



# Youth & Family Studio Programs Information | Fall 2020 | In-Person

## ABOUT VMFA’S YOUTH & FAMILY STUDIO PROGRAMS

VMFA’s Art Education Center hosts a series of innovative art programs that spark creativity, critical thinking, and fun! Students learn about art from VMFA’s world-renowned collection, experiment with studio art materials, and learn from expert instructors who accommodate all levels of skill and talent. This season, VMFA is offering in-person and online class options to provide learning opportunities to families with different needs and comfort levels. The in-person classes have been limited to eight students per class to reduce exposure to COVID-19.

## SUMMARY OF PROGRAMS, TIMES, AND TUITION

<b>In-person:</b>	<b>Afterschool Art Club (ages 5-8)</b>	<b>Thursdays, 4:30-6 pm</b>	<b>\$25 (VMFA members \$20)</b>
<b>In-person:</b>	<b>Foundations in Art (ages 9-12)</b>	<b>Thursdays, 4:30-6 pm</b>	<b>\$25 (VMFA members \$20)</b>
Online:	Kids Discover (ages 5-8)	Select Saturdays, 1-4 pm	\$30 (VMFA members \$25)
Online:	Art Explorers (ages 9-12)	Select Saturdays, 1-4 pm	\$30 (VMFA members \$25)
Online:	Family Art Night (ages 5-12)	Select Fridays, 5-7 pm	\$25 (VMFA members \$20)

## TO REGISTER

Go to [www.vmfa.museum](http://www.vmfa.museum), phone 804.340.1405, or visit the front desk during VMFA public hours.

## QUESTIONS ABOUT PROGRAMS

**EMAIL** [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum) **PHONE** Alex Parrish, 804.340.1331, or Megan Endy, 804.340.1438

## IN RESPONSE TO COVID-19

We understand the desire for in-person learning and hands-on experience in a low risk environment, which is why VMFA has chosen to offer select programs onsite. While in-person programs are subject to change, we are committed to keeping students and teachers as safe as possible, and reduce the risk of spread while visiting the museum. Please be aware that masks and social distancing are required for this program. Studios, restrooms, and equipment are thoroughly cleaned and disinfected before every class. Students should not come to class if they are feeling ill; have a fever, cough, shortness of breath, and/or other COVID-19 symptoms; or recent exposure to symptoms. Please visit [www.vmfa.museum/covid-19](http://www.vmfa.museum/covid-19) and [www.vmfa.museum/youth-studio/kids-fall-spring-programs](http://www.vmfa.museum/youth-studio/kids-fall-spring-programs) for more information and frequently asked questions.

## WHAT TO BRING

**MASK** Be a super hero and wear a mask! Face masks are required for students enrolled in Youth Studio Programs to protect and support the health and wellbeing of one another. Face coverings should be worn properly over the mouth and nose at all times. A face shield may also be worn with a mask for additional protection or as an alternative if a child is unable to wear a mask. Disposable youth-sized masks and shields and other personal protective equipment will be available at the studio, if needed.

**PHOTO ID** Photo identification is required for authorized adults picking up students enrolled in Youth Studio Programs.

**EMERGENCY FORMS (if necessary)** Completed forms are required ONLY if the student has a medical concern. Otherwise, forms are not required for 1-3 session classes offered Sep-May.

**Medical Notice:** VMFA Education 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 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. Phone 804.340.1438 or 804.340.1331, or email [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum). If your child has an allergy of any kind, it is important to inform VMFA staff before the start of class. If your child has a serious life-threatening allergy, we ask that you to remain on campus while your child is participating in the program.

In the event of an emergency, VMFA Staff will respond to the situation promptly and accordingly; a staff person will immediately attempt to reach the parent or guardian.

## WHAT TO BRING (continued)

**ART SUPPLIES** VMFA has you covered! All supplies and tools needed for each class will be provided. To reduce the risk of spreading COVID-19, students will 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 every use.

## WHERE TO GO

**PROGRAM LOCATION** In-person youth classes take place in the **Art Education Center, Studio 1 or Studio 2** located inside the museum. Please note that classes are subject to change. Depending on COVID-19 cases, state regulations, and the wellbeing of our faculty, onsite class options may be cancelled or moved to an online-only format at any time. Should classes be cancelled or switched, students will be notified and offered a refund.

**PARKING** Allow ample time to park and check in before the start of class. The **VMFA Parking Deck** is free for members or \$6 for nonmembers (or free for temporary parking less than 30 minutes). For street parking, N. Arthur Ashe Boulevard is recommended for those attending youth classes (or Sheppard St. for select teen classes located in the Pauley Center building).

**Museum Security Notice:** Parking is not permitted along the Entry Plaza or fire lane.

## WHAT TO WEAR

**ART CLOTHES** Wear attire that is appropriate for an art studio (art materials can stain clothing). Art smocks and closed-toed shoes are highly recommended. Please remember that face coverings are required.

## CLASS PROCEDURES + GUIDELINES

**CHECK IN** VMFA has adopted a “no contact” check in process. Upon arriving, please wait patiently on a floor marker and practice 6-foot physical distancing until students are ready to be checked in by staff. Caregivers will assist their children with check in by providing verbal confirmation of registration and participating in a brief COVID-19 screening. The screening includes a few questions about symptoms and a voluntary temperature check using a touchless forehead thermometer. Upon entering the studio, students will wash hands thoroughly then find a seat. *Please be aware that for the safety of our students and faculty, only registered participants and teachers are allowed in the studios (no caregivers or siblings).*

**Caregiver Notice:** Please DO NOT drop your child off without checking in to the **Art Education Center**. In the event that your child is dropped off without proper check in, VMFA staff will contact you immediately to return. Until then, your child may not be able to participate in class. If your child’s only option is to self-check in, please notify [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum) at least one week in advance to make arrangements.

**CHECK OUT** Caregivers and adults who are authorized for pick up are asked to wait patiently on a floor marker until the class is ready for dismissal. While caregivers are waiting, a staff person will come around to check IDs and verify pick-up – please have a photo identification ready when you arrive. Students will be dismissed from class one at a time and meet caregivers at their floor marker, to avoid crowding the studios and studio entrances.

**TIMELY PICK UP** Pick up time begins promptly at the end of class. Please arrive on time, if not a few minutes early. If your child is not picked up within 10 minutes, VMFA staff will attempt to reach the authorized pick up person, parents/caregivers, and emergency contacts. If staff cannot reach contacts 30 minutes past the program’s completion time, the student may be escorted to the security desk at the main entrance and staff will determine the next course of action.

## 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. Refunds will not be granted if you miss a program. If VMFA cancels a class due to insufficient enrollment or other concerns, participants will be notified as soon as possible and reimbursed fully. **Note: If the student or anyone the student has had close contact with has shown symptoms of COVID-19 within 14 days of class, do not come to class. Contact Visitor Services at 804.340.1405 for this exception.**

## SCHOLARSHIPS

**SCHOLARSHIP APPLICATION FORM** A select number of scholarships are available for youth and teen studio programs. Phone 804.340.1331 to request a **Scholarship Application Form** or email [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum).

## CLASS CONDUCT

Parents/guardians are responsible for reviewing the following rules and consequences with their children before the start of class.

### RULES & EXPECTATIONS

1. Practice safety in the studios and galleries.
2. Be kind and respectful to teachers and classmates. Remember to social distance.
3. Help clean up your workspace after every project and wash hands frequently.
4. Take part in all activities.
5. Have fun! 😊

### CONSEQUENCES

- 1st Teacher speaks with student about inappropriate behavior.
- 2nd Student sits out for quiet time and teacher speaks with parent/guardian after class.
- 3rd Student may be removed from program entirely and/or may only be readmitted if a caregiver accompanies the student for the remainder of class.

**Studio Notice:** Please avoid bringing toys and other distractions in the studio. Smart devices must be turned off or on silent.

## EVALUATIONS

**HOW WAS CLASS?** Students and/or caregivers may be asked to complete a survey via email. We value your opinion and would greatly appreciate you taking the time to help us improve our program and exceed your expectations!

# VMFA Youth & Teen Studio Programs - Frequently Asked Questions

For general museum information about COVID-19, visit <https://www.vmfa.museum/covid-19/>

## General FAQ's for Youth & Teen Studio Classes

### **Will programs be online or in-person?**

Both! We understand that individual families have different needs and levels of comfort. Many of the Youth & Teen Studio programs will be offered in-person but there are options for online classes, as well. Please check online for the most up-to-date information, [www.vmfa.museum/youth-studio](http://www.vmfa.museum/youth-studio).

### **Is there a difference in cost for in-person and online classes?**

No. The online classes are designed using a similar format and supplies as in-person classes. Registration fees are based on the average cost of supplies and faculty compensation.

Note that depending on COVID-19 numbers and state regulations, onsite class options may be cancelled. In that event, students will receive a refund or be offered a place in an online class should that be of interest.

### **What signs or symptoms should I be aware of prior to attending an in-person class or visiting the museum to pick up art supplies for an online class?**

No one should attend a class or visit the museum if they feel sick or have been in contact with someone with suspected or confirmed COVID-19. If students, parents/guardians, faculty, or staff can answer YES to one or more of the following questions within 24 hours of class or a pick up time, they should not report to the museum:

- Have you or a member of your household been in contact with someone in the past 14 days with suspected or confirmed COVID-19?
- Do you or a member of your household have a new:
  - Fever (100.4°F or higher) or a sense of having a fever?
  - Cough that cannot be attributed to another health condition?
  - Sudden shortness of breath that cannot be attributed to another health condition?
  - Sudden chills that cannot be attributed to another health condition?
  - Sore throat pain that cannot be attributed to another health condition or allergies?
  - Muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?
  - Headache that cannot be attributed to another health condition?
  - Fatigue that cannot be attributed to another health condition?
  - Gastrointestinal discomfort (nausea, vomiting or diarrhea)?
  - Loss of sense of smell and/or taste due to an unknown cause?

Note: As COVID-19 symptoms take time to present, all students and faculty will receive a survey via email 5-7 days following the end of the last class session to screen for these symptoms and exposure.

### **What should I do if my child is ill?**

Please keep your child 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 Visitor Services via [email](#) or phone 804.340.1405 as soon as possible to discuss cancelation and registration options.

Students may not attend an in-person class or visit the museum until they can answer the screening questions above or show a negative COVID-19 test result. VMFA follows the Center for Disease Control (CDC) guidelines on when it is safe to be around others.

You can be around others after:

- 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)

Complete CDC guidelines: [When You Can be Around Others After You Had or Likely Had COVID-19](#)

### **What if my child misses a class?**

Please mark your calendars. VMFA does not provide refunds or allow transfers for missed classes. If your child is not feeling well or has symptoms of COVID-19, however, please contact Visitor Services via [email](#) or phone 804.340.1405 prior to class, if possible, and VMFA may waive this policy.

### **What if an instructor is unable to teach a class due to illness?**

If an instructor is not well, VMFA will find a substitute or cancel the class. Any signs, symptoms, or positive COVID-19 test will require two negative test results prior to return, along with no sign of symptoms or temperature. If a cancellation occurs, participants will be notified as soon as possible and given a refund.

### **Whom may I contact if I have questions regarding studio classes for children or teens?**

Please email [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum).

## **FAQ's for In-Person Youth & Teen Studio Classes at VMFA**

### **What precautions is the museum taking to reduce the risk of COVID-19 for youth and teen in-person classes?**

- Youth & Teen Studio class sizes have been reduced to no more than 8 students per session.
- Face masks, worn over the nose and mouth, are required for students at all times. Teachers will also wear masks and/or face shields that cover the face at all times.
- Practice social distancing at all times. Studio seating provides at least 6-feet of physical distance or a clear dividing wall between tables so students can safely learn and create.
- VMFA has implemented a "no contact" student check in and check out process, which includes a brief screening.

- VMFA Faculty and Studio Staff are screened prior to class.
- Only staff and registered students enter the studio. To keep occupancy low, caregivers, siblings, and other visitors are not allowed in the studios.
- Provide hand soap, hand sanitizer, disposable face masks, disinfectant wipes, gloves, and other PPE to students and faculty, as needed.
- Clean and disinfect studios, equipment, and frequently used areas before and after class, as well as during class, as necessary.
- Students will not share supplies or workstations. Any materials used in class that cannot be properly disinfected will be discarded or offered to students to take home.
- For safety, all water fountains at VMFA are out of service. Students may bring bottled water from home or request a bottle of water, if needed.

### **What is VMFA doing to ensure that studios are kept clean and safe?**

- VMFA Housekeeping Staff will: thoroughly clean studios, restrooms, and high-traffic areas; restock supplies such as soap, hand sanitizer, and paper towels; and remove trash and recycling daily.
- VMFA Education Staff and/or Faculty will use approved disinfectant cleaner, wearing disposable gloves, to wipe down or wash: check in stations, door handles, tables, table dividers, chairs, sinks and wash stations, counters, and reusable art supplies before and after each class, and as needed.
- Clean frequently touched surfaces such as workstations, door handles, and sink areas throughout class, when possible.
- Use disposable products in place of shared supplies, when possible (e.g. paper plates instead of paint palettes).
- Sanitize all tools and supplies that can be reused for another class, such as scissors and easels.
- Require hand washing or sanitizing upon arrival and departure and throughout class, especially after touching face, nose blowing, sneezing, or coughing. Handwashing stations and hand sanitizers are available in all studios and restrooms.
- Encourage students to clean up after themselves after each project.
- Discard any leftover materials or items that cannot be properly disinfected for reuse; this includes artwork and other objects that are forgotten in studios after dismissal.

### **How can I prepare my child for an in-person class?**

Please talk to your child about wearing a mask 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 with a tissue or sleeve when sneezing and coughing. Take your child's temperature and check for signs and symptoms prior to class. (If they have a fever of 100.4°F, they cannot come to class.) Students should use the restroom and wash their hands before check in. We ask that participants wait patiently on a floor marker until it is time to check in. For youth classes, caregivers will assist with a brief screening. We also encourage families to visit the museum at their leisure so children feel more comfortable and familiar with the space prior to taking their first class.

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

Wearing a mask can be tough for some kids, but be patient. For younger children, use simple words to explain the importance of wearing a mask and caring for others. Set a good example for your child and allow them time to get used to wearing a mask. You may want to test different styles, if available, and ensure that their mask fits comfortably. 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 being a superhero and even dress in costume, or pretending to be an art conservator who has to wear protective gear while working with special materials.

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

### **What is the check in process like?**

VMFA has implemented a “no contact” check in process. Upon arriving, we ask that families practice 6-foot physical distancing and wait patiently on a floor marker to be checked in. Staff will either walk around or have you approach the sign in station to verbally confirm registration and participate in a brief COVID-19 screening. The screening includes a few questions about symptoms along with a voluntary, touchless forehead temperature check.

### **Will temperature checks be conducted at VMFA?**

For youth and teens enrolled in classes (and their teachers), yes – a voluntary, touchless forehead temperature check will be conducted during check in. Otherwise, temperature checks are not required for visitors, as studies have shown that it is not an accurate enough indicator for COVID-19 and may exclude those with higher body temperatures due to medical conditions. Based on CDC reports, however, a fever is the most frequently reported symptom in children. Therefore, an exception has been made for Youth and Teen Studio Programs. A student or student’s guardian, however, may decline a temperature check due to medical or other reasons without question.

Students with a fever of 100.4°F or higher and/or other signs of illness will not be admitted to class.

### **Will classes visit the galleries or special exhibitions?**

No, classes will not be visiting galleries or other areas of the museum as a group at this time. As an alternative, teachers are providing visual resources for inspiration, as well as gallery maps to encourage students and families to visit the galleries after class or at their leisure.

### **What is VMFA’s protocol if a student or teacher exhibits symptoms of COVID-19 during a youth or teen 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. VMFA will 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, the parent or guardian will be contacted right away and instructed to meet in front of the museum or the Pauley Center (based on the location of class) and remain in their vehicle or stand outside at a designated location. Staff will bring the child to their vehicle or meet outside and check for a valid ID before releasing the child to their parent or guardian.

A student who is symptomatic cannot return to the program until they show a negative COVID-19 test result within 72 hours of class, a doctor's note, or have 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. Caregivers will be notified right away and asked to pick up their children from the museum.

Note: If symptoms become life threatening (i.e. trouble breathing, severe chest pain, inability to stay awake, blueish lips), VMFA Security Staff will respond to the emergency immediately and contact 911, if necessary, while VMFA Education Staff contacts the parent/guardian.

### **What if there is a positive case of COVID-19 in a student, faculty, or staff member?**

If a student, faculty, or staff member has a positive test result, all students, families, and staff will be notified via email within 24 hours. VMFA will follow all guidelines set by the Virginia Department of Health and CDC. Employees cannot report back to work until they demonstrate two negative COVID-19 tests, along with no symptoms or temperature. Classes may be suspended as a matter of safety, pending further details.

Closure of the studio, restroom, and/or other areas where a symptomatic individual was present may be necessary for deep cleaning and disinfection. All items that cannot be disinfected and cleaned will be disposed of, which includes student artwork.

## **FAQ's for Virtual Youth & Teen Studio Classes (Online)**

### **Can you tell me more about online programs?**

This information will be available soon! We're very excited to launch new, virtual programming. Please check back on August 17 for updates and detailed information.

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



# EMERGENCY INFORMATION FORM | VMFA YOUTH & TEEN STUDIO PROGRAMS

Student's Full Name \_\_\_\_\_ Gender  Female  Male  Non-binary  
Prefers To Be Called \_\_\_\_\_ Preferred Pronoun \_\_\_\_\_ Age \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_  
Title of Camp/Class\* \_\_\_\_\_

\*A new form is collected at the **beginning of each camp** in order for the instructor to retain immediate access to your child's up-to-date emergency information. If your child is attending multiple camps and the information remains the same, we recommend making copies.

Parent/Guardian \_\_\_\_\_ Cell/Primary # ( ) - \_\_\_\_\_  
Street Address \_\_\_\_\_ Secondary # ( ) - \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Other Emergency Contact \_\_\_\_\_ Cell/Primary # ( ) - \_\_\_\_\_  
Relationship to Student \_\_\_\_\_ Secondary # ( ) - \_\_\_\_\_

Other Person(s) Authorized to Pick-up Student (You may include family members, carpool drivers, friends, etc.)

1. Name _____	Phone # ( ) - _____	Relationship _____
2. Name _____	Phone # ( ) - _____	Relationship _____
3. Name _____	Phone # ( ) - _____	Relationship _____

**Pick-up Notice:** Students (under 13 yrs.) must be picked up promptly at the end of class by an authorized pick-up person with a Photo ID. Late departures may result in dismissal from the program. If your child is not picked up within 10 minutes, VMFA staff will attempt to contact you, followed by the other contact and authorized pick-up person(s). If VMFA staff cannot reach contacts within 30 minutes, the student will be escorted to security staff who will then determine the next course of action. If you are running late, please call **804.340.1438** and **804.340.1331**.

Family/Primary Doctor \_\_\_\_\_ Office Phone # ( ) - \_\_\_\_\_  
Dentist (optional) \_\_\_\_\_ Office Phone # ( ) - \_\_\_\_\_  
Insurance Provider \_\_\_\_\_ Insurance ID # \_\_\_\_\_

Known Allergies \_\_\_\_\_ Reactions \_\_\_\_\_

Medical Conditions \_\_\_\_\_ Current Medications \_\_\_\_\_

Developmental Conditions \_\_\_\_\_ Special Needs \_\_\_\_\_

Please list any emergency self-carry medications and complete the accompanying instruction sheet:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any additional information to share with the teacher that would help your child have a successful camp experience?

\_\_\_\_\_  
\_\_\_\_\_

*"I certify that the information provided above is accurate. I have read and understand the content provided in the Studio Programs Information Sheet and have reviewed the Studio Rules and Consequences with my child. My child has permission to participate in all program activities. While VMFA and its instructors make every effort to provide a safe learning environment, I understand that there is always the risk of an accident. I will not hold the museum responsible for any accident or injury that may result during these activities. In the event of any medical emergency, I authorize VMFA Staff to administer first aid and/or to seek emergency medical treatment for my child."*

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 Parent/Legal 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 \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_