



TEEN STUDIO PROGRAMS | FALL INFO PACKET | 2023

Welcome! Teens and caregivers, please review the following info to learn about procedures, guidelines, etc. Note that protocols are subject to change at any time based on public health and safety. Visit www.vmfa.museum/youth-studio/guidelines for updates.

CONTACTS 🖋️

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

PROGRAM STAFF For class information, email youthstudio@vmfa.museum or call **804.340.1331** or **804.340.1438**.
(To contact staff while your child is in class – for urgent matters only – call or text **804.868.0879**.)

CANCELLATIONS 🚫

Fees are nonrefundable except when VMFA cancels a class. Refunds are not granted for missed classes, scheduling conflicts, illnesses, etc. Classes may not be substituted, switched, or transferred once registration is complete. Please be sure to mark your calendar and save your confirmation email as a reminder. (*We do not send reminder emails for teen classes in the fall or spring*).

WHAT TO BRING 📁

EMERGENCY FORMS (IF NECESSARY) 📄 The **Emergency Information Form** and **Emergency Medication Permission Form** are only required if the student has a medical concern* (or enrolled in a summer class). Caregivers are also welcome to submit an **Emergency Information Form** to share any information about the student that might be relevant or beneficial to their learning experience.

***Medical Notice:** 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 during check-in. If it is a life-threatening allergy, we welcome you to remain on-site during class.

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.

WATER BOTTLE (OPTIONAL) 🍷 We recommend bringing a water bottle from home. There is also water available onsite, if needed.

MASKS (OPTIONAL) 🧻 Mask wearing is still appreciated (but not required), particularly when “covid-19 hospital admission levels” are high in our area. Disposable masks are available, if needed. Note: *protocols are subject to change based on new CDC guidance*.

ART SMOCKS & ATTIRE 👕 *Dress for the mess!* Students are encouraged to bring a smock or apron from home or wear clothing suitable for art making since some materials can stain fabric.

Dress Code: Comfortable, closed-toed shoes are recommended for safety in the studios. Please note that we do not allow inappropriate or offensive language or graphics that contain or suggest violence, hate, profanity, illegal substances, etc. Clothing that reveals undergarments of any kind or indecent exposure are also prohibited.

ART SUPPLIES 🎨 We’ve got you covered (but if you’d like to bring your own sketchbook or other materials, feel free)! VMFA provides all supplies needed for each class. We do recommend bringing a flash drive for digital classes but we have extras, if needed.

WHERE TO GO

PARKING 🚗 The **VMFA Parking Deck** is free for members and \$6 for nonmembers (with free parking for the first 30 minutes). There may also be free parking along city streets. **Please allow ample time to park and make your way over to the studios before check-in/out**, bearing in mind the size of museum grounds and the different class locations.

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

CLASS LOCATIONS 📖 Teen studio classes take place in both the **Art Education Center** inside the museum and in the **Pauley Center** building across the Sculpture Garden. Please **refer to the course listing online** or your ticket for specific studio locales.

CLASS CHECK-IN & CHECK OUT PROCEDURES

CHECK-IN 📌 Upon arrival, please wait patiently outside of the studio until the instructor is ready to begin. A staff person or the instructor will then welcome students, confirm registration, obtain emergency contact info, and conduct a brief health screening.

- Teens (13+) do not require adult supervision for check-in (unless decided otherwise between the parent/guardian and teen)
- Check-in begins about 5-10 minutes before class (i.e., if class starts at 5 pm, check-in would be from 4:50-5 pm).
- **Emergency Forms** are only required if a student has a medical need or is enrolled in a summer class; otherwise, it's optional.
- Only registered students and staff are allowed in the studios (no caregivers, friends, etc., unless there is a special need).
- **For early dismissals**, students must submit a note from a parent/guardian at check-in *before the start of class*. Please include the dismissal time, the parent/guardian's name, and a telephone number for verification.

CHECKOUT 📌 The instructor will dismiss students promptly at the end of class. Teens are responsible for signing themselves out; a parent/guardian is not required for checkout (unless they request otherwise*). Parents/guardians are responsible for pickup arrangements and ensuring that their child has a safe means of transportation.

***Pick-Up Notice:** Any parent/guardian who prefers to sign their teen out as opposed to allowing self-checkout, will need be present for dismissal. If the student is not picked up promptly at the end of class, staff will call the emergency contact(s). If no one is reached, our staff will work with VMFA Security Staff to determine the next course of action. *Multiple late pick-ups may result in the cancellation of future classes.*

CLASS CONDUCT

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

RULES & EXPECTATIONS ❤️ During class, the teacher will elaborate on rules, studio safety, and gallery expectations.

1. Practice safety in the studios. Please use all tools and equipment responsibly.
2. Be kind and respectful to peers and teachers.
3. Help set up and clean up with every project.
4. Participate in all activities (within reason) and remain with the class until dismissal.
5. Keep devices and phones off or silenced; usage is prohibited during instructional time.
6. Have fun! 😊

CONSEQUENCES ❤️ Our programs are intended to provide a safe and exceptional learning atmosphere for all. We make every effort to teach studio arts to learners of varying abilities, needs, and talents in fun, effective, and adaptive ways. Our discipline strategies focus on encouragement and positive reinforcement; however, the following consequences are enforced, as needed:

- 1st** Teacher will speak with Student about inappropriate behavior. Teacher may also consider any adjustments that can be made to the studio environment to help keep them focused.
- 2nd** Student sits out temporarily from the lesson. They may be asked to write a letter or draw something that exemplifies their understanding of appropriate behavior. Staff calls to speak with a parent/guardian.
- 3rd** Student is removed from the program entirely or may only be readmitted if a caregiver is willing to stay on-site for the remainder of class(es). *Refunds are not permitted for dismissal due to improper conduct.*

Note: Phones and devices cannot be used during instructional time, unless permitted by the instructor. Please keep devices off or silenced. Staff reserves the right to *temporarily* take away devices if they become a distraction during class time.

HEALTH & SAFETY

SICK NOTICE 🏠 Teens should self-screen or have a caregiver evaluate their health prior to class. Students should remain home if they feel sick or have a fever above 100.3°F. They must be fever-free for 24 hours without fever-reducing medication before coming back. If a student shows signs of illness during class, immediate pick-up is required. VMFA does not provide refunds due to common illnesses. For serious illness, covid-19, or other condition, you can submit an email request for a refund or accommodation at youthstudio@vmfa.museum; a doctor's note is encouraged. Refunds are not guaranteed but we may be able to offer other assistance or art supplies.

RESPONSE TO COVID-19 🌸 VMFA is committed to providing a safe and healthy space to visit and work. We continue to monitor [CDC](#) and [COVID-19 hospital admission levels](#) for teen studio programs, and work with our HR Dept regarding exposures and cases.

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

VMFA YOUTH & TEEN STUDIO PROGRAMS FAQ's | FALL 2023-2024

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

What do students do in class?

Our programs cover a broad range and activities that differ from class to class, but ultimately students make art with a wide variety of quality materials while learning about art, art history, and culture in fun and innovative ways. Most classes are formatted to introduce a concept that correlates with a work of art, art collection, or special exhibition on view at the museum. The students participate in relevant hands-on activities and gallery tours for inspiration and experiential learning.

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

Our Youth & Teen Studio Programs team is here to provide a welcoming experience and safe environment for our students and families. We strive to make this process as efficient as possible, but bear in mind that most classes are located within the museum, so it takes time to park and get to the studios. Adult supervision is required for youth studio class check-in/out; teens can self-check in/out. Please review the Youth or Teen Information Packet for further details.

What if I need to reach my child in the event of an emergency or if 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. We are often busy with classes 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 youth studio staff.

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

Do you still have covid mitigations in place?

Yes, VMFA is committed to providing a safe and healthy space to visit and work. Our Youth & Teen Studio Programs staff continues to monitor updates from [VDH](#), [CDC](#), and CDC's [COVID-19 hospital admission levels](#). We also work directly with the VMFA Human Resources Department regarding mitigations, exposures, and cases.

Are children required to wear masks?

We appreciate mask wearing while indoors, particularly when *Covid-19 hospital admission levels* are high in our area, but they are not required (subject to change based on CDC recommendations). Extra masks are available onsite, if needed.

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

Once registration is complete, all sales are final. VMFA does not provide refunds or transfers, nor can another child substitute for a registered participant. 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.

What happens if my child misses a 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; please contact youthstudio@vmfa.museum.

VMFA does not, however, provide refunds or transfers for missed classes or no-shows. Even if a person is absent, they still occupy that reservation which prohibits others from enrolling. Sufficient enrollment is necessary to sustain programs.

What should I do if my child is sick?

Please stay home and contact us, if possible. Students cannot attend class if they are sick, have symptoms of an illness, or fever (100.4°F or above). Students must be fever-free for at least 24 hours (without fever-reducing medication) before coming to class.

VMFA does not provide refunds for sick days, as they occur so frequently with children. For more severe cases, covid, or other conditions, however, you may email youthstudio@vmfa.museum to request a refund or partial refund. If available, we suggest attaching a doctor's note. We will review the request and determine whether you are eligible for a refund.

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

With the exception of *Family Friday Art Night* workshops, no – youth and teen classes are drop-off programs. Only registered students and staff are allowed in the studios. Unless your child has a medical condition or other need that requires an aide, caregivers are not permitted.

Do you offer before or after care?

No, not at this time – we are unable to offer childcare due to limited space, staff, and museum operating hours. Students must be picked up promptly at the end of class.

Why is registration day so problematic?

Great question and we hear you! The short answer is that our online systems get overloaded by the sheer volume of people logging in (usually on more than one device). The good news is that we are continually working to improve the system.

You can help by making sure your membership and log-in are up to date *before* the morning of registration. Despite any lag time, online registration is still the best option. We appreciate your patronage, understanding, and *patience!*

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

Please look for another class or wait until your child is old enough. Do not register for a class designed for a different age group. Otherwise, your child may be turned away upon arrival. Classes are tailored to specific, age-appropriate audiences.

My child is very advanced and mature for their age – wouldn't it be better to enroll them in an upper-level class?

Please only register for the appropriate age group, as classes 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 typically adapted 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 seem to find our programs less desirable when we allow younger kids to enroll in the same classes.

Your classes are so popular and fill up almost immediately – do you plan to add more classes? What about other days of the week or back-to-back?

Thank you so much! These questions come up frequently and we'd love to accommodate these requests; however, we simply do not have the time, space, staff, or other resources to run additional classes. We appreciate your patronage and understanding.

I'm trying to sign up for more classes online but I'm having trouble registering – what do I do?

First, check availability – go to your desired class or program and click the "Register Now" button/link. If you see "No times are available for this date. Please try another date." then the class is sold out. (The links or buttons "Register Now" and "Sold Out" are not automated. Someone must change the text manually so when we have a lot of activity, updates can get delayed).

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: youth studio waitlist request
- Your Name + Name of participant(s)
- VMFA Member ID, if applicable
- Title + Date of desired class(s)
- Phone number
- Email

EMERGENCY INFORMATION FORM | VMFA YOUTH & TEEN STUDIO PROGRAMS

This form is only required for summer camps or during fall/spring programs if a student is still to self-carry an emergency medication. This form may also be used if the parent/guardian would like to share any information about the student that might be relevant or beneficial to their learning experience. *(Feel free to write more on the back, as needed.)*

Student's Full Name _____ Nickname _____ Pronouns _____
Camp/Class Title(s) _____ Birthdate _____ (Age _____)

Legal Parent or 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 # _____

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. _____

Summer 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 _____