



VIRGINIA MUSEUM OF FINE ARTS

TEEN STUDIO PROGRAMS INFORMATION

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

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, 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 all levels of experience.

AGES	13–17 (for kids' summer camps visit www.vmfa.museum/youth-studio/summer-camps)
DATES	Jul 9–Aug 31
TIMES	M–F, 9 am–noon or 1–4 pm
TUITION	\$140 per class (VMFA members \$120)
REGISTER	Online at www.vmfa.museum , 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 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 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. If your child has an allergy of any kind, it is important to inform VMFA staff on the first day of class. 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.

CODE OF CONDUCT FORM Please be aware that teens are required to submit a signed copy of the **Code of Conduct** agreement at the beginning of class. If the agreement is broken, the instructor will talk with the student. VMFA Staff 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 smartphones during class, unless permitted by the instructor for educational purposes only. Smartphones and other mobile devices must be off or on silent.

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 (\$25 registration fee, or \$20 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 all 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 and files. Donations of clean fabrics, gently used t-shirts, vintage attire, salvaged jewelry pieces, and unique found objects are also accepted. *Please wash clothing and clean objects prior to donating.*

WHERE TO PARK

PARKING Allow ample time to park, walk to the building, and check in before the start of class, especially on the first day. The **VMFA Parking Deck** is free with a 30-minute parking permit for students being dropped off. **Please note that parking is strictly prohibited in the Entry Plaza, or fire lane, in front of the museum.** Extra parking permits will be available at check in. For city street parking, we recommend parking alongside Sheppard St.

WHERE TO GO

CLASS LOCATION Meet in the **Pauley Center** building, across the Sculpture Garden from the museum. (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! Please refer to the **Code of Conduct** agreement for more information.

CLASS POLICIES + PROCEDURES

CHECK IN Teens must submit an **Emergency Information Form** and **Code of Conduct** (both 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 check out, unless a parent requests 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 PICK UP 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. VMFA does not send reminders for upcoming programs. Refunds for missed programs are not available, even for sick absences. We apologize for the inconvenience.

For youth and teen summer 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 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* _____

**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 _____



Teen Studio Programs Code of Conduct

VMFA Studio Rules and Expectations

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

Dress code

Wear studio attire. Closed-toed shoes are recommended. Also note that while it may be hot outside, it is often cool inside. Please dress appropriately.

The following is prohibited in the studio:

- * Offensive messages, logos, or images related to violence, profanity, or illegal substances
- * Clothing that reveals undergarments of any kind or exposes private areas

Studio Consequences and Repercussions

- 1st Teacher will speak with student about inappropriate behavior.
- 2nd Student is removed temporarily from class. Student will be asked to write a letter exemplifying his/her understanding of appropriate and inappropriate behavior. Program coordinator speaks with 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.**

I, as a VMFA Teen Studio participant, agree to abide by the above guidelines and understand the consequences if I do not do so.

Print Student Name _____

Student Signature _____ Date_____

I as the parent or guardian have reviewed the rules, expectations, and consequences with my child.

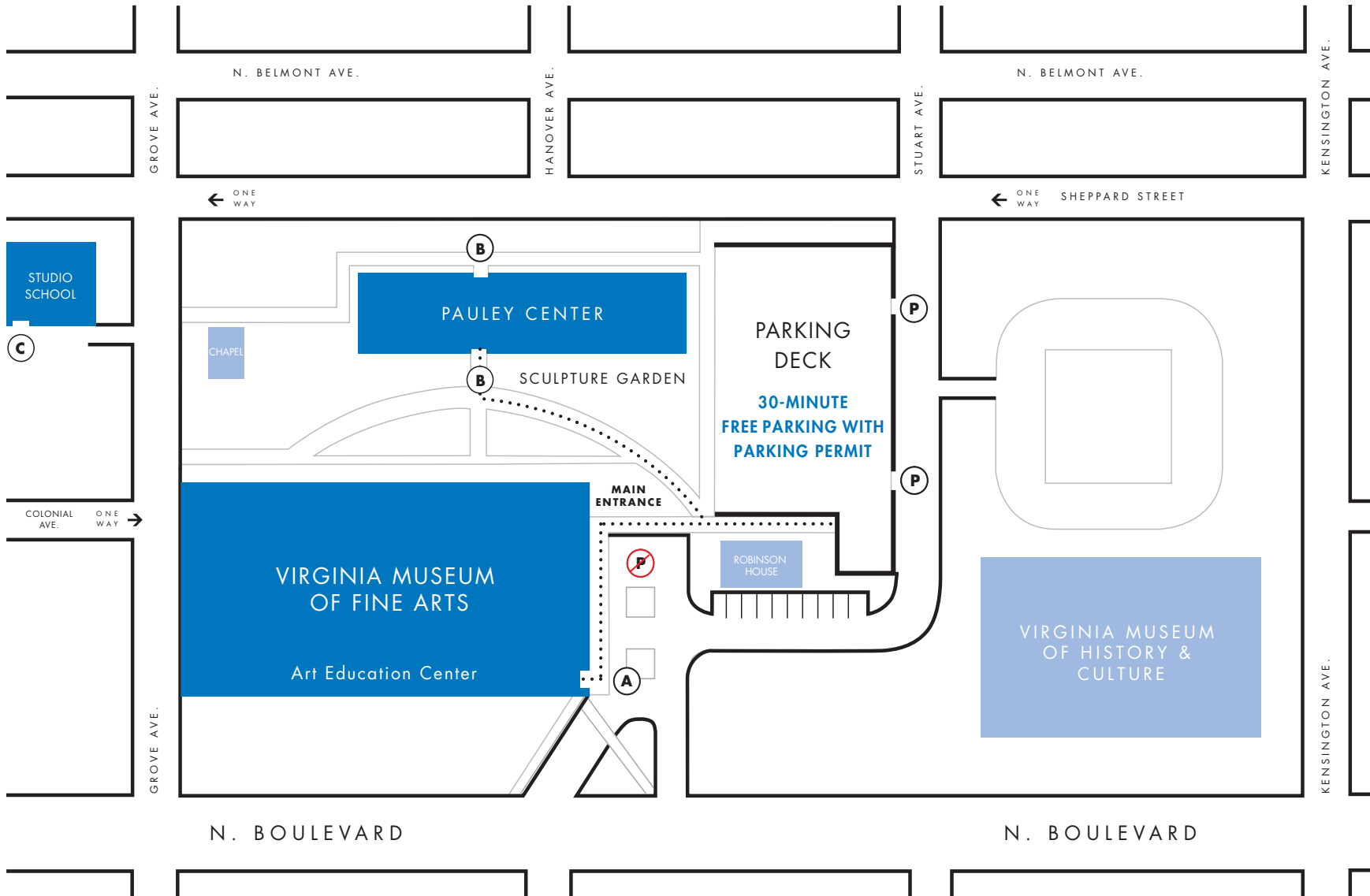
Print Parent/Guardian Name _____

Parent/Guardian 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
- P** No parking in entry plaza
- Walkways
- Main walkway from Parking Deck

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



**30-MINUTE
PARKING DECK PERMIT**

Expires 8/31/18

Note: Parking and student drop-off is not permitted in the entry plaza or in front of the museum.

WVMA

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