

## KIDS STUDIO PROGRAMS | SUMMER CAMP INFO PACKET | 2025



#### VMFA'S SUMMER ART ADVENTURES FOR KIDS (Ages 5–12)

Welcome! Caregivers, please read over this packet for info on camp guidelines, required forms, and more. Note that guidelines are subject to change. Contact program staff for questions or concerns.

#### **CONTACTS 1**

VISITOR SERVICES For registration info, email info@vmfa.museum or phone 804.340.1405.

PROGRAM STAFF For camp info, email youthstudio@vmfa.museum or phone 804.340.1331 or 804.340.1438.

To contact staff while your child is attending camp – for urgent matters only – call or text 804.868.0879.

#### **CANCELLATIONS** $\bigcirc$

Please save your confirmation email and mark your calendar for the correct time and date. *Refunds are not granted for missed camps due to no-shows, scheduling conflicts, common illnesses, etc.* Fees are nonrefundable unless VMFA cancels a program; however, some exceptions have been made for select summer camps (*charges and restrictions apply*):

Cancellations and Transfers for Kids and Teen Summer Camps <u>ONLY</u>: Partial refunds are available with a \$50 cancellation fee per camp or \$30 transfer fee to another camp (pending camp availability). Cancellations and transfers must be made at least 14 days (or two weeks) prior to the start of camp. Refunds are not available within two weeks of camp.

#### WHAT TO BRING 🖶

FORMS Included in this packet are the forms needed for camp(s). All forms must be completed by a legal parent/guardian and submitted in person on the first day (unless there is a medical need; see below\*) before the student can join us. Having printed forms completed and ready to submit upon arrival will accelerate the process. Extra forms are also available at check-in, if needed.

**Emergency Information Form** (REQUIRED) A new form should be submitted annually or any time there are changes to your child's information (e.g., new emergency contact or allergy). Please complete a separate form for each child.

\*Emergency Medication Permission Form (AS NEEDED) VMFA Staff is 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 legal parent/guardian on the Emergency Medication Permission Form. It is strongly advised that should your child need emergency medication, VMFA staff is notified at least <a href="mailto:two weeks">two weeks</a> ahead of the program via email: <a href="mailto:youthstudio@vmfa.museum">youthstudio@vmfa.museum</a>. 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) We recommend bringing a refillable water bottle. Kids are also welcome to bring a small snack from home to eat during their break, which is usually outside. VMFA does not provide food/snacks. Water is available, as needed.

Allergy Notice: For the health & safety of others, students cannot share food. We also ask caregivers to be mindful of other kids who may have life-threatening allergies. To reduce the risk of accidental exposure, avoid packing peanuts and nut products.

**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 kids' camps. Please read the *Allergy Notice* above.

**ART SUPPLIES** WMFA provides all tools and materials needed for every camp, including customized art supply kits for each student to use throughout the week.

### WHAT TO WEAR \*\*

ART ATTIRE Dress for the mess! Wear clothes suitable for art making and stains. Students are encouraged to wear comfortable, closed-toed shoes for safety. 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.

MASKS (OPTIONAL) ( Masks are welcome but not required. Disposable masks are available upon request.

#### WHERE TO GO

PARKING The VMFA Parking Deck is free for members. Non-members get free 30-min parking for drop-off and pick-up (plus camp staff can validate tickets, if more time is needed), or pay \$6 for the day. There may also be free parking along city streets.

Please allow ample time to park and make your way to the studios before check-in/out, bearing in mind the size our museum grounds and location within the building.

Beep beep! Please note that even temporary parking is strictly prohibited in the Entry Plaza, or fire lane, in front of the museum.

**CAMP LOCATION** <sup>®</sup> 200 N. Arthur Ashe Blvd — Kids camps are in the **Art Education Center** inside the museum (while teens are in Pauley Center); see enclosed map. Caregivers should familiarize themselves and their kids with the area *before* the first day of camp.

Arriving before 10 am? Use the Student Entrance (left of the main entrance) to access the Art Education Center, since the rest of the museum will be 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

CHECK IN Upon arrival, please wait for assistance near the camp check-in table in the Art Education Center. Note that Mondays may take a little extra time as we collect forms and welcome new campers. Your patience is appreciated! To accelerate the process:

- Check your child's health prior to arrival; please stay home if they have a fever or any symptoms of communicable illness.
- Have printed Emergency Form(s) filled out and ready to submit (we'll have extras, if needed; they take 5-8 min to complete)
- Morning check-in and drop off → anytime between 8:40 am 9 am
- Afternoon check-in and drop off → anytime between 12:45 pm 1:05 pm
- Students must be checked in by a caregiver or authorized adult each day (see Drop off Note below)
- 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 kids 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 they can 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 to wait near the check-in (ideally out of view from your child to avoid distraction, if possible). Please be mindful of our small 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 release the student from the studio.
- Morning check-out and pick up → from 11:50 am 12 pm
- Afternoon check-out and pick up → from 3:50 pm 4 pm
  - · Most artwork is sent home on Friday; therefore, we recommend bringing a large tote or box to help carry belongings.
  - · Also plan for extra time at pick-up on Friday so kids can gather their things and say goodbye to teachers and new friends.
- 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 <u>before</u> camp starts or during check-in, when possible. Otherwise, there may not be anyone available to assist you right away.
- In the event of an emergency or urgent need, call or text 804.868.0879 (our emergency-only phone for on-duty Camp Staff).

**Pick-Up Notice** Please be on time! We're a small program and do not have the staff or space for after-camp childcare. Our team also needs time to set-up and/or clean studios between and after camps. 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 all Rules & Expectations with their kids and understand the Consequences prior to attending camp.

**RULES & EXPECTATIONS** Ouring 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** WMFA strives to make this program a fun and exceptional camp experience for all. We make every effort to teach our young artists and learners of varying abilities, needs, and talents. Discipline strategies focus on encouragement and positive reinforcement. There are still times, however, when a teacher may need to implement consequences or take further action.

- 1st Camp Staff speaks with Student about improper behavior. Teacher will also consider adjustments that can be made to the studio environment in an 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 and Camp Staff, do not send your child to camp if they feel sick or have a fever of 100.4°F or above – please stay home. If a student shows signs of illness during camp (e.g. fever, chills, sore throat, 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 or missed classes. For serious illness or other extenuating circumstances, however, you may email **youthstudio@vmfa.museum** to submit a refund request for review; a doctor's note is recommended. We cannot guarantee money back but may be able to offer some assistance or art supplies.

RESPONSE TO COVID-19 Camp Staff is committed to maintaining clean and safe studios and work directly with VMFA's HR Dept. regarding mitigations and cases. We ask that families also follow current CDC recommendations. We will update protocols, as needed. Regardless of the illness, however, students should never come to camp if they're contagious or feeling unwell.

If a student or anyone in the student's household has covid, covid symptoms, or recent exposure, you may contact **megan.endy@vmfa.museum** or 804.340.1438 for further guidance.

#### **SCHOLARSHIPS**

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

#### **SURVEYS**

**HOW WAS CAMP?** ② ③ 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.





Student entrance for **kids** summer camps (Other museum entrances are closed until 10 am) •

Pauley Center entrances for teen camps VMFA Studio School entrance for [T23]

**(a) ( a** 

No parking in entry plaza Parking Deck entrance

**(** 

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

VIRGINIA MUSUEM OF FINE ARTS

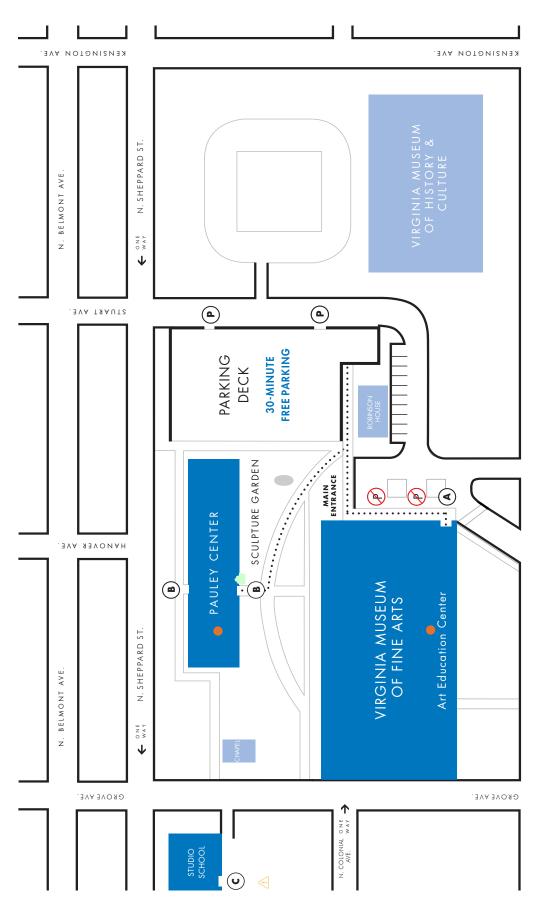
Campus Map

Walkways

Main walkways from Parking Deck

Camp Check-in Areas

Construction – please pardon our dust



N. ARTHUR ASHE BOULEVARD

### **EMERGENCY INFORMATION FORM** | VMFA YOUTH & TEEN STUDIO PROGRAMS

**Printed forms are collected during check-in on the first day of camp** (or class) for the student to participate. To update or change student info (i.e. add a new pick-up person, allergy, etc.), please submit a new form. *Feel free to write more on the back, as needed*.

Student's Full Name			Prefers to be called	Pronou	ins
Camp/Class Title(s)					
Legal Parent/Guardian Cont	act Information				
1. Name	Relati	onship	Phone #	Email	
2. Name	Relati	onship	Phone #	Email	
Additional Emergency Conta					
1. Name		Relationship		Phone #	
2. Name		Relationship		Phone #	
Additional Adults Authorize	<b>d to Pick Up</b> such as a f	riend, sitter, family	member, or another pa	rent from camp	
1. Name		Relationship		Phone #	
2. Name		Relationship		Phone #	
not picked up during the des adults authorized to pick up,	ignated check-out time if necessary. <i>If you are</i>	, VMFA staff will co running late, call c	ntact you immediately or text 804.868.0879 (c	Photo ID. Please do not be late , followed by emergency contac our emergency-only line for on-o	cts and other duty Camp Staff).
				Policy #	
Physician	Phone #		Dentist (optional)	Phone #	
List any known allergies (Use					
1 Reactions					
2	Reactions			_ Treatment	
Has your child ever been stun	g by a bee/wasp? (If ye	s, list reactions or sy	rmptoms.) 🗌 No 🔲 Y	es	
List any health conditions we accompanying medication pe				medications, if applicable, and	complete the
Please share any other cond	itions loorning difforo	neae enacial naada	or professores as w	ou soo fit	
Please share any other cond	itions, learning differe	nces, special needs	, or preferences, as yo	ou see fit.	
Lastly, we'd love to learn mo help this student have a succ			neral info about their	personality, likes/dislikes, or a	anything that may
Camp & Class Agreement	Please initial each line	e to confirm that yo	ou agree to the informa	ation below.	
I agree to keep my chi	ld home if they are sicl	k or have had a fev	ver (100.4°F +) within	24 hrs of camp.	
		-		and coordinate with Camp Staj	ff prior to return.
I have read and unders	, , ,		•		
I have reviewed the <b>Ru</b>	ıles & Expectations an	d the <b>Consequenc</b>	es with my child.		
and safe learning environ to common illnesses from this program. In the unlike	in all program activiti ment, I understand ar peers. I will not hold ely event that my chil	es. While VMFA and accept that the the the museum resperies of the museum resperies of the the mergenth and the	nd its faculty and st re are inherent risks onsible for any accid ency medical care, I d	rovided above is accurate. Maff make every effort to provof of accidents, as well as pote lent, injury, or sickness that nathorize VMFA Staff to admin	ide a healthy ntial exposure nay result during
and call for emergency services to aid in transportation and treatment.  Parent/Guardian's Signature				Date	

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# **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 Compl	eted By the Legal Parent/Guardian		
Please supply written, detailed direct	tions on the administration/dispense of emergency medication:		
I authorize VMFA personnel to admi	inister the above medication to my child in an emergency using form.		
Parent/Guardian Signature	Date		
Home Address			
	Work Telephone		

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## VMFA KIDS & TEEN STUDIO PROGRAMS | F.A.Q.'s | SUMMER CAMPS 2025



#### What are your summer camps like?

Our programs offer diverse experiences centered on artmaking and museum collections, fostering creativity and individuality. Camp days usually include fun warm-up activities, engaging art lessons, gallery explorations, and peer discussions, with a mid-session break for kids. Supplementary activities (e.g., games, art prompts, sensory studies, story time, scavenger hunts, outdoor play, etc.) are tailored to different age groups, prioritizing student-focused learning and individual needs.

#### How do I reach camp staff or my child in the event of an emergency or if I'm running late to pick up?

**TEXT or CALL 804.868.0879** our emergency-only call for on-duty camp staff. Note that we're often busy in the studios and may not answer right away but we check it frequently and will be in touch very soon! You can also call **Visitors Services** at **804.340.1405** and ask them to notify Camp Staff. For general inquiries and non-emergencies, contact **youthstudio@vmfa.museum** or **804.340.1331**.

#### How can I or my child prepare for an art camp at VMFA?

Carefully review the Camp Info Packet. We also recommend that caregivers familiarize themselves and their kids or teens with the museum prior to attending – visit galleries, locate the studios, hang out in the Family Lounge, run around the Sculpture Garden, etc.

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

We conduct check-ins and check-outs inside, near the studios. Kids (under 13) must have an adult present during this process. Forms are collected in-person on the first day. For further details, please read over the Camp Info Packet.

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

Caregivers are not permitted to attend camps. To maintain a safe and conducive learning environment, only registered students and Camp Staff are allowed in the studios. Exceptions may apply for students with certain conditions or needs that require an aide.

#### Are your camps suitable for kids and teens with special needs?

We strive to create a space where every child feels welcome and supported, but we continue to learn and grow alongside our students and families. We make every effort to be inclusive and adapt to varying abilities, needs, and talents. Our experienced teachers use a range of teaching methods, multisensory approaches, and techniques designed to reach all types of learning styles. If your child requires additional support or needs, let us know ahead of time. We're happy to work with you and your child to the best of our abilities.

#### Do students go outside during camps?

We love being outdoors! Weather permitting, kids usually go outside for their daily breaks. Teachers also enjoy doing projects outside, when feasible. Let us know if sun exposure or insects are a concern. We recommend applying sunscreen or skin protection before camp.

#### What should I do if my child is feeling sick or unwell?

Stay home if they're sick or have symptoms such as a fever (100.4°F or above), nausea, severe cough, sore throat, etc., or may be contagious with an illness such as strep, covid, norovirus, etc. Students must be fever-free for 24 hrs, without fever-reducing medication.

Refunds are not issued for sick days or missed camps. For severe or extenuating circumstances, you may email a request to **youthstudio@vmfa.museum**. While refunds are not guaranteed, we will consider each request and may offer other options.

#### Are there any covid restrictions we should know about before attending camp?

For general guidelines, we simply ask that you follow current CDC recommendations. If your child or anyone at home has covid-19 at the time of camp, you may reach out to **megan.endy@vmfa.museum**. We check CDC regularly and consult our HR Staff regarding cases and exposures. Regardless of the illness, however, students should never attend camp or class if they feel sick or may be contagious.

#### Our plans have changed - can I receive a refund or transfer to another camp?

Typically, no, as the museum cancellation policy states:

are not available within two weeks of camp.

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 and check VMFA's website for current sold-out or cancelled offerings.

However, we do recognize that summer is a particularly busy time for families, so we have made some exceptions (charges apply):

Cancellations and Transfers for Kids & Teen Summer Camps ONLY: There is a fee of \$50 per camp cancellation and \$30 per transfer to another camp (pending availability), if requests are made at least two weeks (14 days) prior to the start of camp. Refunds and transfers

Revised 4/7/25

#### What if we miss a day or have a scheduling conflict?

No worries! If they come to camp after a missed day, we'll catch them up. Also, depending on materials used and when we're notified, we may even be able to provide supplies related to missed project(s). Contact **youthstudio@vmfa.museum**.

VMFA does not, however, provide refunds for missed classes or camps. Even if a person is absent, they still occupy that reservation which prohibits others from signing up. Sufficient enrollment is necessary to sustain programs. We appreciate your understanding.

#### Do you offer before or after care?

We do not currently provide extended care. While we sincerely understand the need for this service, our focus is on specialized education above daycare. We're also a relatively small program with limited staff, facilities, and museum hours of operation.

#### Can my kid attend Connect-a-Camp even though they're only signed up for one camp that week?

No, the *Connect-a-Camp* program is <u>only</u> available to kids (ages 5–12) registered for a morning *and* afternoon camp. We do not have the staff to accommodate additional check-ins or check outs or provide personal childcare during that time. Please plan accordingly.

Students (ages 13+) registered for teen camps, however, can utilize the designated break area by the studios to hang out, wait, or eat. They're also welcome to visit the museum, Best Café, or outside in the Sculpture Garden. Supervision is not provided between camps.

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

Please look for another camp or wait until they're old enough. 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 very advanced in art and mature for their age – can they enroll in a camp for older students?

No, please only register for camps designed specifically for your child's age group. We acknowledge that everyone has different strengths. Our expert teachers are adept at working with students on all levels of skill, talent, and maturity. Lessons and activities can usually be modified to suit each student's unique needs and ability.

Additionally, our older students often express their preference for being with peers their own age. Introducing younger kids into camps designed for older groups has been known to reduce the appeal and registration in upper kids' camps and teen camps.

# Why do you offer a camp for every age group in the afternoons but not in mornings? I'd like to register my kids for camps on the same week but they're different ages and one is always left out!

We hear you and share your wish for more inclusive scheduling. However, our summer camp program is only one of a broad array of offerings at the museum. The studios are shared spaces with one of them being utilized in the morning by a different program. We aim to expand our space in the future to accommodate more simultaneous camps. Until then, we're grateful for your support and understanding.

#### Given the high demand for summer camps, will the museum add more to the schedule?

No but thank you for your enthusiasm! We are always exploring ways to enhance our programs; however, we do not have the staff, space, or resources to increase camps. We're currently operating at maximum capacity while still ensuring quality experiences for all participants.

#### I'm trying to register for more camps online but I'm having trouble - what do I do?

First, check availability. Go online to the camp and select "Register Now." If on the next screen you read "No times are available for this date..." then it's sold out. (Note: Updates to the "Register Now" and "Sold Out" buttons may be delayed during high traffic times.)

If you continue experiencing trouble with registration or have questions, contact Visitor Services at **info@vmfa.museum** or 804.340.1405. For matters related to your VMFA membership, email **membership@vmfa.museum** or phone 804.340.1520.

#### Can you share details about the camp staff and instructors?

Certainly! Our Youth & Family Studio team includes Coordinator Megan Endy (fulltime) and Assistant Coordinator Alex Parrish (parttime). In the summer, we'll be joined by a new Youth Studio Tech (also parttime) who runs *Connect-a-Camp* and assists with daily operations. Our teachers are Adjunct Faculty, contracted to teach camps within their areas of expertise. This year, we have about 30 teachers who are all very well-trained and experienced educators. Many are professional artists, licensed teachers, and award-winning art instructors. We also recruit and train five summer interns and about 100 or so volunteers (or 1-3 volunteers per kids' camp). Studio staff and interns are certified in Adult & Pediatric First Aid and CPR.

#### Do you have a waitlist?

Yes! Please email **info@vmfa.museum** if you would like to be added to the waitlist. Include your name, phone number, email, student's name, camp title and date, and VMFA Member ID#, if applicable. Someone from the Visitor Services staff will call you if a spot opens.