

# VMFA

VIRGINIA MUSEUM OF FINE ARTS

## ABOUT VMFA'S CURIOSITY CAMPS FOR 3–5 YEAR OLDS

Immersed in the rich environment of VMFA, children will explore, connect, and grow, as individuals and as part of a community of learners. Along with art, emphasis is placed on play, music and movement activities, and the museum grounds—all guided by the interests of the group.

**Ages** 3–5 (for youth summer classes visit <http://vmfa.museum/youth-studio/kids/>)

**Dates** Multiple-day camps run Jun 5–30 & Aug 22–24

**Times** 9:30 am–noon

**Tuition** \$130 per camp (VMFA members \$120)

**Register** Online at [www.vmfa.museum](http://www.vmfa.museum), phone 804.340.1405, or visit the VMFA Visitor Services desk during public hours

## WHAT TO BRING

**EMERGENCY FORM** The Emergency Form must be completed by a parent or guardian and submitted in-person on the first day of every camp.

**Medical Notice:** VMFA Education Staff are not authorized to administer medications on a regular basis. If a student is to self-carry a medication for use in the event of an emergency, it must be noted on the **Emergency Information Form**, and written instructions on the administration of medicine must be provided by the parent or legal guardian on the Emergency Medication Permission Form. ***It is strongly advised that should your child need emergency medication, VMFA staff is notified at least two weeks ahead of the program. Phone 804.340.1343 or email [preschoolprograms@vmfa.museum](mailto:preschoolprograms@vmfa.museum).*** If your child has an allergy of any kind, it is important to inform VMFA staff on the first day of camp. If your child has a serious life-threatening allergy, we welcome you to remain on campus while your child is participating in the program.

In the event of an emergency, VMFA Staff will respond to the situation promptly and accordingly; a staff person will immediately attempt to reach the parent or guardian.

**PHOTO ID** All authorized adults planning to pick up children from camp are required to show a valid ID during checkout each day.

**SNACK** Campers should bring a small, healthy snack to eat and a water bottle for snack time.

**Food & Allergy Notice:** For the health and safety of others, students cannot share food. Please avoid bringing foods with traces of peanuts and tree nuts. We also ask that caregivers be mindful of other children who may have potentially life-threatening allergies. Snacks and lunches will be stored in a designated area.

**CHANGE OF CLOTHES** On the first day of class, campers should bring an extra set of clothes complete with a shirt, pants, underclothes, and socks.

## WHERE TO GO

**PARKING** Allow ample time to park, walk to the building, and check in before the start of camp, especially on the first day. The **VMFA Parking Deck** is free with a 30-minute parking pass for camp participants. Please note that parking is strictly prohibited in the **Entry Plaza**, or **fire lane**. Extra parking permits will be available during check in on the first day of camp.

**CAMP LOCATION** Camps take place in the **MWV Art Education Center** studios inside the museum. We strongly recommend that caregivers familiarize themselves and their children with the area prior to the first day of camp.

**UPON ARRIVAL** use the **Student Entrance** (left of the main entrance) to access the **Art Education Center**, as the rest of the building is closed to the public. (VMFA hours of operation are Mon–Sun, 10 am–5 pm, with extended hours Thu–Fri until 9 pm.)

## WHAT TO WEAR

**ART ATTIRE** Wear clothes that are appropriate for an art studio (not something that could be ruined during class). Comfortable, closed-toed shoes are recommended. We also encourage dressing in layers or bringing a long-sleeved shirt—while it may be hot outside, it's often cool inside!

## CAMP POLICIES + PROCEDURES

**CHECK-IN** Don't forget the **Emergency Form** on the first day of camp! Additionally, a parent or authorized adult is required to check in to the Art Education Center daily by filling out the **Attendance Sheet** with the student's name, the contact for that day, and the name of the adult scheduled to pick up your child.

**CHECK-OUT** When campers are ready for dismissal, a staff person will ask you to **present a photo identification** and **initial the Attendance Sheet** to verify pick-up.

**TIMELY PICKUP** Pick-up time begins promptly at the end of camp (noon). Late pick-ups may result in dismissal from the program. If your child is not picked up within 10 minutes, VMFA staff will attempt to reach you, the pick-up person for that day, and other contacts. If you are **running late**, leave a message at **804.340.1343** and/or **804.340.1564**.

**CANCELLATION POLICY** Curiosity Camps are non-refundable and cannot be transferred to another camp. Be sure to mark your calendar and save your confirmation email upon registering for camp(s). Refunds for missed programs are not available.

## CAMP CONDUCT

Please review the following information with your children before the start of camp:

### RULES

1. Be kind – to teachers, classmates, and materials.
2. Be careful and safe - in the studios, galleries and museum grounds.
3. Have fun! 😊

### CONSEQUENCES

We use positive reinforcement and logical consequences for challenging moments. We engage children in a dialogue about behavior, allowing them to have a constructive role in solving and fixing problems. VMFA staff will inform parents when behavioral issues arise.

## EVALUATIONS

Students and/or parents will be asked to complete a survey at the end of camp. We value your opinion and greatly appreciate you taking the time to help us improve our program and exceed your expectations.

## QUESTIONS

**EMAIL** [preschoolprograms@vmfa.museum](mailto:preschoolprograms@vmfa.museum)

**PHONE** 804.340.1343

# EMERGENCY INFORMATION FORM | VMFA EARLY CHILDHOOD EDUCATION PROGRAMS

Student's Full Name \_\_\_\_\_ Gender  Female  Male  
Prefers To Be Called \_\_\_\_\_ Age \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title of Camp/Class\* \_\_\_\_\_

*\*A new form is collected at the beginning of every camp in order for the instructor to retain immediate access to your child's up-to-date, emergency information. If your child is attending multiple classes and the information remains the same, we recommend making copies.*

Parent/Guardian \_\_\_\_\_ Cell/Primary # \_\_\_\_\_

Street Address \_\_\_\_\_ Secondary # \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Other Emergency Contact \_\_\_\_\_ Cell/Primary # \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Secondary # \_\_\_\_\_

Other Person(s) Authorized to Pick-up Student *(You may include family members, carpool drivers, friends, etc.)*

1. Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

3. Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

**Pick-up Notice:** *Students must be picked up promptly at the end of class by an authorized pick-up person with a Photo ID. Late departures may result in dismissal from the program. If your child is not picked up within 10 minutes, VMFA staff will attempt to contact you, followed by the other contact and authorized pick-up person(s). If contacts cannot be reached within 30 minutes, VMFA Education staff will notify Security personnel who will then determine the next course of action. If you are running late, call 804.340.1343 and 804.340.1564.*

Family/Primary Doctor \_\_\_\_\_ Office Phone # \_\_\_\_\_

Dentist (optional) \_\_\_\_\_ Office Phone # \_\_\_\_\_

Insurance Provider \_\_\_\_\_ Insurance ID # \_\_\_\_\_

Known Allergies \_\_\_\_\_ Reactions \_\_\_\_\_

Medical Conditions \_\_\_\_\_ Current Medications \_\_\_\_\_

Developmental Conditions \_\_\_\_\_ Special Needs \_\_\_\_\_

Do you have any additional information to share with the teacher that would help your child have a successful camp experience?

\_\_\_\_\_  
\_\_\_\_\_

*"I certify that the information provided above is accurate. I have read and understand the content provided in the **Early Childhood Education Programs Information Sheet**. My child has permission to participate in all program activities. While VMFA and its instructors make every effort to provide a safe learning environment, I understand that there is always the risk of an accident. I will not hold the museum responsible for any accident or injury that may result during these activities. In the event of any medical emergency, I authorize VMFA Staff to administer first aid and/or to seek emergency medical treatment for my child."*

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Emergency Medication Permission Form

Medications prescribed for an individual student in the event of an emergency **MUST** be kept in the original container bearing the original pharmacy label with student's name, medication, and dosage. **NO medication (prescribed or over the counter) shall be dispensed without written permission of the legal guardian of the student.** The pharmacy label can serve as the written order of the physician.

Name of student \_\_\_\_\_

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_

Emergency Parameters \_\_\_\_\_

Pharmacy \_\_\_\_\_ Prescription # \_\_\_\_\_

### To Be Completed By the Parent/Legal Guardian

Please supply written, detailed directions on the administration/dispense of emergency medication:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***I authorize VMFA personnel to administer the above medication to my child in an emergency using instructions I have provided on this form.***

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

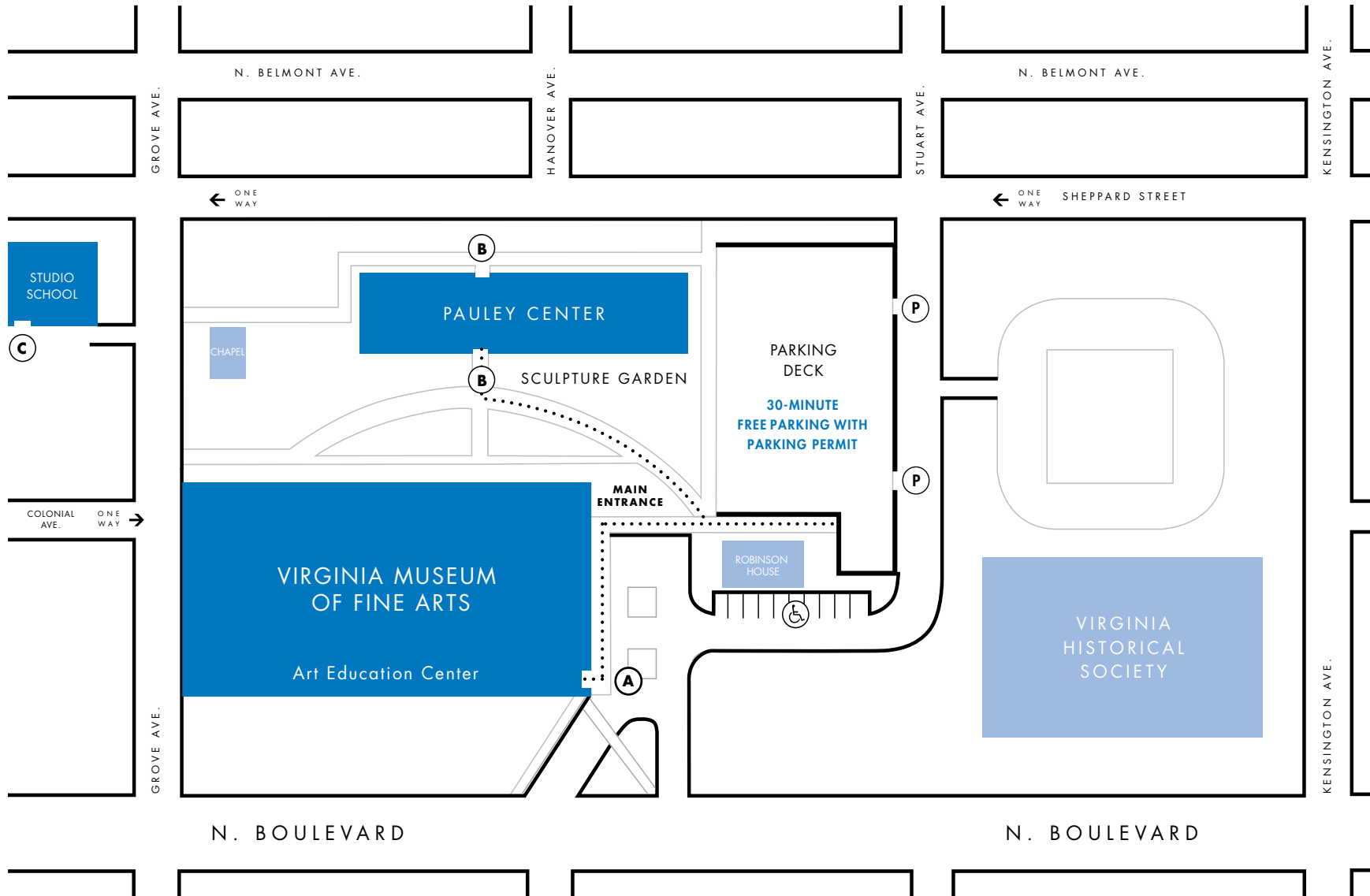
Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_



- A** Student entrance for kids summer camps
- B** Pauley Center entrance for teen summer classes
- C** VMFA Studio School entrance
- P** Parking Deck entrance
- Handicapped parking
- Walkways
- Main walkway from Parking Deck

**Campus Map** | VIRGINIA MUSEUM OF FINE ARTS  
200 N. Boulevard | Richmond, Virginia 23220



**30-MINUTE  
PARKING PERMIT**

Expires 9/1/17

**VMI**

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