



VIRGINIA MUSEUM OF FINE ARTS

Early Childhood Camper Information Sheet

ABOUT VMFA'S CURIOSITY CAMPS FOR 3-5 YEAR OLDS

Immersed in the rich environment of VMFA, children will explore, connect, and grow as individuals and as part of a community of learners. Emphasis is placed on art along with play, music and movement activities, and the museum grounds—all guided by the interests of the group.

- Ages** 3-5 (for youth summer camps visit www.vmfa.museum/youth-studio/summer-camps)
Dates Multiple-day camps run Jun 3-28, Aug 27-29 & Dec 17-19
Times 9:30 am-noon
Tuition **5 day camps** \$140 per camp (VMFA members \$130), **3 day camps** \$80 per camp (VMFA members \$70)
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** allows us to learn more about your child and keep them safe. It must be completed by a parent or guardian and submitted in-person on the first day of every camp.

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 804.340.1343 or email preschoolprograms@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 checkout each day.

SNACK Campers should bring a small, healthy snack to eat and a water bottle for snack time.

Food & Allergy Notice: For the health and safety of others, students cannot share food. Please avoid bringing foods with traces of peanuts and tree nuts. We also ask that caregivers be mindful of other children who may have potentially life-threatening allergies. Snacks will be stored in children's cubbies.

CHANGE OF CLOTHES On the first day of class, campers should bring an extra set of clothes complete with a shirt, pants, underclothes, and socks. The extra set of clothes will be stored in your child's cubby for the duration of the camp.

WHERE TO PARK

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 Parking Deck** 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.

WHERE TO GO

CAMP LOCATION Camps take place in the **WestRock Art Education Center** studios inside the museum. We strongly recommend that caregivers familiarize themselves and their children with the area prior to the first day of camp.

UPON ARRIVAL 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.) *December campers may use the Main Entrance.*

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 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.

CHECK-OUT When campers are ready for dismissal, a staff person will ask you to **present a photo identification** and **initial the Attendance Sheet** to verify pick-up.

TIMELY PICKUP Pick-up time begins promptly at the end of camp (noon). 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 pick-up person for that day, and other contacts. If you are **running late**, leave a message at **804.340.1343** and/or **804.340.1564**.

CANCELLATION POLICY Curiosity Camps are non-refundable and cannot be transferred to another camp. Be sure to mark your calendar and save your confirmation email upon registering for camp(s). Refunds for missed programs are not available.

CAMP CONDUCT

Please review the following information with your children before the start of camp:

RULES

1. Be kind – to teachers, classmates, and materials.
2. Be careful and safe - in the studios, galleries and museum grounds.
3. Have fun! 😊

CONSEQUENCES

We use positive reinforcement and logical consequences for challenging moments. We engage children in a dialogue about behavior, allowing them to have a constructive role in solving and fixing problems. VMFA staff will inform parents when behavioral issues arise.

EVALUATIONS

Students and/or parents will be asked to complete a survey at the end of camp. We value your opinion and greatly appreciate you taking the time to help us improve our program and exceed your expectations.

QUESTIONS

EMAIL EarlyChildhood@vmfa.museum

PHONE 804.340.1343

EMERGENCY INFORMATION FORM | VMFA EARLY CHILDHOOD EDUCATION PROGRAMS

Student's Full Name _____ Gender Female Male Non-binary
Prefers To Be Called _____ Age _____ D.O.B. ____ / ____ / ____
Title of Camp/Class* _____

**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 _____ 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 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 contacts cannot be reached within 30 minutes, VMFA Education staff will notify Security personnel who will then determine the next course of action. If you are running late, call 804.340.1343 and 804.340.1564.*

Family/Primary Doctor _____ Office Phone # () - _____
Dentist (optional) _____ Office Phone # () - _____
Insurance Provider _____ Insurance ID # _____

Has your child ever been stung by a bee? _____

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 **Early Childhood Camper Information Sheet**. 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 _____

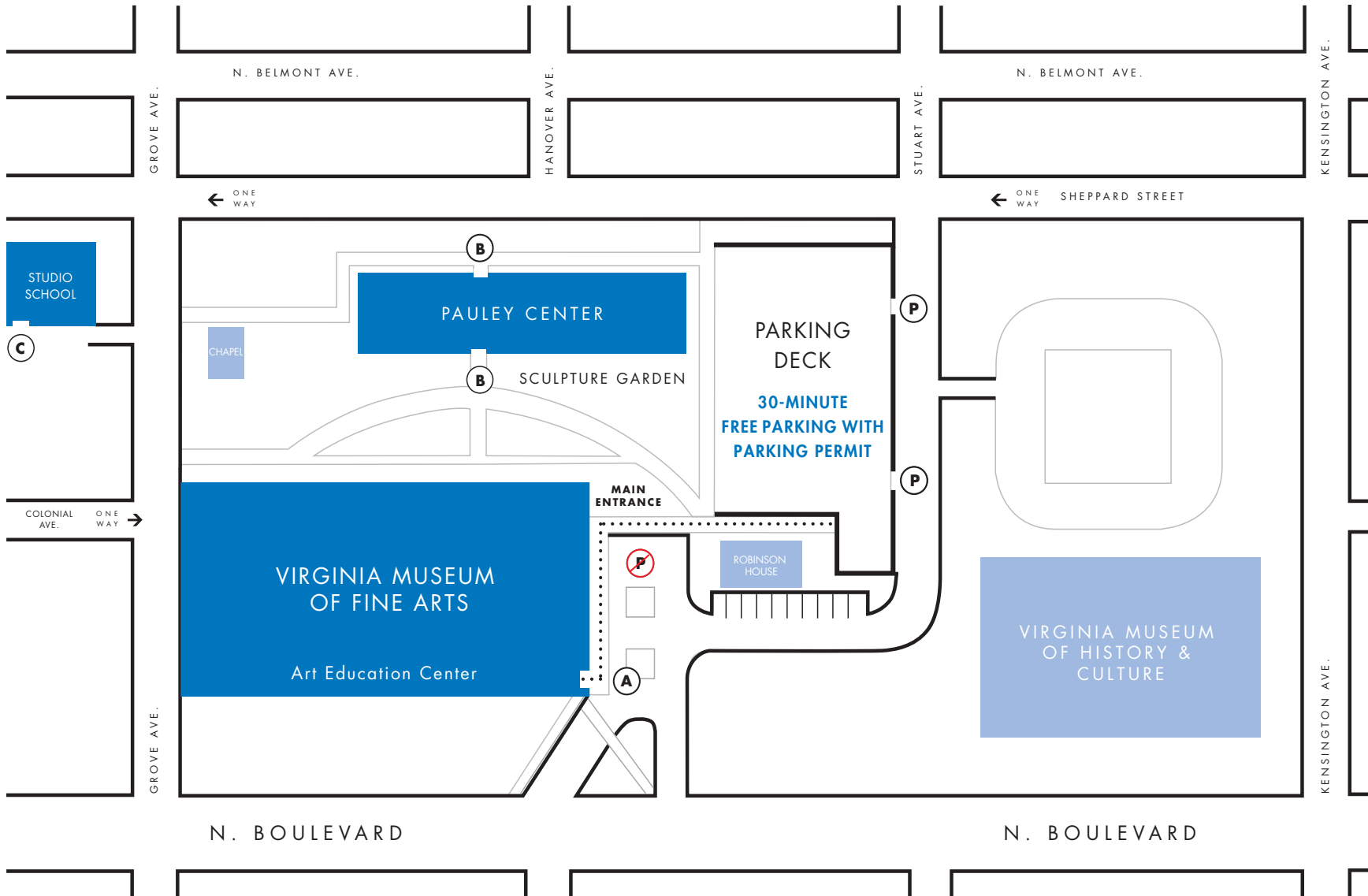
Home Telephone _____ Work Telephone _____



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

- A** Student entrance for Early Childhood Education classes and summer camps
- B** Pauley Center entrance
- C** VMFA Studio School entrance
- P** Parking Deck entrance
- P** No parking in entry plaza

- Walkways
- Main walkway from Parking Deck



30-MINUTE PARKING DECK PERMIT

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

VMI

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