



## Guidelines and Policies for Early Childhood Education Programs

### ABOUT VMFA'S EARLY CHILDHOOD EDUCATION PROGRAMS

In the VMFA's Early Childhood Education programs, infants, toddlers, and preschool-aged children discover the world around them through playing, singing, exploring, and creating. Held throughout VMFA's campus, these programs support a child's natural sense of wonder and curiosity, and promote self-expression and social development.

### CLASS PROCEDURES + GUIDELINES

**CHECK-IN PROCEDURES** Upon arriving please wait patiently until child/adult pairs are ready to be checked in by staff. Caregivers will sign the roster to confirm they are present. Play materials in the Early Childhood Classroom are available for children to explore freely for the first 5-10 minutes of class. The class will begin with clean up and welcome circle. Prompt arrival helps children settle in and gain a solid understanding of the structure of class.

**CLASS SIZE** Enrollment is limited to 12 children and 12 adults. One adult per student is permitted to attend class with students. At this time, no *extra adults* are allowed to join.

### 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. If VMFA cancels a class due to insufficient enrollment, issues with technology, or health concerns, participants will be notified as soon as possible and reimbursed fully.

### SCHOLARSHIPS

Scholarships are available for Early Childhood programs! Fill out the [Scholarship Application Form](#) or email [earlychildhood@vmfa.museum](mailto:earlychildhood@vmfa.museum) with questions.

### FEEDBACK

We value your opinion and may ask you to complete a survey upon exiting the class session or via email at a later date.

**QUESTIONS ABOUT REGISTRATION?** EMAIL [info@vmfa.museum](mailto:info@vmfa.museum) PHONE 804.340.1405

**QUESTIONS ABOUT PROGRAMS?** EMAIL [earlychildhood@vmfa.museum](mailto:earlychildhood@vmfa.museum) PHONE Lori Coffey, 804.340.1343