

gta PHOTOGRAPHY  
CAMPS

**PA Day Camps**

## Message from the President and Founder:

Welcome to GTA Photography Camps!

We are proud to be one of the largest and most unique photography camps in Canada. We take great pride in delivering an unrivalled, high quality program that sends our campers and parents home amazed and inspired!

Our staff work hard to create a fun and exciting camp experience for all of our campers. Our goal is to provide an environment, in which the campers gain a new life-long skill of photography, meet new friends, and most importantly have a blast!



Photography is truly a life-long skill. I started this great hobby as a teen myself. It wasn't until I switched careers from my extremely stressful office job and until I had kids that I realized how this skill I learned in grade 9 would help me in years to come. Today, more than ever, as the world moves to online forums, we use photos to tell our stories, represent ourselves, as well as freeze time and create lasting memories. I truly hope that we can pass on these invaluable skills to the upcoming generation.

We have put together this package of important camp information, policies & procedures, and contact information to help you and your child with the transition to camp. Please take the time to read all the materials included. I look forward to meeting you all at the camp!

Ana Belic

President & Founder

# BEFORE PA Day CAMP

## Medical & Waiver Forms

Complete the [Registration and Medical Form](#)

These forms must be completed online **at least 2 weeks prior to the start of the PA Day Camp.**

**Please note your child **MUST** have these forms completed prior to the start of camp in order to be admitted into the program.**

## What to Bring to Camp

- DSLR & lens / point & shoot camera\*
- Charged batteries
- Memory card (cleared of old images)
- Laptop with Photoshop & Editing preloaded (Editing Camp Only) & Laptop (Teen Camp 3 Only)
- Nut free lunch & snacks OR money for lunch
- Sunscreen
- Water bottle

\*For all of our Teen Camps (not required for Kids Camps), the camera must be able to shoot in "MANUAL" mode. Look for an "M" on the dial of your camera. If you are not sure, please send us your camera model number by email to confirm: [info@gtaphotographyclasses.com](mailto:info@gtaphotographyclasses.com). These items are not required if your child is borrowing a loaner camera.

## Clothing & Shoes

Campers should come to camp dressed for a full day of activity. Comfortable shoes are recommended, as we will be doing a lot of walking on our excursions. Please dress for the weather. In case of rain, wear waterproof clothing and bring an umbrella and plastic bag to shield your camera. Campers should dress warmly (sweater, hats, mitts, etc). There could be days that we spend 2 hours outdoors and therefore all campers should come prepared to shoot outdoors. Your child will participate in outdoor activities. For protection from the sun's rays, we recommend applying SUN BLOCK (SPF 30 or higher).

## Food

**Our camp is Nut Safe and Allergy Aware.**

Lunch at camp is similar to lunch at school. Campers can either bring their own lunch or bring money to buy their lunch. Should you decide to pack a lunch please ensure it is a **non-refrigerated** lunch and that there are **no nut** products. Our campers are encouraged to eat their own food, not to purchase lunches with nut products and to wash their hands after eating, in order to keep campers and staff with allergies safe.

# GETTING TO CAMP

## CAMP LOCATION

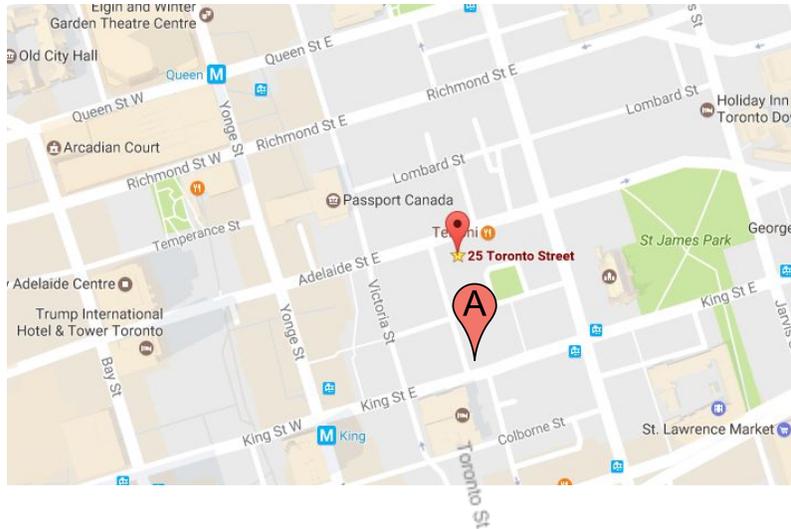
**A** 25 Toronto St.  
Suite 200 (2<sup>nd</sup> Floor)

## SUBWAY STATION

King Station (2 min)  
Walk East to Toronto St.,  
and North on Toronto St.

## PARKING

Please see *options on pg 2*



## Camp Hours

PA Day Camp runs from 10:00am - 3:00pm.

## Drop Off

Dropping off your child is the quickest and easiest way to start camp!

**Regular drop off is between 9:45 am to 10am.** Programming and field trips begin promptly at 10am.  
Pick up is at **3:00pm to 3:15pm** respectively.

## Before and After Care Hours (additional \$10)

Before care runs from 9:00am - 10:00am.

After care runs from 3:00pm - 5:30pm.

For before and after care drop-off and pick-up, please come upstairs. If you would like to add before and after care hours to your child's booking, contact us at [info@gtaphotographyclasses.com](mailto:info@gtaphotographyclasses.com).

## Parking

- Outdoor parking lot on Court St. and Church St.
  - Parking Rates: 30 mins (\$5.00),
- Indoor parking garage on Court St.
  - Parking Rates: 20 mins (\$4.00),
- Street parking on Toronto St. and Court St.



## **Field Trips**

Field trips will take place at various indoor and outdoor locations within 5 to 25 minutes walking distance from our location. **For safety reasons it is mandatory that all campers have their Registration & Medical forms submitted by their parent or guardian, otherwise campers will not be allowed to go on field trips.**

## **Departures/Pick up**

**For camper sign out, please come upstairs to our studio (unit 200) for 3:00pm. Campers who have permission leave on their own will be dismissed from our studio at 3:00pm.**

All parents/guardians should fill out the Drop Off and Pick Up information on our Registration & Medical form, indicating who will be picking up the camper or authorizing us to release the camper on their own.

## **Early Departures**

Should you need to pick up your child earlier than the scheduled ending time, please notify us prior to camp in order to coordinate, as camp groups may be out on field trip at any given time.

## **Refunds**

Cancellations are non-refundable whether the camper cancels or fails to show up for camp; however, if cancellation is received within **14 days prior to the scheduled session**, we will reschedule you to another session but a **\$100 administration fee** will apply.

## **Safety**

We take safety very seriously at GTA Photography. You can be sure that your child is in good hands. Here are just some of the measures we have taken to ensure the safety of your child:

- All of our instructors and counsellors are trained in First Aid and CPR and are able to treat minor injuries on site. Parents will be immediately notified in case of injury or illness.
- Our camp sizes are limited which maintains a high instructor to camper ratio and ensures the best supervision of your child.
- We have a strict pick up / drop off policy; whereby, you provide us with the proper information of who is allowed to pick up your child and we ensure that they are released only to that individual.
- It is school policy that we conduct background and criminal checks on all staff members.
- All of our instructors and counsellors undergo thorough training in risk management and emergency procedures. All of our instructors and counsellors have cell phones and can be reached at any time.

## **Camp Cancellations**

GTA Photography Classes reserves the right to cancel or postpone any camp/class if there is inadequate enrolment. In the event that a class must be cancelled, you will be notified by email in advance (please be sure to register using the email address where you can best be reached). You may then either reschedule for another session or receive reimbursement of camp fees.

## **Illness**

Please do not send your child to camp if he/she is not feeling well, has a fever or if your child or other family member has contracted a communicable disease. If a camper is well enough to attend camp, he/she will be expected to go outside for field trips. There is no indoor supervision for sick campers. If your child has a special health need (ie. medications) please be sure to discuss this with our staff. If a child becomes ill at camp or has a fever, parents (or, if parents are unavailable, friends listed on the waiver form) will be contacted and asked to take the child home as soon as possible. For insurance and safety reasons, no medication will be administered by our staff, unless a medication consent form has been signed prior to the arrival at camp.

**If your child will not be attending camp (due to illness, etc.) please inform the camp office prior to 10:00 am by email, [info@gtaphotographyclasses.com](mailto:info@gtaphotographyclasses.com).**

## **Special Needs**

Please discuss any special health considerations (physical, emotional, social, psychological, learning, behavioral, etc.) for your child with our staff. For the safety of your child, it is extremely important that we are aware of your child's needs. We take field trips throughout the city and we want to be sure everyone is safe at all times. **Please make sure to make arrangements with your child's instructor to discuss any of your child's special health considerations.**

## **Emergency Procedures**

In case of illness, accidental injury or emergency during camp, staff will contact parents immediately. We also ask parents to provide us with the numbers of relatives, friends or neighbors in the event we are unable to contact them. In the case of serious medical or health emergencies, camp officials will contact a local hospital for professional advice or, if needed, ambulance service and/or treatment by a physician.

## **Drug, Alcohol and Tobacco Policy** □

Alcohol, drugs and tobacco are strictly prohibited at our camp. Supervisors at GTA Photography Classes have the right to search for illegal substances. Students who violate this policy will be immediately expelled.

## **Discipline / Camp Rules**

It is the goal of GTA PC to provide a safe, secure and respectful environment for all the campers and staff. All campers are expected to follow the behaviour guidelines and interact appropriately in a group setting. Please review the following rules with your child. Your cooperation is greatly appreciated and will help provide a safe, fun, and respectful environment for all campers and staff.

## **Behaviour Guidelines / Rules**

- Campers should be mindful of our equipment and furniture: we have valuable camera and studio equipment at the camp and it is important that campers treat it with the utmost care. Campers should keep all of our furniture clean by keeping pens, feet and food off of furniture.
- Washroom breaks: Campers must quietly excuse themselves for washroom breaks.
- Be respectful and courteous to the instructors and co-campers. Campers should be friendly and ensure they do not exclude other campers. Bullying is not tolerated and will be dealt with immediately on first occurrence. We have a zero tolerance policy for bullying. The camper will be expelled from the program immediately.
- Campers are expected to participate in all camp activities, follow the directions of the camp staff and stay with their camp group at all times.
- Field trips: Campers;
  - Must stick together as a group and follow the instructor leading the group at all times.
  - When crossing streets, campers should ensure that they are focused on crossing the street.
  - Should charge their batteries before every class to ensure they are prepared for a full field trip.
- Profane or abusive language is not permitted at any time.
- Have fun and respect other people, their artwork and belongings.
- Please leave cell phones in backpack and turn off while in class.

GTA Photography Classes is committed to the prevention of workplace violence / harassment and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence / harassment from all sources. Such behaviour in the workplace is unacceptable from anyone. Everyone is expected to uphold this policy and to work together to prevent such behaviours. All workers are encouraged to raise any concerns about workplace violence / harassment and to report any incidents or threats. Management pledges to investigate and deal with all incidents and complaints in a fair and timely manner, respecting the privacy of all concerned as much as possible. **If a camper does not follow the behaviour guidelines above**, GTA PC reserves the right to ask a parent to pick their teen up early, temporarily suspend the teen from the camp program or expulsion from the program in extreme cases with **no refund**.

## **Valuables**

Campers are asked to leave all valuables at home. All of your child's belongings (cameras, camera equipment, backpacks, etc.) should be clearly labeled with their name. GTA Photography Classes is not responsible for lost or stolen items.

## **Photo/Video Release**

On occasion, campers may be photographed, interviewed or videotaped for purposes of camp promotions. This material will be used solely for promotional uses such as website, brochures, commercials, etc.

**Looking forward to meeting you all at the camp!**

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If you have any questions or concerns, feel free to get in touch;  
**416-546-9089** [info@gtaphotographyclasses.com](mailto:info@gtaphotographyclasses.com)