



## ABOUT VMFA'S SUMMER IN THE STUDIO FOR TEENS

Whether you enjoy drawing, painting, sculpting, film, or fashion, these five-day studio classes teach you new skills and enhance your talents, help you develop personal vision, and strengthen your portfolio for college. Professional artists and instructors use a wide range of concepts and media to expand your knowledge of art, art history, culture, and perspective while building new relationships with peers and mentors within the arts community. Classes offer individual instruction to accommodate of all levels of experience.

**Ages** 13–17 (for kids' summer camps visit [www.vmfa.museum/youth-studio/summer-camps](http://www.vmfa.museum/youth-studio/summer-camps))  
**Dates** Jul 4–Aug 26  
**Times** M–F, 9 am–noon or 1–4 pm  
**Tuition** \$130 per class (VMFA members \$115)  
**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 class. If the participant is registered for multiple classes, we recommend making copies. Extra forms are also available onsite, however, a signature from a parent or guardian is required for teens to attend this program.

**Medical Notice:** VMFA Teen Studio Instructors are not authorized to administer medications orally or by injection. If a student is to self-carry a medication, it must be noted on the **Emergency Form**. If the teen has an allergy of any kind, it is important to inform VMFA staff on the first day of class. In the event of an emergency, VMFA Security will attend to the situation promptly and accordingly, and a staff person will immediately attempt to reach the parent or guardian.

**LUNCH (IF APPLICABLE)** Teens enrolled in a morning and an afternoon class will need to bring a bagged lunch from home or money to purchase food from BEST Café. Unlike children enrolled in summer camps, teens do not have a scheduled daily break during class, nor are they permitted to eat or drink in the studios or computer lab. A break area, however, is reserved in the Pauley Center lobby for snacks and lunches before and/or after class. If a teen requires adult supervision between classes, please register for **Connect-a-Camp** by phone 804.340.1405, or online at [www.vmfa.museum](http://www.vmfa.museum) (\$20 registration fee, or \$18 for VMFA members).

**Food & Allergy Notice:** For the health and safety of others, students cannot share food. We also ask that teens and parents be mindful of others who may have potentially life-threatening allergies. To reduce the risk of accidental exposure, please avoid bringing foods with traces of peanuts, tree nuts, or other common allergen products.

**ART SUPPLIES** VMFA provides art supplies and tools needed for each class, however, students are sometimes encouraged to bring additional supplies when noted under class descriptions (check online for updates). Personal sketchbooks are welcome for drawing and note taking. For digital art classes, we recommend bringing a flash drive for storing images. Donations of clean fabrics, gently used t-shirts, vintage and costume attire, salvaged jewelry pieces, and unique found objects are also accepted. **Please wash clothing and clean objects prior to donating.**

## WHERE TO GO

**PARKING** Allow ample time to park and check in before the start of camp, especially on the first day. The **VMFA Deck** parking is free with a 30-minute parking pass for students being dropped off. 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 class. For city street parking, we recommend parking alongside Sheppard St.

**CLASS LOCATION** Meet in the Pauley Center building, across the Sculpture Garden from VMFA. (Note that kids' camps meet in the Art Education Center.) We strongly suggest that teens familiarize themselves with the area prior to the first day of class.

## WHAT TO WEAR

**ART ATTIRE** Wear clothes that are appropriate for an art studio. 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 can be very chilly inside!*

## CLASS CONDUCT

**CODE OF CONDUCT** Please be aware that teens are required to sign a **Code of Conduct** agreement at the beginning of each class. If the agreement is broken, the instructor will talk with the student. A VMFA staff member may also contact his or her parent/guardian to discuss behavioral issues, if necessary. Under extenuating or repeated circumstances, the student may be removed from class.

**Note:** Students cannot use cell phones during class, unless permitted by the instructor for educational purposes only. Cell phones and other mobile devices must be off or on silent.

## CLASS POLICIES + PROCEDURES

**CHECK-IN** Teens must submit an **Emergency Form** (signed by a parent or guardian) before entering the studio; otherwise, he or she cannot participate in the program. Students (13 yrs+) are also responsible for signing the **Attendance Sheet** daily; parents are welcome to check-in with their children, if desired. Note that while programs are in session, teens will be supervised and are not permitted to leave the VMFA campus.

**CHECK-OUT** Teens are responsible for signing out daily (no parent/guardian necessary for checkout, unless requested otherwise). If a student does not sign out, a VMFA staff person will contact the teen's parent/guardian to ensure his or her safety.

**Early Dismissal:** If a student should need to leave class early, he or she must submit a note from a parent or guardian at check-in, *before the start of class*. Please include the dismissal time, the parent/guardian's name, and a telephone number for verification.

**TIMELY PICKUP** If a student relies on someone else for transportation, we ask that the pick-up person arrive no later than the end of class (either noon or 4pm). Late pick-ups may result in dismissal from the program. If a student is not picked up within 10 minutes, VMFA staff may attempt to reach a parent or guardian. If no one is reached within 30 minutes, the student may be escorted to the security desk and staff will determine the next course of action.

## CANCELLATION POLICY

Be sure to mark your calendar and save your confirmation email upon registering for class. Refunds for missed programs are not available.

**For summer youth and teen classes only:** VMFA charges \$30 to transfer (but only if another class is available), and deducts \$50 of the registration cost per cancellation. **Transfers and cancellations must be made at least two weeks (or ten business days) prior to the start of class; otherwise, full payment is required. No exceptions apply.**

## SCHOLARSHIPS

A select number of scholarships are available for summer classes. Phone **804.340.1331** or email **youthstudio@vmfa.museum** to request a scholarship application form.

## EVALUATIONS

Students may be asked to complete a survey at the end of class. We value your opinion and would greatly appreciate your taking the time to help us improve our program and exceed your expectations.

## QUESTIONS

**EMAIL** youthstudio@vmfa.museum

**PHONE** 804.340.1331 or 804.340.1438

# EMERGENCY INFORMATION FORM | VMFA YOUTH & TEEN SUMMER STUDIO 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/class 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 (under 13 yrs) 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 VMFA staff cannot reach contacts within 30 minutes, the student will be escorted to security staff who will then determine the next course of action. If you are running late, call **804.340.1438** and **804.340.1331**.

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?

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

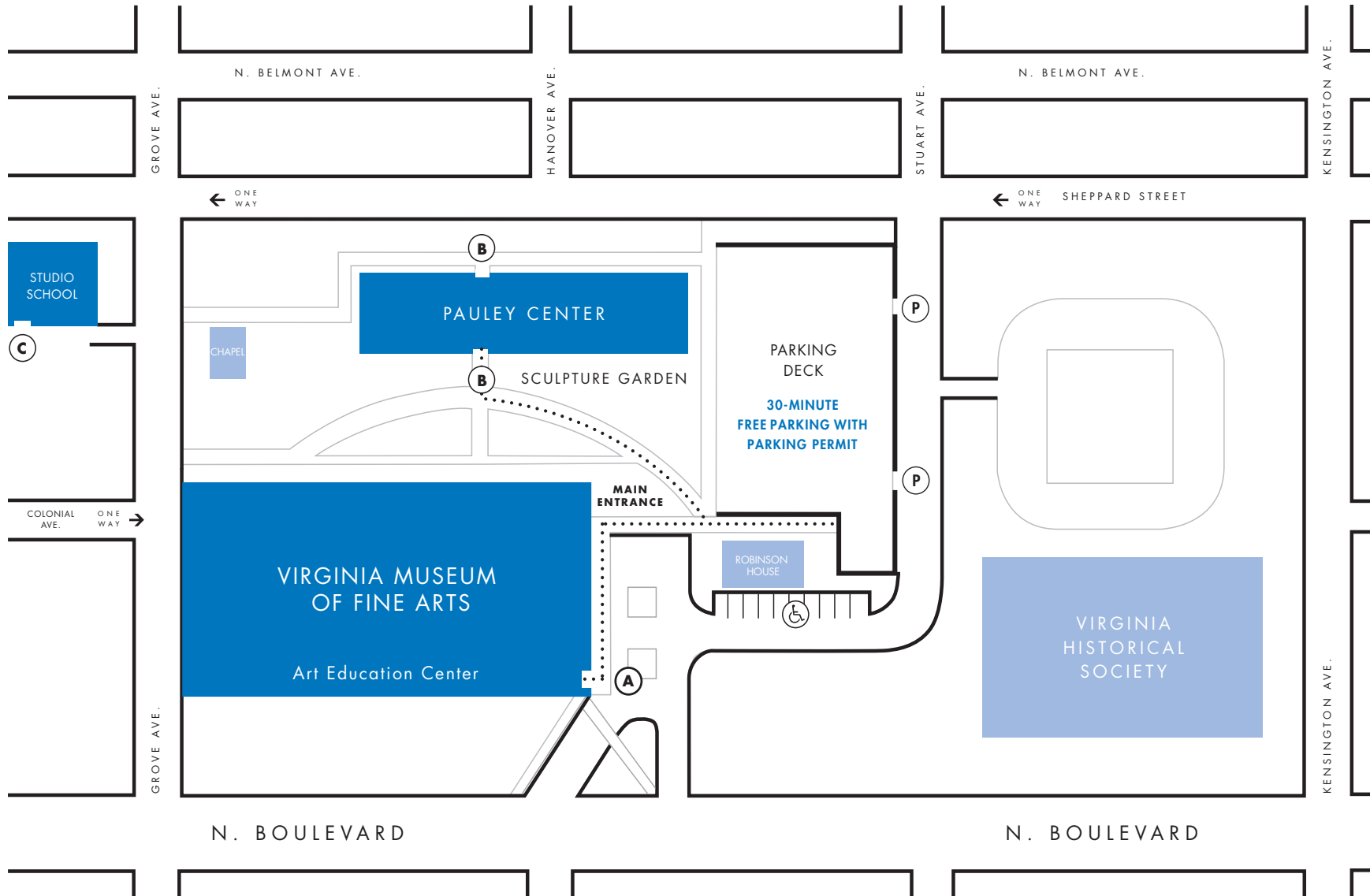
*"I certify that the information provided above is accurate. I have read and understand the content provided in the **Studio Programs Information Sheet** and have reviewed the Studio Rules and Consequences with my child. My child has permission to participate in all program activities. While VMFA and 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 Security Staff to administer first aid and/or to seek emergency medical treatment for my child."*

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



- 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 8/26/16

**VMI**

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