membership@bgcburbank.org.

### **Teen Technology Policy (13 years old and up)**

If your child has a cell phone:

1. The Club will not be responsible if phone is lost, stolen or broken/damaged.
2. Cell phones must be kept on silent at all times.

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

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.

**Social Media:** If members are posting on their social media while at the club, posts must be positive and respectful. BGC Burbank promotes a positive and safe environment for all club and staff members. The club will not tolerate any bullying or inappropriate post taken on club premises or relating to BGC Burbank.

### **Programs**

Our Summer Day Camp program is staffed at an adequate ratio of 1:20 for rising 1<sup>st</sup> – 12<sup>th</sup> grade and 1:10 for rising Kinders to ensure safety. Campers 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.

### **Field Trips**

Field trips are an additional cost and space is limited. Trips are nonrefundable. Field trips will be announced a week in advanced and parents will be able to enroll through parent portal. Parents need to pack a lunch or money to purchase lunch if the trip extends through the lunch period. Members cannot be picked up by parent/guardian from any field trip. Members participating on field trips must wear a current BGC summer shirt.

### **Athletic and Recreation Programs**

The specialty athletic programs listed below are for members ages 9 + and enrolled at Main Club.

- Tennis and Golf have a participation fee of \$10 for the summer

- Jr. RBI (baseball) is free.

Please contact the Sports and Recreation Director, Jay Jackson at [jayjaxjackson@bgcburbank.org](mailto:jayjaxjackson@bgcburbank.org) or (818)842-9333 ext. 118 for more information.

### Snacks and Meals

The designated meal times are listed below are for all summer camp locations.

- Morning Snack 9 am
- Lunch 12 pm
- Afternoon Snack 3 pm

The Club will provide a morning and afternoon snack for all locations. There will be a free lunch program at the Main Club only. Bret Harte and Elmwood members are required to bring their own sack lunch. Lunches 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.

### Water Bottles

We recommend parents send their child to camp with their own **refillable** water bottle, and labeled with their first and last name.

### Court Orders

The Club requests any current court orders regarding custody/restraining orders be submitted to the Membership Director, Priscilla Ochoa. These forms can be emailed to [priscillaocha@bgcburbank.org](mailto:priscillaocha@bgcburbank.org) or submitted in person. Then the Membership Director will share with appropriate staff and summer location. Parent/guardian are required to inform the Club immediately of 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 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 Ochoa for more information at [priscillaocha@bgcburbank.org](mailto:priscillaocha@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.

### **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 is a drop in program. Our satellite locations all adhere to a sign in and sign out policy. 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 through parent portal. Once they leave the Club premises, they are no longer under its control or supervision.

By completing the summer enrollment, I adhere to the following statements and I understand and accept the terms stated here in this guide.

**IT IS OUR MISSION** to inspire and enable all young people to realize their full potential as productive, responsible and caring citizens.

**CLUB VALUES**

**KNOWLEDGE**

**EMPATHY**

**COMMUNITY**

**ACCEPTANCE**

**ACCOUNTABILITY**

**TRANSPARENCY**

**LEADERSHIP**

**MAIN CLUB**  
300 E. Angeleno Avenue  
Burbank, CA 91502  
(818) 842-9333  
[www.bgcburbank.org](http://www.bgcburbank.org)

The Boys & Girls Club of Burbank and Greater East Valley is a 501 (c)3 non-profit organization. Tax ID# 95-4485745