



## Teen Studio Programs Information | Spring 2021 | In-Person

### 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 these unique, studio experiences. Enrollment is limited to reduce the risk of COVID-19, while still providing students with a hands-on, learning experience with individualized instruction for teens of all skill levels.

### 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 Alex Parrish, 804.340.1331, or Megan Endy, 804.340.1438

### IN RESPONSE TO COVID-19

We understand the need for in-person learning and hands-on experience, which is why VMFA has chosen to offer programs onsite. Please understand, however, that programs are subject to change at any time if safety becomes a concern. We are committed to keeping students and teachers as safe as possible, and reduce the risk of spread of COVID-19 while visiting the museum. Students and teachers who are feeling ill and/or have COVID-19 symptoms or exposure should stay home. Note that masks and social distancing are required. Studios, restrooms, and equipment will be cleaned and disinfected before each session. Please visit [www.vmfa.museum/covid-19](http://www.vmfa.museum/covid-19) and [www.vmfa.museum/youth-studio/teen-fall-spring-programs](http://www.vmfa.museum/youth-studio/teen-fall-spring-programs) for more info.

### WHAT TO BRING

**MASK** Face masks are required and must be worn properly over the mouth and nose at all times. Disposables masks are available, if needed. A face shield can also be worn with a mask for additional protection or as an alternative, if a student cannot wear a mask.

**EMERGENCY FORMS (if necessary)** A parent or guardian is required to complete forms ONLY if the student has a medical concern. Otherwise, forms are not necessary for 1-3 session classes offered Sep-May.

**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 before the start of class. If your child has a serious life-threatening allergy, we ask that you 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; however, students are welcome to bring their own sketchbooks and materials. To reduce the risk of spreading COVID-19, students will not share supplies or work space. Supplies that cannot be reused or properly disinfected will be discarded or given to students to take home. All other supplies, tools, and equipment will be cleaned and sanitized after every use.

### WHERE TO GO

**PROGRAM LOCATION** Teen programs will take place in either the **Pauley Center** building across the Sculpture Garden or the **Art Education Center** inside the museum. Please refer to the course listing online for more specific information, as locations and classes are subject to change. Depending on COVID-19 cases, state regulations, and the wellbeing of our faculty, onsite class options may be cancelled or moved to an online-only format at any time. Should classes be cancelled or switched, students will be notified and offered a refund.

**PARKING** Allow ample time to park and check in before the start of class. The **VMFA Parking Deck** is free for members and \$6 for nonmembers (or free for temporary parking less than 30 minutes). For street parking, N. Arthur Ashe Boulevard is recommended for those attending classes in the **Art Education Center**, and Sheppard St. for individuals in the **Pauley Center** building.

**Museum Security 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). Art smocks and closed-toed shoes are recommended. We also encourage dressing in layers or bringing a long-sleeved shirt, in case students feel chilly in the studios. Please remember that face coverings are required.

The following are prohibited in the studio: attire with offensive messages, logos, or images promoting violence, hate, profanity, or illegal substances; and clothing that reveals undergarments or exposes private areas of the body.

## CLASS PROCEDURES + GUIDELINES

**CHECK IN** Teens are to arrive at the Pauley Center a few minutes before the start of class and wait patiently on a floor marker. Please remember to social distance and wear your mask. The instructor or staff person will greet students in front of the studio, verbally confirm registration, and conduct a brief screening. The screening includes a few questions about symptoms and a voluntary temperature check using a touchless forehead thermometer. Upon entering the studio, students should wash hands thoroughly then find a seat. We ask that only teachers and registered students enter the studio; no other guests. Note that while programs are in session, teens are supervised and are not permitted to leave the VMFA campus.

**CHECK OUT** At the end of class, the instructor will dismiss students from the studio. Parents/guardians are responsible for pickup arrangements and/or ensuring that their children have safe transportation.

**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. Please do not leave them waiting. If VMFA staff finds that a student has not been picked up within 10 minutes of the program's completion time, VMFA staff may attempt to reach the parent/guardian, if necessary. If staff cannot reach contacts 30 minutes past the class's completion time, the student may be escorted to Security to determine the next course of action.

## CANCELLATIONS

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. If VMFA cancels a class due to insufficient enrollment or other concerns, participants will be notified as soon as possible and reimbursed fully. **Note: If the student or anyone the student has had close contact with has shown symptoms of COVID-19 within 14 days of class, do not come to class. Contact Visitor Services at 804.340.1405 for this exception.**

## CLASS CONDUCT

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

### RULES & EXPECTATIONS

1. Practice safety in the studios and galleries. Use all tools and equipment responsibly, and keep your mask on.
2. Be kind and respectful to teachers and classmates. Remember to social distance.
3. Help set up and clean up your tools and materials with every project and wash hands frequently.
4. Participate in all activities and remain in class until dismissal.
5. Have fun! 😊

### CONSEQUENCES

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

**Studio Notice:** Smart devices should be turned off or on silent to avoid unnecessary distractions. Please do not text or make calls during class time, unless permitted by the instructor.

## 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 caregivers may be asked to complete a survey via email. We value your opinion and would greatly appreciate you taking the time to help us improve our program and exceed your expectations!

# VMFA Youth & Teen Studio Programs - Frequently Asked Questions

For general museum information about COVID-19, visit <https://www.vmfa.museum/covid-19/>

## Will programs be in-person or online?

All Youth & Teen Studio programs are scheduled to meet in-person, however, changes may occur at any time. If the museum must cancel activities due to mandated restrictions related to COVID-19 developments, VMFA will refund registration fees for onsite classes. Please check online for the most up-to-date information, [www.vmfa.museum/youth-studio](http://www.vmfa.museum/youth-studio).

## What signs or symptoms should I be aware of prior to attending an in-person class?

No one should attend a class or visit the museum if they feel sick or have been in contact with someone with suspected or confirmed COVID-19. If students, parents/guardians, faculty, or staff can answer YES to one or more of the following questions within 24 hours of class, they should not report to the museum:

- Have you or a member of your household been in contact with someone in the past 14 days with suspected or confirmed COVID-19?
- Do you or a member of your household have a new symptom that cannot be attributed to another health condition, such as:
  - Fever (100.4°F or higher) or a sense of having a fever,
  - Cough,
  - Sudden shortness of breath,
  - Sudden chills,
  - Sore throat or pain,
  - Muscle aches,
  - Headache,
  - Fatigue,
  - Gastrointestinal discomfort (nausea, vomiting or diarrhea), or
  - Loss of sense of smell and/or taste?

## What should I do if my child is ill?

Please keep your child home. Any signs of illness or respiratory disease such as COVID-19 should be taken seriously. Consult your pediatrician for medical advice based on your child's symptoms. Contact Visitor Services via [email](#) or phone 804.340.1405 as soon as possible to discuss cancellation and registration options.

Students may not attend an in-person class or visit the museum until they can answer the screening questions above or show a negative COVID-19 test result. VMFA follows the Center for Disease Control (CDC) guidelines on when it is safe to be around others.

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**

- COVID-19 symptoms have improved (for example, cough, shortness of breath)

Complete CDC guidelines: [When You Can be Around Others After You Had or Likely Had COVID-19](#)

### **What if my child misses a class?**

Please mark your calendars. VMFA does not provide refunds or allow transfers for missed classes. If your child is not feeling well or has symptoms of COVID-19, however, please contact Visitor Services via [email](#) or phone 804.340.1405 prior to class, if possible, and VMFA may waive this policy.

### **What if an instructor is unable to teach a class due to illness?**

If an instructor is not well, VMFA will find a substitute or cancel the class. Any signs, symptoms, or positive COVID-19 test will require two negative test results prior to return, along with no sign of symptoms or temperature. If a cancellation occurs, participants will be notified as soon as possible and given a refund.

### **Whom may I contact if I have questions regarding studio classes for children or teens?**

Please email [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum).

### **What precautions is the museum taking to reduce the risk of COVID-19 for youth and teen in-person classes?**

- Youth & Teen Studio class sizes have been reduced to no more than 8 students per session (subject to change based on COVID-19 numbers and CDC recommendations).
- Face masks, worn over the nose and mouth, are required for students at all times. Teachers will also wear masks and/or face shields that cover the face at all times.
- Practice social distancing at all times. Studio seating provides at least 6-feet of physical distance or a clear dividing wall between tables so students can safely learn and create.
- VMFA has implemented a “no contact” student check in and check out process, which includes a brief screening.
- VMFA Faculty and Studio Staff are screened prior to class.
- Only staff and registered students can enter the studios. To keep occupancy low, caregivers, siblings, and other visitors are not allowed in the studios.
- Provide hand soap, hand sanitizer, disposable face masks, disinfectant wipes, gloves, and other PPE to students and faculty, as needed.
- Clean and disinfect studios, equipment, and frequently used areas before and after class, as well as during class, as necessary.
- Students will not share supplies or workstations. Any materials used in class that cannot be properly disinfected will be discarded or offered to students to take home.
- For safety, all water fountains at VMFA are out of service. Students may bring bottled water from home or request a bottle of water, if needed.

### **What is VMFA doing to ensure that studios are kept clean and safe?**

- VMFA Housekeeping Staff will: thoroughly clean studios, restrooms, and high-traffic areas; restock supplies such as soap, hand sanitizer, and paper towels; and remove trash and recycling daily.
- VMFA Education Staff and/or Faculty will use approved disinfectant cleaner, wearing disposable gloves, to wipe down or wash: check in stations, door handles, tables, table dividers, chairs, sinks and wash stations, counters, and reusable art supplies before and after each class, and as needed.
- Clean frequently touched surfaces such as workstations, door handles, and sink areas throughout class, when possible.
- Use disposable products in place of shared supplies, when possible (e.g. paper plates instead of paint palettes).
- Sanitize all tools and supplies that can be reused for another class, such as scissors and easels.
- Require hand washing or sanitizing upon arrival and departure and throughout class, especially after touching face, nose blowing, sneezing, or coughing. Handwashing stations and hand sanitizers are available in all studios and restrooms.
- Encourage students to clean up after themselves after each project.
- Discard any leftover materials or items that cannot be properly disinfected for reuse; this includes artwork and other objects that are forgotten in studios after dismissal.

### **How can I prepare my child for an in-person class?**

Please talk to your child about wearing a mask and what it means to physically distance. Practice healthy hygiene habits like washing hands frequently with soap and water for 20 seconds and covering their face with a tissue or sleeve when sneezing and coughing. Take your child's temperature and check for signs and symptoms prior to class. (If they have a fever of 100.4°F, they cannot come to class.) Students should use the restroom and wash their hands before check in. We ask that participants wait patiently on a floor marker until it is time to check in. For youth classes, caregivers will assist with a brief screening. We also encourage families to visit the museum at their leisure so children feel more comfortable and familiar with the space prior to taking their first class.

### **What if my child doesn't want to wear a mask?**

Wearing a mask can be tough for some kids, but be patient. For younger children, use simple words to explain the importance of wearing a mask and caring for others. Set a good example for your child and allow them time to get used to wearing a mask. You may want to test different styles, if available, and ensure that their mask fits comfortably. Try to make wearing a mask fun by letting your child decorate or help make their own mask. Some children may embrace the idea of being a superhero and even dress in costume, or pretending to be an art conservator who has to wear protective gear while working with special materials.

Of course, we recognize that some students may have medical conditions or that wearing a mask may be too challenging. In these cases, we recommend wearing a face shield.

Disposable face masks and face shields (youth and adult sizes) are available in the studios, if needed.

### **What is the check in process like?**

VMFA has implemented a “no contact” check in process. Upon arriving, we ask that families practice 6-foot physical distancing and wait patiently on a floor marker to be checked in. Staff will walk around or have you approach the sign in station to verbally confirm registration and conduct a brief COVID-19 screening. The screening includes questions about symptoms along with a voluntary, touchless forehead temperature check.

### **Will temperature checks be conducted at VMFA?**

Yes, for youth and teens enrolled in classes (and their teachers), a voluntary, touchless forehead temperature check will be conducted during check in. Otherwise, temperature checks are not required for visitors, as studies have shown that it is not an accurate enough indicator for COVID-19 and may exclude those with higher body temperatures due to medical conditions. Based on CDC reports, however, a fever is the most frequently reported symptom in children. Therefore, an exception has been made for Youth and Teen Studio Programs. A student or student’s guardian, however, may decline a temperature check due to medical or other reasons without question.

Students with a fever of 100.4°F or higher and/or other signs of illness will not be admitted to class.

### **Will classes visit the galleries or special exhibitions?**

Gallery visits are tentative at this time, or until social distancing recommendations have been lifted. As an alternative to visiting the galleries, teachers are providing visual resources for inspiration, as well as gallery maps to encourage students and families to visit the galleries after class or at their leisure.

### **What is VMFA’s protocol if a student or teacher exhibits symptoms of COVID-19 during a youth or teen class?**

Anyone showing symptoms such as a high fever, persistent cough, shortness of breath, chills, sore throat, muscle aches, nausea, vomiting, headache, fatigue, diarrhea, or loss of taste or smell, will be separated from the group and required to leave the museum as soon as possible. VMFA will respond to the situation as a “positive case” and begin taking appropriate action. Attendees and families will be notified accordingly, and cleaning protocols will go into effect. Classes may be suspended as a matter of safety, pending further details.

Should a student become ill, the parent or guardian will be contacted right away and instructed to meet in front of the museum or the Pauley Center (based on the location of class) and remain in their vehicle or stand outside at a designated location. Staff will bring the child to their vehicle or meet outside and check for a valid ID before releasing the child to their parent or guardian.

A student who is symptomatic cannot return to the program until they show a negative COVID-19 test result within 72 hours of class, a doctor’s note, or have completed appropriate quarantine.

Should a teacher become ill during class, another staff member will take over duties and may relocate students to a different area. Caregivers will be notified right away and asked to pick up their children from the museum.

Note: If symptoms become life threatening (i.e. trouble breathing, severe chest pain, inability to stay awake, blueish lips), VMFA Security Staff will respond to the emergency immediately and contact 911, if necessary, while VMFA Education Staff contacts the parent/guardian.

**What if there is a positive case of COVID-19 in a student, faculty, or staff member?**

If a student, faculty, or staff member has a positive test result, all students, families, and staff will be notified via email within 24 hours. VMFA will follow all guidelines set by the Virginia Department of Health and CDC. Employees cannot return to work until they demonstrate two negative COVID-19 tests, along with no symptoms or temperature. Classes may be suspended as a matter of safety, pending further details.

Closure of the studio, restroom, and/or other areas where a symptomatic individual was present may be necessary for deep cleaning and disinfection. All items that cannot be disinfected and cleaned will be disposed of, which includes student artwork.

***Please note, as the COVID-19 situation in Virginia continues to evolve, these safety protocols may change or be adjusted at any time.***

# EMERGENCY INFORMATION FORM | VMFA YOUTH & TEEN STUDIO PROGRAMS

Student's Full Name \_\_\_\_\_ Gender  Female  Male  Non-binary  
Prefers To Be Called \_\_\_\_\_ Preferred Pronoun \_\_\_\_\_ 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 \_\_\_\_\_