



## TEEN FALL/SPRING STUDIO PROGRAM INFORMATION

*Please read the following information carefully, as parents and students are responsible for understanding all policies and procedures.*

### ABOUT VMFA'S TEEN STUDIO CLASSES AND WORKSHOPS

Expand your creativity and artistic awareness, build your portfolio for college, or simply spend time with peers and professional artists through studio classes related to VMFA's world-renowned art collection. Enrollment is limited to provide individual instruction and to accommodate teens of all skill levels.

### TIMES AND TUITION

Wednesday Classes (3 Sessions)	5-7 pm	\$60 (VMFA members \$54)
Friday Evening Workshops	5-6:30 pm	\$10 (VMFA members \$8)
Saturday Workshops	1-4 pm	\$25 (VMFA members \$22)

### TO REGISTER

Go to [www.vmfa.museum](http://www.vmfa.museum), phone 804.340.1405, or visit the front desk during VMFA public hours.

### QUESTIONS ABOUT PROGRAMS

EMAIL [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum)  
PHONE 804.340.1331 or 804.340.1438

### WHAT TO BRING

**PHOTO ID** Photo identification is required for authorized adults picking up students under the age of 13.

**EMERGENCY FORMS** Completed forms are only required if the student has a medical concern or enrolled in summer classes.

**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 804.340.1438 or 804.340.1331, or email [youthstudio@vmfa.museum](mailto:youthstudio@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.

**ART SUPPLIES** VMFA provides all art supplies and tools needed for each class, though students are sometimes encouraged to bring additional supplies when noted under the class description (check online for updates). Personal sketchbooks are welcome for drawing and note taking.

### WHERE TO GO

**PROGRAM LOCATION** Teen programs may take place in either the **Art Education Center** inside the museum, or in the **Pauley Center** building, across the Sculpture Garden. Please refer to the course listing online or in the VMFA Classes & Programs Brochure for specific class locations. **Note:** All **DIGITAL** classes and workshops will be conducted in the **Pauley Center Computer Lab**.

**PARKING** Allow ample time to park and check in before the start of class. The VMFA Parking Deck is free for members or \$5 for nonmembers. For street parking, N. Boulevard is recommended for those attending classes in the Art Education Center, and Sheppard St. for individuals in the Pauley Center building.

**Museum Notice:** Parking is not permitted along the Entry Plaza or fire lane.

## WHAT TO WEAR

**ART CLOTHES** Wear attire that is appropriate for an art studio (art materials can stain clothing). Each studio is equipped with art smocks that may be used for especially messy projects. Closed-toed shoes are recommended. We also encourage dressing in layers or bringing a long-sleeved shirt, in case students feel chilly in the museum or studios.

The following is prohibited in the studio: Offensive messages, logos, or images related to violence, profanity, or illegal substances; and clothing that reveals undergarments of any kind or exposes private areas.

## CLASS PROCEDURES + POLICIES

**CHECK IN** Students (13 yrs+) are 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.

**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. If a student is not picked up within 10 minutes of the program's completion time, VMFA staff may attempt to reach a parent or guardian. If VMFA staff cannot reach contacts 30 minutes past the class's completion time, the student will be escorted to the security desk and staff will determine the next course of action.

**CANCELLATION POLICY** Fees are nonrefundable except when VMFA cancels a class. Classes may not be substituted or switched once registration is complete. Be sure to mark your calendar and save your confirmation email upon registering. Refunds will not be granted if you miss a program. Classes with insufficient enrollment will be cancelled at least one week before they are scheduled to start. Participants will be notified and reimbursed fully.

## CLASS CONDUCT

Parents are responsible for reviewing the following rules and consequences with their children before the start of class.

### RULES

1. Practice safety in the studios and galleries. Use all tools and equipment responsibly.
2. Be kind and respectful to teachers and classmates.
4. Help set up and clean up materials with every project.
5. Participate in all activities and remain in class until dismissal.
6. Smartphone usage is prohibited during instructional time.
7. Have fun! 😊

### CONSEQUENCES

- 1st Teacher will speak with student about inappropriate behavior.
- 2nd Student is temporarily removed from class and asked to write a letter exemplifying his/her understanding of appropriate and inappropriate behavior. A VMFA staff member speaks with a parent/guardian after class.
- 3rd Student will be removed from program entirely. Student may only be readmitted if the parent/guardian accompanies the student for next full day of class. No refunds will be issued.

**Note:** Smartphones must be turned off or on silent. No texting or calls during classes will be permitted.

## SCHOLARSHIPS

**SCHOLARSHIP APPLICATION FORM** A select number of scholarships are available for youth and teen studio programs. Phone 804.340.1331 to request a Scholarship Application Form or email [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum).

## EVALUATIONS

**HOW WAS CLASS?** Students and/or parents may be asked to complete a survey at the end of class. We value your opinion and would greatly appreciate you taking the time to help us improve our program and exceed your expectations!

# EMERGENCY INFORMATION FORM | VMFA YOUTH & TEEN STUDIO PROGRAMS

Student's Full Name \_\_\_\_\_ Gender  Female  Male

Prefers To Be Called \_\_\_\_\_ Age \_\_\_\_\_ D.O.B. \_\_ / \_\_ / \_\_\_\_

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

*\*Note: A new form is collected at the beginning of every summer 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 camps 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.*

Family/Primary Doctor \_\_\_\_\_ Office Phone # ( ) -

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

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

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

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

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

Please list any emergency self-carry medications and complete the accompanying instruction sheet:

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

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 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 \_\_\_\_\_