



VIRGINIA MUSEUM OF FINE ARTS

YOUTH STUDIO PROGRAMS CAMP INFORMATION

ABOUT VMFA'S SUMMER ART ADVENTURES FOR CHILDREN WITH AUTISM

In an exciting new program designed specifically for children with autism spectrum disorder, budding artists explore the museum's collections, experiment with art materials, learn through specialized teaching methods, and interact with peers. These summer camps are taught by a National Board Certified teacher who is passionate about both art and working with ASD children.

AGES	5–11 years old (for more kids' summer camps visit www.vmfa.museum/youth-studio/summer-camps)
DATES	Jun 24–28
TIMES	M–F, 9 am–noon (grades K-2) or 1–4 pm (grades 3-5)
TUITION	\$140 per camp (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/guardian and submitted in-person on the first day of camp. Extra forms are available onsite, if needed. The more information you provide the teacher, the better! Feel free to provide additional information such as your child's behavior management system, daily routines, or special interests.

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**. We also encourage writing down any soothing or calming techniques that are specific to your child. 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 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(s), or as needed.

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 will be stored in designated bins.

ART SUPPLIES VMFA provides all art supplies and tools necessary for each camp. Campers are welcome to bring their own tools and aids from home, if necessary or desired.

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 permit for camp participants. **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. Street parking is also free.

WHERE TO GO

CAMP LOCATION Camp takes place in the **Art Education Center** studios inside the museum. 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.

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. Additionally, a parent or authorized adult is required to check in to the **Art Education Center** daily by filling out the **Attendance Sheet**. Drop-off begins within 10 minutes before the start of camp.

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, please leave a message at **804.340.1438** and **804.340.1331**. If your child becomes ill, we will contact you to pick-up your child.

CAMP CONDUCT

Parents/guardians are responsible for reviewing the following **Expectation & Consequences** with their children before camp:

EXPECTATIONS

1. Practice safety in the studios and galleries
2. Be kind and respectful to teachers and peers
3. Help clean up after every project
4. Take part in activities
5. 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.

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, even for sick absences. We apologize for any inconvenience.

For youth and teen summer camps only: VMFA charges \$30 to transfer (but only if another camp is available), or 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? 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 STUDIO CAMP 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 each 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 _____ 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, please 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 _____

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 _____

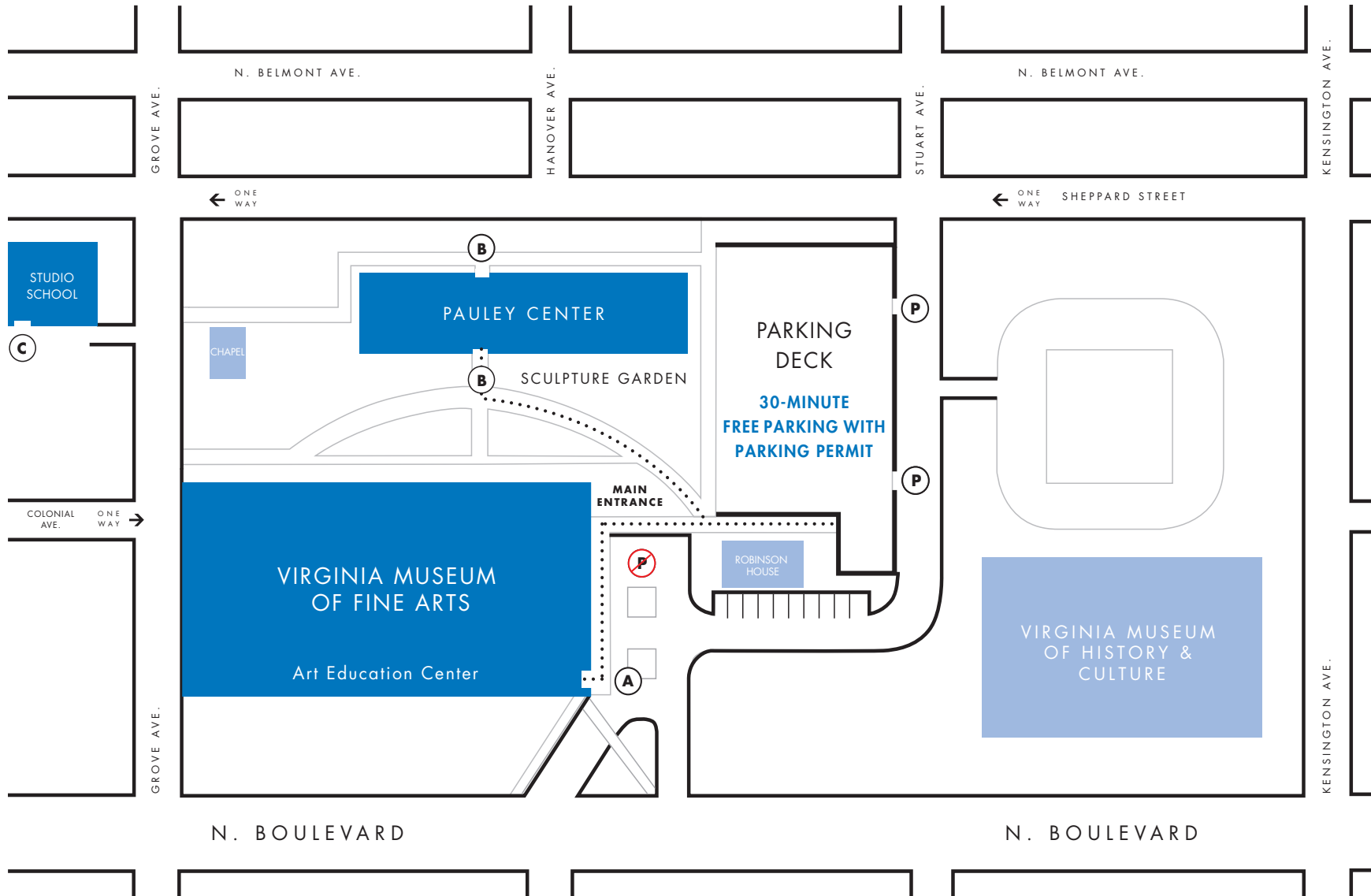
Home Address _____

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
- 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 8/30/19

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

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