

YOUTH STUDIOPROGRAMS | FAMILY WORKSHOPS FOR CHILDREN WITH ASD

ABOUT VMFA'S SUMMER ART ADVENTURES: FAMILY SHORT TAKES FOR CHILDREN WITH AUTISM

Designed for children with autism spectrum disorder, accompanied by their caregivers, these workshops allow budding artists to explore the museum's outdoor Sculpture Garden (weather permitting), experiment with art materials, learn through specialized teaching methods, and interact with other families. Workshops are taught by a National Board Certified teacher who is passionate about both art and working with ASD children. For the health and safety of our students, visitors, staff, and volunteers, masks and physical distancing is required, within reason.

AGES 5–12 years old, accompanied by a caregiver

Times Tue, Wed, or Thu | Jun 22, 23, or 24
Times 1-hour workshops, 11 am-noon

TUITION \$30 per workshop (VMFA members \$25)

GENERAL INFORMATION & RESPONSE TO COVID-19

We are looking forward to seeing you soon! In this packet, you will find helpful information about your workshop, along with the COVID-19 Protocols and FAQ's which pertain to all youth and teen summer programs and camps. Please note that youth studio protocols are subject to change; updates, if any, will be emailed to you at least one week prior to the start of class.

WHAT TO BRING

MASKS Be a superhero and wear a mask! At VMFA, face masks are required to protect and support the health and wellbeing of one another. (Disposable masks and shields are available at the museum, as needed.) Masks should be worn properly over the mouth and nose at all times. Some teachers have suggested that a face shield could also be worn for added protection or as an alternative, if a child is unable to wear a mask. Of course, we understand some children may have medical or sensory reasons for not wearing a face covering. In this case, we ask that you let us know in advance, if possible, and to be extremely mindful of physical distancing throughout the workshop.

EMERGENCY FORM The *Emergency Information Form* is <u>not required</u> for this particular family workshop, however, there is a section that allows you to tell us more about your child. If you wish to complete this form for a more child-centered learning experience, feel free to email it to youthstudio@vmfa.museum or bring the form with you, and staff will review it during check-in.

ART SUPPLIES VMFA has you covered! We supply all materials and tools needed for class. To reduce the risk of spreading COVID, students do not share supplies or work space. Any 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 use.

ART SMOCKS For the safety of our students and families, we are not currently loaning out art smocks or aprons. Please bring your own smock from home or dress in clothing that is appropriate for art making and getting messy (that goes for the caregivers, also).

WHERE TO GO

PARKING Allow ample time to park, walk to the building, and check in before the start of class. The VMFA Parking Deck is free for members or \$6 for non-members to park for the day. There is also free parking along N. Arthur Ashe Blvd. and other city streets.

CLASS LOCATION Class is scheduled to take place outdoors in the Sculpture Garden. The check-in area will be located near the café tables (closest to the parking deck), by the main museum entrance. If the weather does not permit (i.e. rain or heavy wind), the workshop will be relocated to the **Art Education Center** (Studio 1) 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 attending the class.

WHAT TO WEAR

ART ATTIRE Wear clothing suitable for art making – *projects can get messy!* We strongly encourage wearing comfortable, closed-toed shoes. If the workshop is relocated indoors due to weather, consider bringing a long sleeved shirt—while it may be warm outside, it's often cool inside.

CHECK-IN & CHECK-OUT PROCEDURES

CHECK IN Upon arrival, please wait patiently in line (at least 6ft from other families) during our new <u>no contact</u> check-in process. A staff person will be waiting outside and ready to greet you upon arrival beginning at 10:50 am, either outside or, if raining, in front of the Art Education Center, Studio 1. Staff will verify registration and screen each student and caregiver.

CHECK OUT When the instructor has completed the lesson and students are finished with projects, please help clean up. Wipe down any tools or equipment your family used, as needed, and/or return supplies to designated bins for proper disinfecting. If there are any items that cannot be disinfected, you are welcome to bring them home along with your child's artwork. To check out, simple verbal communication that you're leaving is all we need.

CLASS CONDUCT

Parents/guardians are responsible for reviewing the following Expectation & Consequences with their children before class.

EXPECTATIONS

- 1. Safety first! Practice using tools and materials appropriately.
- 2. Be kind and respectful to teachers and peers.
- 3. Help clean up after every project.
- 4. Take part in activities, within reason.
- 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. Parents may be asked to intervene, however, if behavior becomes a distraction from instruction or to other students while engaging in lessons.

CANCELLATION POLICY

Be sure to mark your calendar and save your confirmation email upon registering. VMFA does not send reminders for upcoming classes, unless there have been changes to the program or protocols. Refunds will not be granted if you miss a program. Fees are nonrefundable except when VMFA cancels a class. If VMFA cancels due to low enrollment or other concerns, participants will be notified via email as soon as possible and refunded fully. Note: If you, your child, or anyone in your household has had close contact with a person showing symptoms of COVID-19 within 14 days of class, do not come to class. Contact youthstudio@vmfa.museum or 804.340.1438 to discuss other options. In this case, you may be eligible for a refund.

SCHOLARSHIPS

SCHOLARSHIP APPLICATION FORM A select number of scholarships are available for summer programs. 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 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 Megan L. Endy, 804.340.1438 or Alex Parrish, 804.340.1331

EMERGENCY INFORMATION FORM | VMFA YOUTH & TEEN STUDIO PROGRAMS

Forms must be submitted during check-in on the first day of camp or class each season before your child can participate in the program. To update or change information, i.e. emergency contacts, new allergies, etc., please submit a new form. (Feel free to write more on the back, if needed.)

Student's Full Name			Prefers to be called	Pronoun
C (Cl This (a)			Birthdate	(Age)
Parent or Legal Guardian C	Contact Information			
1. Name		Phone #	Email _	
2. Name				
Emergency Contacts in the	event that the parent(s) or	guardian(s) cannot be re	ached	
1. Name		Relationship	Phone #	
2. Name		Relationship	Phone #	
Other Adults Authorized to	Pick Up such as another p	arent or sitter. <i>If there is</i>	an adult who may <u>NOT</u> pick up y	our child, notify staff at check-in.
1. Name		Relationship	Phone #	
2. Name		Relationship	Phone #	
this may result in dismissal f emergency contacts and oth	rom the program. If your chers adults authorized to pic	nild is not picked up on tink k up. If you are running l	by an authorized adult with a Ph me, VMFA staff will try to reach y ate, call 804.340.1438 and 804.3	ou immediately, followed by 40.1331 to leave a message.
				Policy #
Physician	Phone #	Denti	st (optional)	Phone #
	Reactions		Treatment	
-	-		o list any emergency self-carry	medications and complete the
Please note any other cond	ditions, disabilities, or nee	eds that you would like	to share with the teacher.	
We'd love to learn more al have a successful camp exp		a little about their pers	onality, likes (or dislikes), or a	nything that may help them
I am aware of COVID If my child or anyone i If my child displays syr I understand that mas	19 symptoms listed on CDC. In our household comes in comptoms of illness during cla Its are required at all times	gov and agree to keep m ontact with a person who ss, I will pick them up imr (unless a doctor's note is	and understand the information of the control of th	ny one of these symptoms. Il get in touch with Camp Staff. FA without a doctor's note. reaks are an exception.
child has permission to par environment, I understand hold the museum responsi requires emergency medica	e Studio Programs Inform ticipate in all program act and accept that there are ble for any accident, injury al treatment, I authorize V	ation Packet and have r ivities. While VMFA and inherent risks of accide , or illness that may res	eviewed the Studio Rules & Con tits instructors make every effo nts and being exposed to illnes alt during this program. In the o first aid and/or seek necessary	rt to provide a safe learning ses such as COVID-19. I will not unlikely event that my child treatment."
Parent/Guardian's Signature				Date

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VMFA YOUTH & TEEN SUMMER CAMPS: COVID-19 PROTOCOLS

For general museum information about COVID-19, visit www.vmfa.museum/covid-19

YOUTH & TEEN PROGRAMS RESPONSE TO COVID-19

VMFA Camp Staff is committed to providing a safe and healthy space for our students, teachers, staff, volunteers, and visitors. While there is an inherent risk of exposure to COVID-19 during any in-person program, we take serious effort to mitigate this exposure. Camps and classes have been modified based on recommendations from the Centers for Disease Control and Prevention, the Virginia Department of Health, and other trusted resources. Some of our most effective practices include mask wearing, physical distancing, hand washing, frequent cleaning, and limiting the number of individuals per space. Furthermore, no teacher or student is permitted in the studios if they feel ill or have any COVID-19 symptoms or potential contact.

Please be aware that protocols for Youth and Teen Studio Programs are subject to change at any time. For the most up-to-date information, visit www.vmfa.museum/youth-studio/guidelines and click on the appropriate program or season.

COVID-19 SYMPTOMS & SCREENING

Please self-screen prior to attending camp or class. If a student, caregiver, teacher, or other Camp Staff can answer "YES" to one of the following questions within 24 hours of class, they should remain home and notify VMFA Camp Staff of their absence.

1. Have you or a member of your household been in contact with someone in the past 14 days with suspected or confirmed COVID-19?

2. Do you or a member of your household have any of the following symptoms that cannot be attributed

to other health conditions?		
☐ Fever (100.4°F or higher)	☐ Fatigue	☐ Sore throat
☐ Chills	☐ Muscle or body aches	☐ Congestion or runny nose
☐ Cough	☐ Headache	☐ Nausea or vomiting
☐ Shortness of breath	☐ New loss of taste or smell	□ Diarrhea
□ Difficulty breathing		

HEALTH & SAFETY PRECAUTIONS

While the following list is subject to change based on new recommendations and restrictions, here are some of the modifications and precautions we have taken in effort to reduce the risk of exposure to COVID-19 during our programs:

- Enrollment has been reduced to eight (8) or fewer students per camp or class, in most cases.
- Properly worn face masks are required for students at all times, unless they need to eat or step away for a break.
- Teachers must wear a mask and/or face shield at all times.
- Six feet of physical distancing is practiced, when possible.
- Studio seating provides at least 6ft of social distance and/or a physical barrier so students can safely learn and create.
- A "no contact" check-in process has been implemented, which includes a brief screening.
- Teachers and other staff are screened prior to class.
- Only registered students and Camp Staff are allowed in the studios while programs are in session. To keep occupancy low, caregivers, siblings, and other visitors may not be permitted.
- Products such as hand soap, hand sanitizer, disposable masks, disposable face shields, disinfectant wipes, gloves, and other PPE are readily available to students and staff, as needed.
- Teachers and staff clean and disinfect studios, equipment, and frequently touched surfaces before and after each class, as well as during class, when necessary.
- Students do not share supplies or workstations unless these objects are disinfected between uses. In select programs, students are supplied art kits, labeled with their name, for individual use for the duration of the program.
- Any materials used in class that cannot be properly disinfected will be either discarded or offered to students to take home.
- In addition to proper ventilation throughout the buildings, all youth and teen studio spaces have individual air purifiers.
- For safety reasons, water fountains are currently out of service. Students should bring bottled water from home but may also request bottled water, as needed.

STUDIO SAFETY & CLEANING PRACTICES / PROTOCOLS

- VMFA Facilities Services thoroughly cleans studios, restrooms, and high-traffic areas; restocks supplies such as soap and paper towels; and removes trash and recycling daily.
- Studio Staff uses approved disinfectant cleaner to wipe down surfaces while wearing gloves.
- Areas such as check-in stations, door handles, tables, barriers, chairs, sinks/wash stations, counters, and reusable art supplies are cleaned before and after each class, and as needed while programs are in session.
- Disposable products are often used in place of high-touch supplies, when reasonable (e.g. paper plates as paint palettes).
- All tools and supplies that can be reused, such as scissors and easels, are properly disinfected between uses.
- Handwashing or sanitizing is required upon arrival and departure. Students should also wash frequently during class, especially after touching their face. Handwashing stations and hand sanitizer are available in all studios and restrooms.
- Students are instructed to clean up behind themselves after each project.
- Items and materials that are left in the studios after class or camp that cannot be properly disinfected for reuse may be discarded; this includes artwork, snack bags, and other possessions that are left behind.

PROTOCOL FOR POSITIVE COVID-19 CASES

VMFA Staff coordinates with Virginia Department of Health partners for assistance on guiding and advising us on appropriate steps to ensure the safety and well-being of our patrons, staff, and volunteers. *Please keep in mind that protocols are subject to change.*

If a student or Camp Staff member, or someone in their household, tests positive for COVID-19, all participants, parents/guardians, and VMFA Staff, Faculty, and Volunteers will be notified via email within 24 hours of being alerted to this possible exposure or before the next class meets, whichever occurs first. After an email is sent, you may receive a follow-up phone call the next day to ensure you received the message.

Closure of the studio, restroom, and/or other areas where an individual with COVID-19 was present may be necessary for deep cleaning and disinfection. Based on recommendations at the time of the incident, the studio may be closed for 1 to 14 days.

A student who tests positive for COVID-19 cannot return to the program until they shown a negative test result and/or a doctor's note to the Youth & Family Studio Programs Coordinator; are symptom-free and fever-free for over 24 hours without assistance from a fever-reducing medication; and/or has completed appropriate quarantine. They must also receive clearance from the coordinator prior to return, who will work closely with our Human Resources Department to ensure safe practices. Please email megan.endy@vmfa.museum or phone 804.340.1438.

A VMFA Employee, Camp Staff person, or Intern/Volunteer who tests positive cannot return to work until they demonstrate two negative COVID-19 tests. They must be symptom-free and fever-free for over 24 hours without assistance from a fever-reducing medication. They will also coordinate with our Human Resources Department for clearance before returning to work.

PROTOCOL FOR STUDENTS & STAFF EXHIBITING SYMPTOMS OF COVID-19 DURING 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. Depending on the severity of symptoms, VMFA Staff may 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 during class*, the parent or guardian will be contacted and instructed to meet in front of the museum or Pauley Center (based on the location of class) and remain in their vehicle or wait outside of the building. A staff person will bring the child outside and release them to the caregiver, upon checking photo identification.

*A student who is symptomatic cannot return to the program until they show a negative COVID-19 test result or a doctor's note; symptom-free and fever-free fever for over 24 hours without assistance from a fever-reducing medication; and/or has 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. The teacher will leave the premises as quickly as possible. Caregivers will be notified right away and asked to pick up their children from the museum; VMFA staff will follow-up with further details and instruction when available.

*In coordination with the partners at the Virginia Department of Health and the CDC guidelines at the time of the incident, VMFA Camp Staff will take the appropriate steps to ensure the safety and well-being of our staff and patrons. The teacher will not be allowed to return to teaching until the appropriate process has been completed.

In the event that symptoms become life threatening (i.e. trouble breathing, severe chest pain, inability to stay awake, blueish lips), VMFA Security Staff will respond to the medical emergency by providing basic aide and calling for EMS assistance; Camp Staff will immediately begin contacting the parents or legal guardians, followed by emergency contacts.

ADDITIONAL INFORMATION

For further questions about youth or teen summer programs protocols, email youthstudio@vmfa.museum or call 804.340.1438.

If you have any questions or concerns about the museum's operating status, contact info@vmfa.museum or call 804.340.1400.

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

We encourage you to continue to follow the precautions outlined by the <u>Centers for Disease Control</u>. You may also visit the <u>Virginia Department of Health</u> for information as it pertains to the Commonwealth of Virginia. In general, heed the advice of health professionals and stay home if you are sick.

VMFA YOUTH & TEEN SUMMER CAMPS: FREQUENTLY ASKED QUESTIONS

For updates to youth or teen studio programs guidelines, visit www.vmfa.museum/youth-studio/guidelines

What is the drop-off and pick-up process like?

Please review the **Youth/Teen Studio Programs Information Packet** carefully. Drop-off times and select pick-up times have been extended to minimize crowding. On the first day of camp or class, we collect paperwork and verify registration. Daily screenings are also conducted upon arrival. At pick-up, staff checks IDs (for youth camps). Masks and physical distancing are required.

Our summer plans have changed - can I get a refund or transfer to another camp?

VMFA has a "no cancellations" policy; however, the following exception applies to **Youth and Teen Summer Camps** only:

For transfers, there is a \$30 fee to switch a camp (but only if another camp is available). For cancellations, we deduct \$50 from the registration fee per cancellation refund. *Transfers and cancellations must be made* <u>at least two weeks</u> prior to the start of camp; otherwise, full payment is required.

What happens if my child misses a camp or class?

Please mark your calendars. VMFA does not provide refunds or allow transfers for missed classes. Even if someone misses a class, they still occupy that reservation prohibiting others from enrolling.

Staff can sometimes put together a take-home kit or gather select materials from the day's lesson, if notified the same day.

If your child is not feeling well or has symptoms of COVID, contact **youthstudio@vmfa.museum** for further advisement. If your child tests positive for COVID, you may be eligible for a refund. *Please also review the Summer Camps: COVID-19 Protocols*.

What should I do if my child is sick?

Stay 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 **youthstudio@vmfa.museum** as soon as possible to discuss cancellation and registration options. If your child tests positive for COVID-19, you may be eligible for a refund.

Students may not attend class or visit the museum until they can answer COVID-19 screening questions and show a negative COVID-19 test result or doctor's note. VMFA follows CDC guidelines on when it is safe to be around others:

- 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)

Refer to the complete CDC guidelines and updates: When You Can be Around Others After You Had or Likely Had COVID-19

What happens if a teacher is out sick?

If a teacher is not feeling well and has not been to the museum, VMFA will attempt to find a substitute. If a teacher has had close contact with students, we will notify families as soon as possible. See our **Summer Camps: COVID-19 Protocols** for further details.

Can I attend camp with my child or sit with them in the studio?

Unless your child has a medical need that requires an aide, only registered students and Camp Staff are allowed in the studios to keep occupancy low.

We're used to virtual learning - how can I prepare my child for an in-person camp?

Please review the **Youth/Teen Studio Programs Information Packets** carefully. We encourage families to visit the museum at their leisure so children feel more comfortable and familiar with the space prior to taking their first camp or class.

Also, please talk to your child about mask wearing 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 when sneezing and coughing.

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

Masks are required in the museum. We know wearing one can be tough for some children, but be patient and stay positive. Explain the importance of wearing a mask and caring for others. Set a good example and allow them time to get used to wearing a mask prior to camp. Comfort is key – ensure that their mask is the right fit and material.

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 dressing up as a superhero in disguise or an art conservator protecting themselves from special chemicals in the lab.

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

Do students get mask breaks?

Yes, youth camps have daily breaks for snack, restroom use, and play; they will remove masks to eat and drink. Most breaks will take place outdoors, with weather permitting. Should a camper need additional time to break from their mask, they will be accompanied by a staff person and permitted to step outside or in designated break area. Teens may take breaks at their leisure.

Will students be able to visit the galleries or special exhibitions?

Some classes may be permitted to visit the galleries, pending the number of students, ability to physically distance, gallery capacity limits, and other restrictions. If students are unable to visit the galleries, teachers will provide other VMFA visual resources for inspiration, as well as gallery maps to encourage students and families to see the art in-person at their leisure.

Will any of the camps or classes be outside?

All summer youth and teen camps/classes are scheduled indoors, however, we love going outside! We have our daily breaks outdoors, plus teachers will frequently bring groups outside and teach in the Sculpture Garden (weather permitting, of course). If you're concerned about sun exposure or insect bites, feel free to apply sunscreen or bug repellent prior to arrival.

Do you offer any summer camps or classes online?

While VMFA does offer virtual programming, all summer studio programs for youth and teens are currently scheduled to meet in-person. For virtual learning and online resources, please visit https://www.vmfa.museum/learn.

I'm having trouble registering – what do I do?

First, check availability online. Select the "Register Now" button for the class or event you are trying to register for – if the next screen says "No times are available for this date. Please try another date." then it is sold out.

If you are having trouble with your VMFA membership or Member ID, contact the Membership Department at 804.340.1520 or membership@vmfa.museum.

For other inquiries, or to register by phone, contact Visitor Services at 804.340.1405.

What if my child doesn't meet the age requirement for the class they want to take?

Camps and classes are tailored to specific age groups, with age appropriate projects and supplies. We also find that peers prefer to be with students closer to their own age, particularly teens. Please do not register for a program that is designed for a different age group. Look for another class or wait until they are old enough. Contact youthstudio@vmfa.museum for questions.

It seems like everything we want is full - is there a waitlist?

Yes, please email <u>visitorservices@vmfa.museum</u> with the following information:

- Name
- Title & Start date of camp/class
- VMFA Member ID, if applicable
- Email
- Phone
- # of spots you need