



VIRGINIA MUSEUM OF FINE ARTS

### ABOUT VMFA'S SUMMER ART ADVENTURES FOR KIDS

Experience adventures in art, culture, and creativity in VMFA's Art Education Center and galleries! Art camps are carefully tailored to your child's specific age group and taught by professional artists and educators. Each five-day camp provides access to quality supplies and a world-renowned art collection, inspiring young artists to create, learn, grow, explore, and *have fun!*

- Ages** 5–6, 7–9, and 10–12 years old (for teen summer classes visit [www.vmfa.museum/teens/studio](http://www.vmfa.museum/teens/studio))
- Dates** Jul 4–Aug 26
- Times** M–F, 9 am–noon or 1–4 pm (*Connect-a-Camp* option available, noon–1pm; some restrictions may apply)
- Tuition** \$130 per camp (VMFA members \$115); \$20 per *Connect-a-Camp* (VMFA member \$18)
- 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. If your child is registered for multiple camps, we recommend making copies. Extra forms are also available onsite.

**Medical Notice:** VMFA Youth 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 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, you should remain on campus while your child is participating in the program. 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.

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

**SNACK (OPTIONAL)** Campers may bring a small, healthy snack to eat or drink during their daily break, if desired.

**Food & Allergy Notice:** For the health and safety of others, students cannot share food. We also ask that caregivers be mindful of other children 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. Snacks and lunches will be stored in designated bins.

**LUNCH (CONNECT-A-CAMP PARTICIPANTS ONLY)** Campers who attend **Connect-a-Camp** must bring a bagged lunch from home. This program is only available for students signed up for both a morning and an afternoon camp. Please read the **Food & Allergy Notice** above.

**ART SUPPLIES** VMFA provides all art supplies and tools necessary for each camp, however, students are sometimes encouraged to bring additional supplies when noted under class descriptions (check online for updates).

### 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 Deck** parking 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 **Art Education Center** studios inside the museum (or the Pauley Center building for teen summer classes). VMFA staff will be onsite to help direct visitors. We strongly recommend that caregivers familiarize themselves and their children with the area prior to the first day of camp.

**Camps before 10am:** 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. Please drop your child off within ten minutes before the start of camp.

**Note:** If your child is dropped off without being checked in to the Art Education Center, a staff person will contact you immediately to pick your child up. As a result, the student will lose his or her place in the program and will not be permitted to return.

**CHECK-OUT** When campers are ready for dismissal, a staff person will ask you to present a Photo ID and initial the **Attendance Sheet** to verify pick-up. Until then, please wait patiently beyond the studio for the camp to end and for a staff person to assist you. Students need time to finish projects, clean up, and review the day's lesson. Visitors standing within view of the studios can sometimes be a distraction.

**TIMELY PICKUP** Pick-up time begins promptly at the end of camp (either noon or 4pm). 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 authorized pick-up person, and/or other contacts. If no one can be reached within 30 minutes, the student will be escorted to the front security desk and staff will determine the next course of action. If you are running late, leave a message at **804.340.1438** and **804.340.1331**.

**CANCELLATION POLICY** Be sure to mark your calendar and save your confirmation email upon registering for camp(s). Refunds for missed programs are not available.

**For summer camps only:** VMFA charges \$30 to transfer (but only if another camp 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 camp; otherwise, full payment is required. No exceptions apply.**

## CAMP CONDUCT

Parents and guardians are responsible for reviewing the following information with their children before the start of camp.

### RULES

1. Practice safety in the studios and galleries
2. Be kind and respectful to teachers and classmates
3. Help clean up after every project
4. Take part in all activities
5. Have fun! 😊

### CONSEQUENCES

- |            |   |
|------------|---|
| <b>1st</b> | Teacher speaks with student about inappropriate behavior  |
| <b>2nd</b> | Student sits out for quiet time and teacher speaks with parent/guardian after camp  |
| <b>3rd</b> | Student may be removed from program entirely and/or may only be readmitted if a caregiver accompanies the student for next full day of camp |

**Note:** Please do not allow your child to bring toys and other distractions into the studio. Students cannot use cell phones during camp, unless permitted by the instructor for educational purposes only. If your child carries a phone or mobile device, it must be off or on silent.

## SCHOLARSHIPS

**SCHOLARSHIP APPLICATION FORM** A select number of scholarships are available for summer camps. Phone **804.340.1331** or email **youthstudio@vmfa.museum** to request an application form.

## EVALUATIONS

Students and/or parents may be asked to complete a survey at the end of camp. 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?

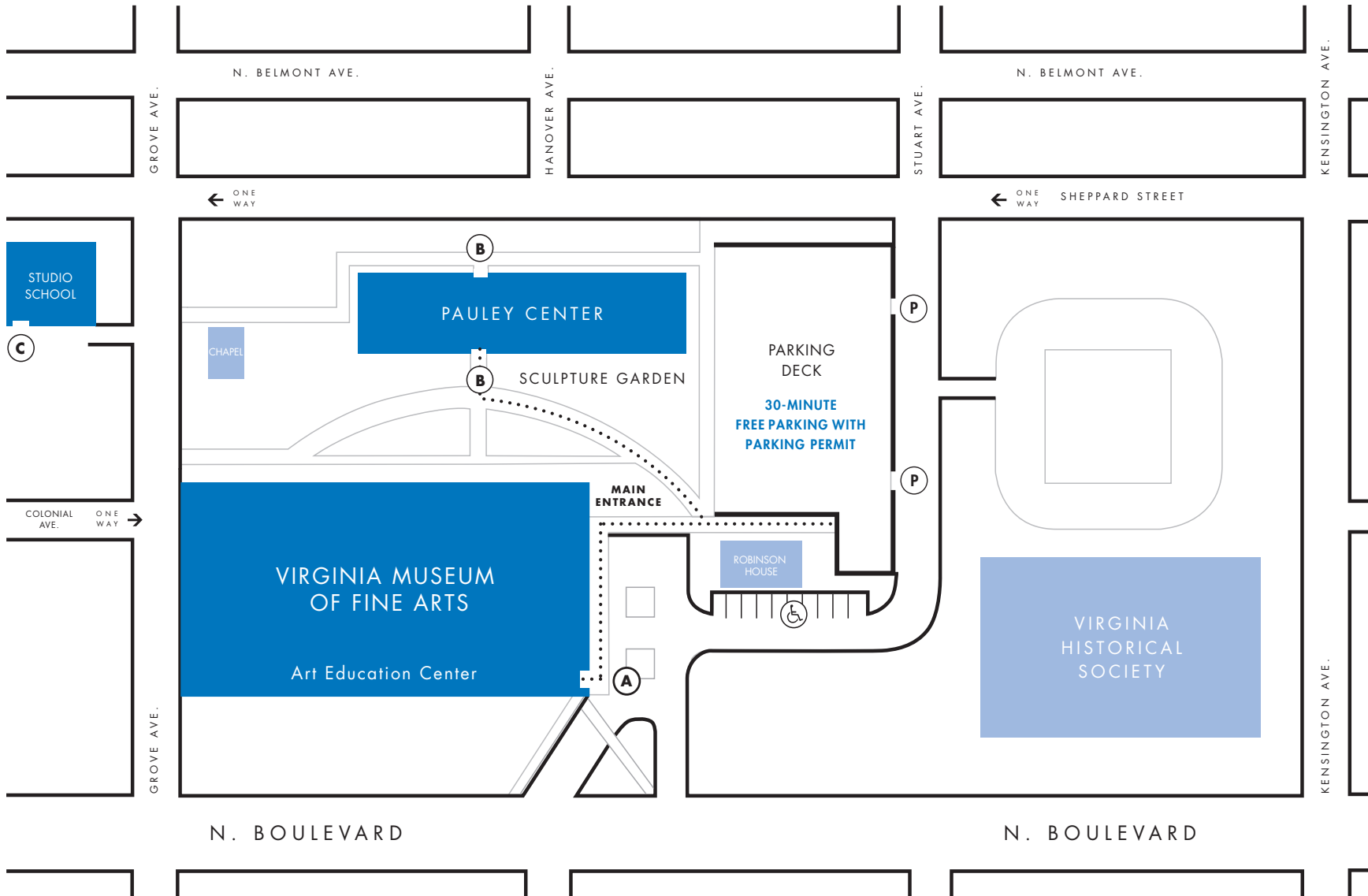
*"I certify that the information provided above is accurate. I have read and understand the content provided in the Studio Programs Information Sheet and have reviewed the Studio Rules and Consequences with my child. My child has permission to participate in all program activities. While VMFA and its 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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