



YOUTH STUDIO PROGRAMS | SUMMER CAMP INFO PACKET | 2023



VMFA'S SUMMER ART ADVENTURES, CAMPS FOR KIDS!

Welcome! Parents and guardians, please read over this packet for info on camp guidelines, required forms, and more. Note that *protocols are subject to change at any time*. Visit www.vmfa.museum/youth-studio/youth-summer-guidelines for updates.

CONTACTS

VISITOR SERVICES For registration information, email info@vmfa.museum or call **804.340.1405**.


PROGRAM STAFF For camp information, email youthstudio@vmfa.museum or call **804.340.1331** or **804.340.1438**.
For urgent matters (only) while your child is in camp, call or text our mobile camp line at **804.868.0879**.

CANCELLATION NOTICE

Please save your confirmation email and remember to mark your calendar. *Refunds are not granted for missed camps or classes, or for no-shows, illnesses, vacations, etc.* Fees are nonrefundable unless VMFA cancels a program; however, some exceptions may be granted for eligible youth and teen summer camps (*charges apply*).*

Cancellations/Transfers for Youth and Teen Summer Camps ONLY: There is a \$50 refund deduction for each camp cancellation or a \$30 charge per transfer to another camp (pending camp availability). To be eligible, ***cancellations and transfers must be made at least two weeks (or 14 days) prior to the start of camp.*** No refunds or transfers will be granted within two weeks of camp.

WHAT TO BRING


FORMS  Included in this packet are the forms needed for camp. These forms must be filled in by a parent or guardian and **submitted in-person on the first day of camp** (*unless there is a medical need; see below*) before the student can join us. Having forms completed and ready to submit at check-in will accelerate the process. Extra forms available at the check-in station, if needed.

Emergency Information Form (required): Please complete a separate form for each child. A new form should be submitted any time you have updates or changes (e.g., new emergency contact or allergy), or if your child is registered for a different program.


Emergency Medication Permission Form (if necessary): VMFA 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 clearly 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 via email: youthstudio@vmfa.museum. If your child has an allergy of any kind, it is important to inform staff on the first day of camp. If it is a life-threatening allergy, we welcome you to remain on-site during camp.

Medical Notice: In the event of an emergency, VMFA Staff will respond to the situation promptly and accordingly, and a staff person will immediately attempt to reach a legal parent/guardian, followed by emergency contacts.

PHOTO ID (REQUIRED)  Adults authorized to pick up students from camp must show a valid Photo ID at check out each day.

WATER + SNACK (OPTIONAL)  Students are welcome to bring a small snack to eat during their daily break, which usually takes place outside. We also recommend bringing a water bottle. VMFA does not provide food or snacks; water is available, as needed.

Allergy Notice: For the health and safety of others, students cannot share food. We ask caregivers to be mindful of other children who may have life-threatening allergies. **To reduce the risk of accidental exposure, avoid bringing foods with peanuts or tree nuts.**

LUNCH (CONNECT-A-CAMP PARTICIPANTS ONLY)  Students attending **Connect-a-Camp** must bring a bagged lunch from home. This option is only available to those enrolled in both morning and afternoon youth camps. Please read the **Allergy Notice** above.

ART SUPPLIES 🧰 We've got you covered! VMFA provides all materials and tools needed for camps, plus students are assigned their own customized art supply kits to use throughout the week.

MASKS (OPTIONAL) 🧻 Mask wearing is appreciated (but not required) while indoors, particularly if COVID-19 community levels are high in our area. Disposable masks are available, as needed. Note: *protocols are subject to change based on new CDC guidance.*

WHAT TO WEAR

ART ATTIRE 👕 Wear clothing suitable for art making – *camps are messy!* Students are encouraged to bring a smock from home and wear comfortable, closed-toed shoes. Also consider bringing a long-sleeved shirt—while it may be hot outside, it's often cool inside!

SUNSCREEN + BUG REPELLENT ☀️ Camp staff is not authorized to apply sunscreen/repellent (unless medically necessary; see forms). Camps go outside often for breaks and activities. Please plan accordingly and apply skin protection prior to arrival, if needed.

BEEP BEEP

PARKING 🚗 VMFA members get free parking in the **Parking Deck**; nonmembers pay \$6 per day but receive free 30-min parking during drop-off/pick-up. If more time is needed, parking slips can be validated by staff in the camp check-in area. There may also be free parking along city streets. **Please allow ample time to park and get to the building before check-in/out**, given the location of our space and the size of the museum and grounds.

🚫 **Parking is strictly prohibited in the Entry Plaza, or fire lane, along the front of the museum.**

WHERE TO FIND US

CAMP LOCATION 📍 Camps are in the **Art Education Center** studios inside the museum (or Pauley Center for teen classes). We sincerely recommend that caregivers familiarize themselves and their children with the museum/space *prior to the first day of camp.*

Camps before 10 am: Please use the **Student Entrance** (left of the main entrance) to access the **Art Education Center**, since the rest of the museum is closed to the public. (VMFA hours of operation are 10 am–5 pm daily, with extended hours Wed–Fri until 9 pm).

CAMP CHECK-IN & CHECK-OUT PROCEDURES

CHECK-IN 📄 Upon arrival, please wait patiently for daily check-in and screening near the check-in table or **Art Education Center**. Note that Mondays usually take a little extra time as we collect forms and welcome new campers. To accelerate the process:

- Check your child's health prior to arrival; please stay home if they have a fever or any signs of symptoms of illness.
- Have **Emergency Forms** ready to submit upon arrival on the first day (extra copies are available at check-in, if needed).
- For **morning camp check-in** → you may arrive anytime between **8:40–9:00 am**
- For **afternoon camp check-in** → you may arrive anytime between **12:45–1:05 pm**
- Students must be checked in by a caregiver or authorized adult each day.
- For health and safety reasons, **only students and staff are typically allowed in the studios** (no caregivers or siblings).

Drop off Note: Supervision is required for children under 13. Please do not allow your child to be dropped off without an adult present; otherwise, you will be contacted to return to the museum before your child may participate. If the student's only option to attend camp is self-check in, contact youthstudio@vmfa.museum at least two weeks ahead of camp to request approval.

CHECKOUT 📄 When camps are ready for dismissal, staff will begin the checkout process. We ask caregivers to have photo IDs ready and wait near check-in (...out of view from your child, if possible, to avoid distraction). Please be mindful of others' space and do not crowd studio doors or egress. Staff will check IDs while you wait, then begin dismissing a few students at a time.

- Authorized adults must present a valid **Photo ID** before we will dismiss your child from the studio.
- **Morning camp check-out time** → between **11:50 am–noon** (but some campers may need until noon to finish or clean up)
- **Afternoon camp check-out time** → between **3:50–4:00 pm** (but some campers may need until 4 pm to finish or clean up)
- Plan for more time on Fridays, as campers tend to bring most of their artwork home at the end of the week. (*Feel free to bring a box or large totes to help carry everything home!*)
- **During camp, if a child becomes ill or has an urgent need for a parent/guardian, staff will call you for immediate pick-up.**
- For early dismissals, we ask that you notify Camp Staff before camp starts or during check-in, when possible. Otherwise, there may not be anyone available to assist you right away, as our staff is usually busy with camps.
- *In the event of an emergency or urgent need, **call or text 804.868.0879** (our emergency-only mobile for on-duty Camp Staff).*

Pick-Up Notice: Please be on time! We have a small staff with limited resources and cannot provide after-camp childcare. Our team also needs time to clean and disinfect studios between camps and after hours. If your child is not picked up during the check-out time, we will attempt to reach you followed by emergency contacts for immediate pick-up. *Note: late pick-ups could result in dismissal from the camp (no refunds). If you're running late, communicate - call/text our emergency camp mobile, 804.868.0879.*

CAMP CONDUCT

Caregivers should review the **Rules & Expectations** with their children and understand the **Consequences** prior to attending camp.

RULES & EXPECTATIONS ♥ During camp, the teacher will elaborate on rules, studio safety, and gallery expectations. If you should have any questions or concerns, please feel free to reach out to Camp Staff or make note on the *Emergency Information Form*.

1. Safety first! Be careful in the studios, galleries, and museum grounds.
2. Be kind and respectful to all, including teachers and peers.
3. Help clean up after every project.
4. Take part in all activities (within reason).
5. Have fun! 😊

CONSEQUENCES 😞 VMFA strives to make this program a safe and exceptional camp experience for everyone. We make every effort to teach studio arts to all types of learners of varying abilities, needs, and talents in a fun and effective way. Discipline strategies focus on encouragement and positive reinforcement; however, there are still times when a teacher may need to implement consequences.

- 1st Camp Staff speaks with Student about improper behavior. Teacher will also consider adjustments that can be made to the studio environment in effort to improve Student's learning experience and ability to focus.
- 2nd Student sits out for a "peaceful moment" or quiet time and Camp Staff speaks with the caregiver after camp. During this time, Student is encouraged to draw or write about their feelings or reflect on positive changes that can be made.
- 3rd Student is removed from camp and/or may only be readmitted if a caregiver remains on-site for the next full day of camp.

Note: Please avoid bringing toys and other distractions, unless beneficial for sensory purposes. No phone use during camp, unless permitted by teacher; *keep devices silenced*. Staff reserves the right to (temporarily) take away items that are disruptive to learning.

HEALTH & SAFETY

SICK NOTICE ☹️ To help ensure the health and safety of our students, staff, and volunteers, do not send your child to camp if they feel sick or have a fever of 100.4°F or above. If a student shows signs or symptoms of illness during camp (e.g. fever, chills, headache, sore throat, diarrhea, etc.) immediate pick-up is required. Students must be fever-free for at least 24 hours without fever-reducing medication before they can return to camp. VMFA does not provide refunds for sick days, as they occur so frequently with children. For serious illness, COVID-19, or other condition, however, you may email youthstudio@vmfa.museum to submit a refund request for review; a doctor's note is recommended. We cannot guarantee a refund but may be able to offer some assistance.

RESPONSE TO COVID-19 🦠 VMFA is committed to providing a safe and healthy space for our visitors, students and their families, staff, and volunteers. VMFA Education programs continue to follow guidance from [VDH](#) and [CDC](#), and monitor [community levels](#). Our staff works directly with VMFA Human Resources regarding mitigations, exposures, and cases.

Note: If a student or anyone in the student's household has COVID-19, symptoms, or recent exposure, please contact megan.endy@vmfa.museum or 804.340.1438 for current guidance.

SCHOLARSHIPS

NEED A FORM? ✉️ Email youthstudio@vmfa.museum or phone Alex Parrish, 804.340.1331, to request an application.

SURVEYS

HOW WAS CAMP? 😊😐😞 Students and/or 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.



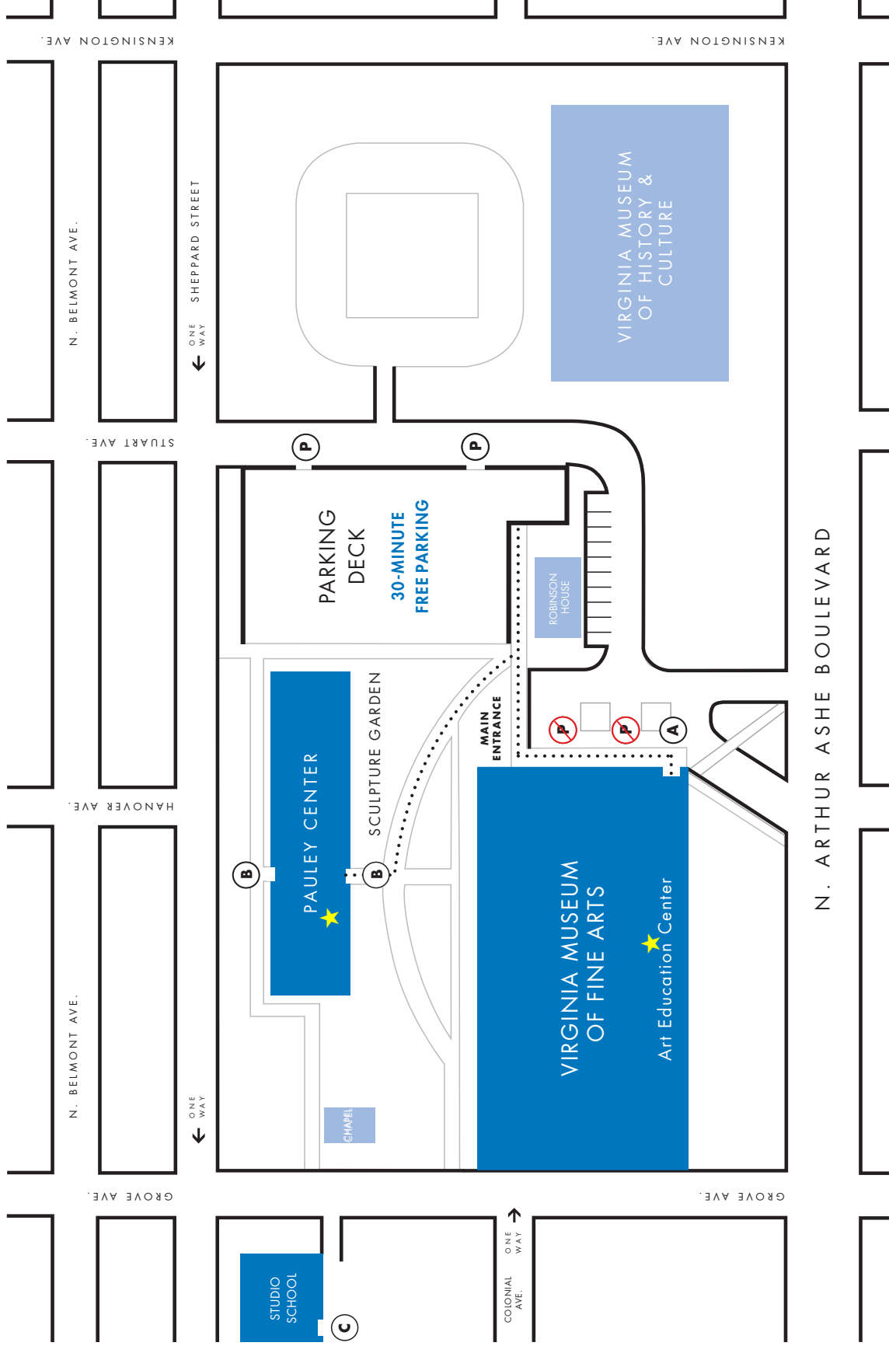
Campus Map

VIRGINIA MUSEUM OF FINE ARTS

200 N. Arthur Ashe Blvd. | Richmond, Virginia 23220

- (A)** Student entrance for **kids** summer camps
(Other museum entrances are closed until 10 am.)
- (B)** Pauley Center entrances 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
- Check-in Tables



VMFA YOUTH & TEEN SUMMER CAMPS 2023: FREQUENTLY ASKED QUESTIONS

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

What are the COVID-19 protocols for summer camps?

VMFA is committed to providing a safe and healthy space for our visitors, students and their families, staff, and volunteers. Our summer camp guidelines will correlate with the latest guidance from [VDH](#) and [CDC](#), and monitor [community levels](#), throughout the program. Education staff will work directly with our Human Resources Dept. regarding mitigations, exposures, and cases.

Does my child have to wear a mask?

We appreciate when students wear properly fitted masks indoors, particularly when COVID-19 community levels are high in our area, but masks are not required (*subject to change based on new CDC guidance*). Extra masks are available onsite, if needed.

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

Please review the **Youth/Teen Studio Programs Summer Info**. On the first day, we collect forms and welcome new campers. Adults must escort children (under 13) to/from camps daily; teens do not require an escort. At pick-up, adults must show their ID.

What if I need to reach my child in the event of an emergency or I'm running late to pick up?

Call or text 804.868.0879!* This is our emergency-only line that we use while programs are in session. Note: we are often busy with camps and may not answer right away but we check voicemail and texts frequently and will be in touch very soon! You may also contact Visitors Services at 804.340.1405 and ask them to notify summer camp staff.

**Please do not use this number for general inquiries; for non-urgent matters, call 804.340.1438 or 804.340.1331.*

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

Here is VMFA's statement regarding 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! Classes and workshops with insufficient enrollment will be cancelled at least a week before they are scheduled to start. Please register early. Please check the VMFA website for current sold-out or cancelled offerings.

Nonetheless, we understand that summer is a busy time for families, so we've made some exceptions (*charges apply*):

Cancellations and Transfers for Youth and Teen Summer Camps ONLY: There is a \$50 refund deduction for each camp cancellation or \$30 charge per transfer (pending camp availability). To be eligible, **cancellations and transfers must be made at least two weeks (or 14 days) prior to the first day of camp**. No refunds or transfers within two weeks of camp.

What happens if my child misses a camp or class?

For one, we'll miss them! We may be able to put together a kit or gather supplies from the day's activity dependent upon what was used and how soon we're notified (*ideally, the same day, while supplies are still out*); contact youthstudio@vmfa.museum.

VMFA does not, however, provide refunds or transfers for missed classes and no-shows. Even if someone is absent from the program, they still occupy that reservation which prohibits others from enrolling.

What should I do if my child is sick?

Please, stay home! Students cannot attend camp with symptoms of illness such as fever (100.4° F or above), vomiting, diarrhea, cough, sore throat, etc., or with a contagious illness such as COVID-19, RSV, strep throat, stomach virus, etc. Students must be fever-free for at least 24 hours (without fever-reducing medication) before returning to camp.

VMFA does not provide refunds for sick days, as they occur so frequently with children. For more severe cases, COVID-19, or other conditions, however, you may submit an email to youthstudio@vmfa.museum requesting a refund or partial refund; if possible, please attach a doctor's note. We will review the request and determine whether you are eligible for a refund.

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

Unless your child has a medical condition or other need that requires an aide, caregivers are not permitted. Only registered students and staff are allowed in the studios in an effort to keep occupancy low and mitigate the spread of COVID-19.

Do students go outside during camps?

Yes, we love going outside! Unless it's raining or the heat index is too high, youth camps typically go outside for daily breaks. Youth and teen instructors will also lead select art activities in the Sculpture Garden. If sun exposure or insect bites are a concern, you may want to consider applying skin protection prior to arrival (or if there is a medical condition, let us know).

Do you offer before or after care?

This program does not include childcare due to limited space, staff, and museum operating hours.

My child is only registered for one camp, but I need more time. Can I sign up for the *Connect-a-Camp* program?

No, *Connect-a-Camp* is only available to students registered for a full day of youth camps (both morning and afternoon). We are unable to accommodate additional check-ins or check outs during that time. Please plan accordingly.

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

Look for another camp or wait until they are old enough. Please do not register for a program designed for a different age group. Otherwise, your child may be turned away upon arrival. Camps are tailored to specific audiences, with age-appropriate activities.

My child is advanced in art and very mature for their age – can we register for camps intended for older students?

Please only register for the proper age group, as camps are designed with varying abilities in mind. We have excellent teachers who are experienced in working with students who have different levels of skill, talent, and even maturity. Lessons and activities are usually modified to meet the independent needs of each student, whenever possible.

Furthermore, most students seem to prefer being with peers closer to their own age (particularly teens). We have noticed that older students tend to find our programs less desirable when we allow younger kids to enroll in the same classes.

Why don't you offer morning camps for every age group like you do in the afternoon? I'd like to register all of my kids for the same week but they're different ages and one is always left out!

We hear you and understand your frustration! The summer camp program, however, is only one of many fantastic programs that VMFA has to offer. The Art Education Center studios are shared spaces and, in the mornings, one of the rooms is occupied. Feel free to contact megan.endy@vmfa.museum if you have further questions.

Your camps are so popular and sell out almost immediately – why don't you offer more? Have you thought about adding an evening session? What about weekends?

Thank you so much! These questions come up a lot and we would love to accommodate everyone's requests; however, we simply do not have the staff, space, or resources to run additional camps at this time. We are truly at maximum capacity.

Your patronage and understanding are greatly appreciated!

I'm trying to sign up for more camps but having trouble with online registration – what do I do?

First, check availability – go to the desired camp and click the "Register Now" button or link. If the next page displays "No times are available for this date. Please try another date." then the camp is sold out. (*The REGISTER NOW and SOLD OUT text on the buttons are manually updated so delays may occur during peak registration times while staff is busy helping customers.*)

For other issues or inquiries about registration, contact **Visitor Services** at info@vmfa.museum or 804.340.1405.

For issues or inquiries regarding your **VMFA membership**, contact membership@vmfa.museum at 804.340.1520.

Do you have a waitlist?

Yes, please email **Visitor Services** at info@vmfa.museum with the following information:

- Subject: Summer camp waitlist
- Your Name + Name of participant(s)
- VMFA Member ID, if applicable
- Title + Date of desired camp(s)
- Phone number
- Email

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 a student 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, as needed.)*

Student's Full Name _____ Prefers to be called _____ Pronouns _____
Camp/Class Title(s) _____ Birthdate _____ (Age _____)

Parent or Legal Guardian Contact Information

1. Name _____ Phone # _____ Email _____
2. Name _____ Phone # _____ Email _____

Additional Emergency Contacts if parent/guardian(s) cannot be reached

1. Name _____ Relationship _____ Phone # _____
2. Name _____ Relationship _____ Phone # _____

Other Adults Authorized to Pick Up such as a carpool driver, another parent from camp, nanny, social workers, etc.

1. Name _____ Relationship _____ Phone # _____
2. Name _____ Relationship _____ Phone # _____

Pick-Up Notice: Students (under 13) must be picked up at the designated time by an authorized adult with a **Photo ID**. Please do not be late as this may result in dismissal from the program. If the student is not picked up on time, VMFA staff will try to reach you immediately, followed by emergency contacts and others adults authorized to pick up. ***If you are running late, call or text 804.868.0879*** (temp line for on-duty Camp Staff).

Insurance Provider _____ Policy Holder _____ Policy # _____

Physician _____ Phone # _____ Dentist (optional) _____ Phone # _____

List any known allergies (Use the back of this form to write more, if needed.)

1. _____ Reactions _____ Treatment _____
2. _____ Reactions _____ Treatment _____

Has your child ever been stung by a bee or wasp? (If yes, list reactions or symptoms.) No Yes _____

List any health conditions you would like for us to know about. Please also list any emergency self-carry medications and complete the accompanying instruction sheet. _____

Please share any other conditions, concerns, needs, or preferences, as you see fit. _____

Lastly, we'd love to learn more about this artist! Feel free to share info about their personality, likes/dislikes, or anything that may help them have a successful camp experience. _____

Camp/Class Agreement | Please initial each line to confirm that you agree to the information below.

- ____ I agree to keep my child home if they do not feel well or have had a fever (100.4°F or above) within 24 hours of camp.
- ____ I agree to keep my child home and notify Camp Staff if they or anyone in their household has covid-19, symptoms, or exposure.
- ____ If my child displays symptoms of illness while attending camp, I will pick them up immediately and coordinate with Camp Staff prior to return.
- ____ I understand that guidelines are subject to change at any time and will follow updated camp procedures, based on CDC recommendations.
- ____ I have read the **Summer Camp Info Packet** and reviewed the **Rules & Expectations** and **Consequences** with my child.

"I _____ (print name) certify that the information provided above is accurate. My child has my permission to participate in all program activities. While VMFA and its faculty and staff make every effort to provide a healthy and safe learning environment, I understand and accept that there are inherent risks of accidents and exposure to various illness. I will not hold the museum responsible for any accident, injury, or illness that may result during this program. In the unlikely event that my child requires emergency medical care, I authorize VMFA Staff to administer first aid and call for emergency services to aid in transportation and treatment."

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 Legal Parent/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 _____

Primary Telephone _____ Work Telephone _____