



ATWATER PHOTO CAMP

**CAMPER and PARENT HANDBOOK
2024**



Welcome to Atwater Photo Camp!

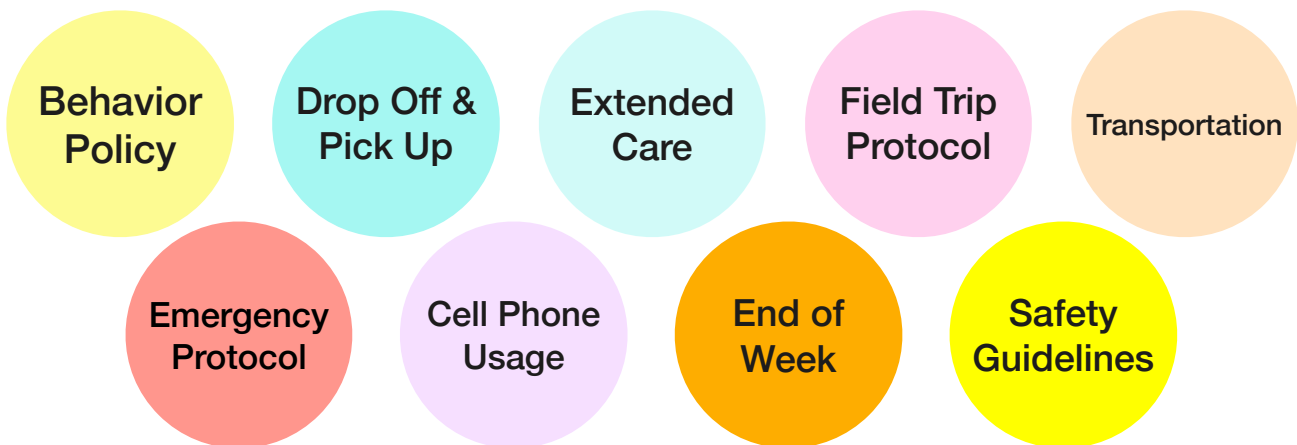
Studio Address: 748 Maltman Ave. Los Angeles, CA 90026

NOTE: Some days drop off/pick up will be at a nearby location (i.e. DTLA)

Greg Cohen 310.463.6277 greg@atwaterphotocamp.com
Alyson Aliano 917.771.4858 alyson@atwaterphotocamp.com

We are available by phone, text and email. Camp hours: we respond most quickly to text.

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What to Bring

1. Ensure your child's camera is fully charged and continue to charge every evening.
2. Ensure there is an empty digital card in the camera.
3. Pack your child with: a water bottle, sunhat, sunscreen, sneakers, sweatshirt, etc
4. Pack lunch and/or \$15 to buy lunch. Campers will not share food due to food allergies.
5. Pack any medications, epipens, etc. All medications must be current and not expired. Epipens will be given to adults for administration.
6. If you have any specific situations on your camper's forms, please follow up with an email. More information helps your child have a successful week.
7. Parents are welcome to attend field trips. (Please give us a 24 hour advance notice of this so we can make any necessary arrangements on our end.)



Camper Behavior Contract

1. I understand my attitude & behavior are important to my success at Atwater Photo Camp.
2. I will do my best to treat others with respect and dignity and I will follow the Golden Rule: treat others as I would like to be treated.
3. I agree to respect the personal space of others.
4. I will do my best to work out any conflict with others. I will go to an adult if I am having any problems with other people.
5. I will do my best to be responsible and respectful toward APC property.**
6. I will ask questions if I am unsure of anything. Adults are here to help.
7. I will follow directions.

** If I damage equipment or property provided by APC, I will be fully responsible for all materials that are damaged under my care. If a camera is damaged under my care, I will pay the total cost — Point & Shoot: \$150, DSLR: \$250

Please ensure that your child understands that when they are in our care, our first priority is to keep them safe.

Behavior and Discipline Protocol

- ▶ On Monday morning, we discuss safe behavior and decide on Group Agreements,
- ▶ which address how we each want to be treated.
- ▶ We immediately address Unsafe Behavior. (Includes inability to follow directions.)
- ▶ We will ask your child what is going on and give them a chance to explain.
- ▶ We communicate limits that are FAIR, easy to understand, and age appropriate.
- ▶ We are committed to remaining emotionally neutral and staying consistent. We stick to the agreed upon behavior policies.
- ▶ We give campers an opportunity to repair their mistake.
- ▶ We model good behavior, help children find alternatives and make good choices.

We are sensitive to all children's needs. If there is a situation that is beyond our scope:

1. We will first speak to your child privately.
2. If it persists, we will call you.
3. We will discuss with you if it is appropriate for your child to continue at camp.



Drop Off & Pick Up - Authorization

We have a list of people who are authorized to pick up your child.

- **IMPORTANT:** If someone other than one of your authorized contacts is picking up your child, we require something in writing (via email).
- **Security policy** - If we do not have anything in writing, we cannot release your child.

Drop Off & Pick Up - Times

Camp runs from 9am-3pm.

We allow for a 15 minute grace period (8:45-3:15).

We kindly ask you to please respect this time frame.

Extended Care (EC)

We have EC beginning at 8am and ending at 5pm.

You can sign up [HERE](#). There is also a link on our [Camp page](#).

We ask that you enroll for EC as soon as possible, preferably one week prior to camp.

We suggest packing your child with a book or game from home.

Field Trip Protocol / Buddy System:

Atwater Photo Camp goes on Field Trips nearly every day. We use the **buddy system**, so no camper is ever alone. Please ensure your child understands and can follow directions for Field Trip protocol:

1. All campers are to remain in sight of supervising adults at all time (no wandering off).
2. If your child needs to go to a restroom they let an adult know. Adults will be waiting outside the restroom and the camper will go to the restroom with their buddy.

We do have an occasional field trip to the beach. If children want to wade knee deep into the ocean, we only do this when lifeguards are present. If your child DOES NOT know how to swim, we need to know immediately.



Transportation Protocol

- We ensure all children are entering and exiting the vehicle in a safe place, no oncoming traffic, a safe place in a parking structure, etc.
- We ensure all children's seatbelts are fastened and working.
- Campers have been advised there is no loud noise permitted inside vehicles and not to distract the driver.
- In the event of an accident or sick child, the van will pull to side of road, where it is safe.
- If necessary, parents will be called.
- If necessary, 911 will be called.

Emergency Protocol

1. We will call you.
2. We reserve the right to seek medical treatment for your child. This includes calling 911 and an ambulance to a hospital.
3. We will have your insurance information on hand.

Natural Disaster and Fire Safety

In the event of a natural disaster, we will let everyone know if we need to be evacuated and relocated. We will call you and identify a safe meeting place for your child to be picked up. [Child Care Resources for Disasters](#).

Cell Phone

- Camp is not for screen time.
- If a camper feels they need to call home, they will speak with us and we will call you.
- In the event of an emergency, we will call you.
- We allow campers to use their cell phones at lunch.

End of Week

- We host the camper **Art Exhibit on Friday promptly at 2:45 pm.**
- Photos from the week are featured and campers share their experience making them.
- All printed photos are yours to take home.
- Within 14 days, you will receive the online gallery, which includes images by all campers.
- You are able to select favorites, download, share and print photos directly from gallery.



SAFETY GUIDELINES

General Safety

- We have all of your contact information.
- We have your health insurance.
- We have your child's primary care providers information

Policies for Parent Communication

- We communicate with parents via email, phone and text.
- You will receive all pertinent information through email
- You can email us at any time with questions about camp.

Child Abuse and Neglect Reporting

We are mandated to report any suspected abuse to the Department of Social Services. After our initial phone call, the DSS handles everything and we are no longer involved.

Policies for Visits and Visitors

For security purposes, we do not permit any unannounced visitors who we do not know or are not with you or your family.

Staff Supervision

All staff are trained by Alyson and Greg, per our detailed training manual. All staff are working directly under us at all times. All staff are background checked prior to working with APC.

(More)



Our protocols are based on General Camp Safety Procedures

We follow the CA Health and Safety Code 1596.866, which states that someone shall have at least 15 hours of health and safety training that shall include:

- A. Pediatric first aid.
- B. Pediatric cardiopulmonary resuscitation (CPR)
- C. A preventative health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries.

Up to date Covid Health and safety measure found at LA County Public Health: Sections 18897.2, 131050 and 131200, Health and Safety Code. Reference: Sections 18897.2, 131051 and 131052, Health and Safety Code.

General Covid Safety Measures

1. If anyone in your family tests positive with Covid 19, your privacy is protected per the American Disabilities Act, however, we need to be notified so we may let the other families know there is an exposure risk.
2. If anyone in your family tests positive with Covid 19, we ask that you have your child tested.
3. If anyone in any of our group tests positive for Covid 19, we will let you know of any exposure risks. Staff will not to come to work if they feel ill, have symptoms, or test positive.

More information can be found here

[California Department of Public Health](#)
[Emergency Preparedness Manual](#)
[Caring for our Children](#)

**Our goal is to create an extraordinary experience for your child.
If you have any questions at all, please let us know, we are here to help.**