



VIRGINIA MUSEUM OF FINE ARTS

## YOUTH STUDIO PROGRAMS INFORMATION

### 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!

<b>AGES</b>	5–6, 7–9, and 10–12 years old (for teen summer classes visit <a href="http://www.vmfa.museum/teens/studio">www.vmfa.museum/teens/studio</a> )
<b>DATES</b>	Jul 10–Sep 1
<b>TIMES</b>	M–F, 9 am–noon or 1–4 pm ( <i>Connect-a-Camp</i> option available, noon–1pm; some restrictions may apply)
<b>TUITION</b>	\$140 per camp (VMFA members \$120) and \$25 per <i>Connect-a-Camp</i> (VMFA member \$20)
<b>REGISTER</b>	Online at <a href="http://www.vmfa.museum">www.vmfa.museum</a> , phone 804.340.1405, or visit the VMFA Visitor Services desk during public hours

### WHAT TO BRING

**EMERGENCY FORMS** The **Emergency Information Form** must be completed by a parent/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 available onsite.

**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 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.

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

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

**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 a morning and an afternoon camp. Please read the **Food & Allergy Notice**.

**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 permit for camp participants. **Please note that parking is strictly prohibited in the Entry Plaza, or fire lane.** Extra parking permits will be available at check in.

**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 10 am:** 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 (camps can get messy). Comfortable, closed-toed shoes are recommended. We also encourage dressing in layers or bringing long sleeves—while it may be hot outside, it's often cool inside!

## CAMP PROCEDURES

**CHECK IN** Don't forget the **Emergency Forms** 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 10 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 may cause a distraction.

**TIMELY PICK UP** 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**.

## CAMP CONDUCT

Parents/guardians are responsible for reviewing the following **Rules & Consequences** 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

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

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

## CANCELLATION POLICY

Be sure to mark your calendar and save your confirmation email upon registering for camp(s). VMFA does not send reminders for upcoming programs. Refunds for missed programs are not available.

**For youth and teen 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 prior to the start of camp; otherwise, full payment is required. No exceptions apply.**

## 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

**HOW WAS CLASS?** 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\* \_\_\_\_\_

*\*Note: 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 (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 \_\_\_\_\_

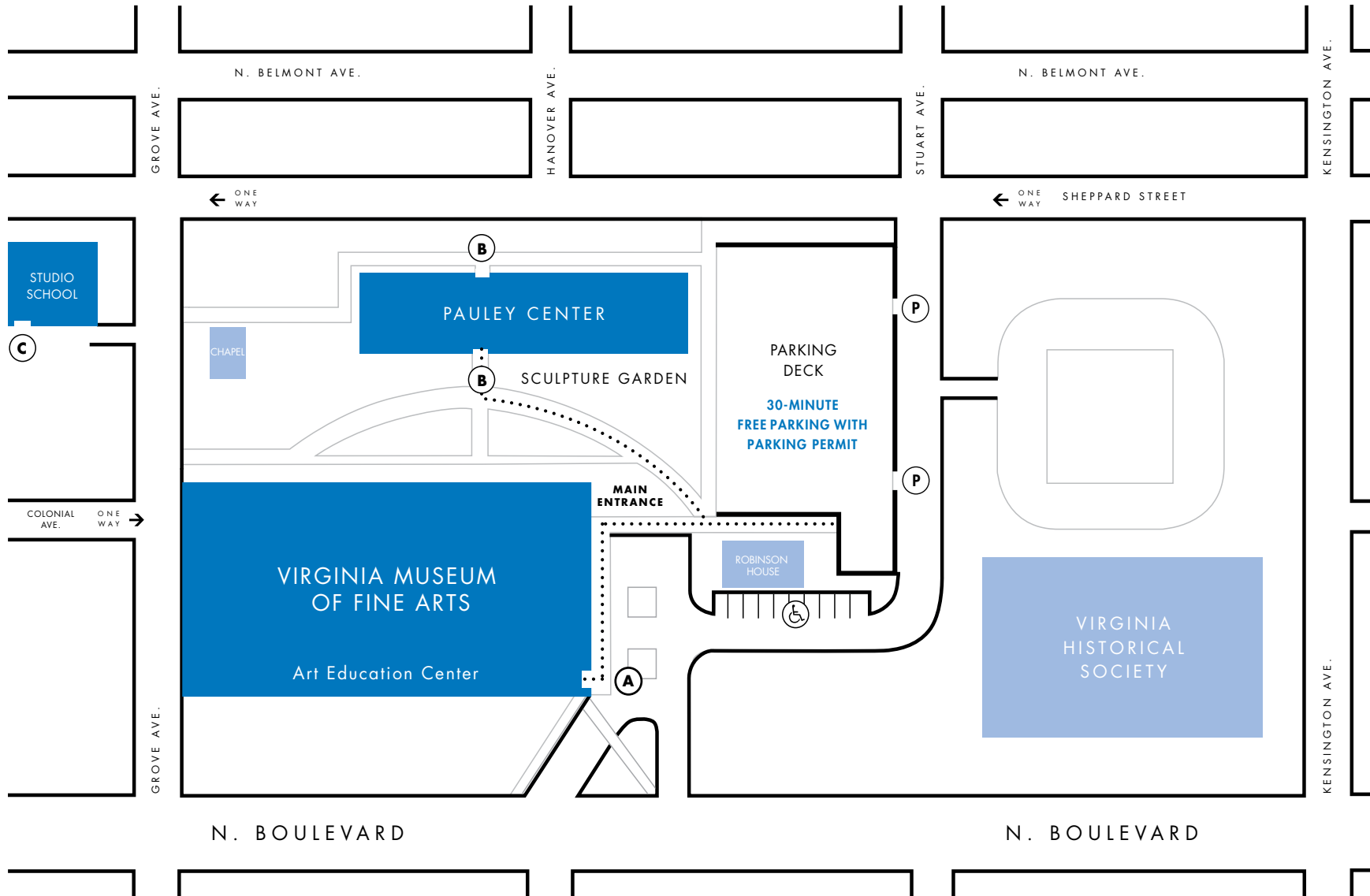
Home Address \_\_\_\_\_

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



- 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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