



## VMFA'S CURIOSITY CAMPS FOR 3-5 YEAR OLDS

Greetings Campers and Caregivers - we are looking forward to seeing you soon! In this packet, you will find helpful information on camp procedures and required forms, along with FAQ's and COVID-19 Safety Protocols. Please note that protocols are subject to change; any updates will be emailed to you at least one week prior to the start of camp and posted online at [www.vmfa.museum/youth-studio/youth-summer-guidelines](http://www.vmfa.museum/youth-studio/youth-summer-guidelines).

### WHAT TO BRING

#### FORMS

Required forms (listed below) must be completed by a parent or legal guardian and **submitted in-person on the first day of camp**. Having forms completed and ready to submit upon arrival will help speed up the check-in process. Blank forms will also be available on-site, if needed.

**The Emergency Information Form** allows us to learn more about your child and keep him/her safe. It must be completed by a parent or guardian and submitted in-person on the first day of every camp.

**The Emergency Medication Permission Form (if necessary)** should be completed if a student is to self-carry a medication for use in the event of an emergency.

- **Clearly written instructions on the administration of medicine must be provided by the parent or legal guardian.**
- It is strongly advised that if your child will bring emergency medication, VMFA staff is notified at least two weeks ahead of the program via email: [earlychildhood@vmfa.museum](mailto:earlychildhood@vmfa.museum).
- If your child has an allergy of any kind, it is important to inform VMFA staff on the first day of camp. If it is a serious life-threatening allergy, we welcome you to remain on campus while your child is participating in the program.

**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 the parent or legal /guardian.*

**The Photography Release Form** gives us permission to include your child in photos that document the daily activities of camp. Staff share these, along with quotes, with caregivers via a Google photo album. From time to time VMFA photographers document the camp for website and advertising purposes.

#### PHOTO ID

All authorized adults planning to pick up children from camp are required to show a valid ID during checkout each day.

#### SNACK

Campers should bring a small, healthy snack to eat and a water bottle for snack time. Snacks will be stored in children's cubbies.

**Health & Food Notice:** For the health and safety of others, students cannot share food. Masks can be removed during snack break. Snacks will be eaten outside, weather permitting. Please avoid bringing foods with traces of peanuts and tree nuts. We also ask that caregivers be mindful of other children who may have potentially life-threatening allergies.

#### CHANGE OF CLOTHES

On the first day of class, campers should bring an extra set of clothes complete with a shirt, pants, underclothes, and socks. The extra set of clothes will be stored in your child's cubby for the duration of the camp.

#### MASKS

Be a superhero and wear a mask! At VMFA, face masks are required in effort 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 masks, shields, and other personal protective equipment are available in the studios, if needed. (Campers will be able to take mask breaks throughout the day.)

## WHERE TO PARK

Allow ample time to park, walk to the building, and check in before the start of camp, *especially on the first day*. The VMFA Parking Deck is free for members and free for the first 30 minutes for nonmembers; after that, it is \$6 to park for the day. You may also choose free parking along the street.

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

## WHERE TO GO

### CAMP LOCATION

Camps take place in the **Art Education Center** studios inside the museum (or the Pauley Center building for teen summer classes). VMFA staff will be onsite to help direct visitors. We strongly recommend that caregivers familiarize themselves and their children with the area *prior to the first day of camp*.

### UPON ARRIVAL

Use the **Student Entrance** (left of the main entrance) to access the **Art Education Center**, as the rest of the building is closed to the public (VMFA hours of operation are Mon–Sun, 10 am–5 pm, with extended hours Wed–Fri until 9 pm). Please be aware that after 10 am, however, this entrance may be used as an “EXIT ONLY” until further notice.

## WHAT TO WEAR

### ART ATTIRE

Wear clothing that is appropriate for an art studio (camp can be messy). Comfortable, closed-toed shoes are recommended. We also encourage dressing in layers or bringing a long-sleeved shirt—while it may be hot outside, it’s often cool inside!

## CAMP POLICIES + PROCEDURES

**CHECK-IN** Upon arrival, please wait in line, and practice 6-ft physical distancing while we verify paperwork or welcome students to camp. Note that our process has been modified to include a “no contact” check-in, verbal COVID-19 screening, and voluntary temperature check. We kindly ask for your patience, as this process takes time. Drop-off and pick-up times have been extended in effort to reduce crowding. Masks are required for everyone (ages 2+) while inside the museum.

- Don’t forget the Emergency Forms on the first day.
- Campers must be checked in by an authorized adult who will assist with COVID-19 screening each day.
- Physical distancing of 6ft is essential. Please be mindful of your space and others, especially while waiting in line.
- For everyone’s health and safety, **only students, staff, and interns are typically allowed in the studios** (no caregivers or siblings).

### CHECK-OUT

When campers are ready for dismissal, a staff person will begin the checkout process. Please form a single line for check out. We ask that you continue to be respectful of other families by providing at least 6ft of physical distance and allowing room for existing traffic. Staff will check IDs while you wait and gather students every few minutes.

- Authorized adults are required to show a **valid Photo ID** before we can release a camper from the studio.
- Checkout is located in the **Art Education Center**.
- Plan for extra time on Fridays, as students bring most of their artwork home at the end of the week. Feel free to bring extra boxes or large bags to carry belongings home.
- If you need to pick up your child early from camp, we ask that you make arrangements during check-in, when possible. Otherwise, camp staff may not always be available to assist you right away.
- In the **event of an emergency, phone Visitor Services at 804.340.1405** and ask them to radio camp staff.

### TIMELY PICKUP

Pick-up time begins promptly at the end of camp (noon). Late pick-ups may result in dismissal from the program. If your child is not picked up within 10 minutes, VMFA staff will attempt to reach you, the pick-up person for that day, and other contacts. If you are **running late**, leave a message at **804.340.1343**.



#### **CANCELLATION POLICY**

Curiosity Camps are non-refundable and cannot be transferred to another camp. Be sure to mark your calendar and save your confirmation email upon registering for camp(s). Refunds for missed programs are not available.

#### **CAMP CONDUCT**

Please review the following information with your children before the start of camp:

#### **RULES**

1. Be kind – to teachers, classmates, and materials.
2. Be careful and safe - in the studios, galleries and museum grounds.
3. Have fun! ☺

#### **CONSEQUENCES**

We use positive reinforcement and logical consequences for challenging moments. We engage children in a dialogue about behavior, allowing them to have a constructive role in solving and fixing problems. VMFA staff will inform parents when behavioral issues arise.

#### **EVALUATIONS**

Students and/or parents will be asked to complete a survey at the end of camp. We value your opinion and greatly appreciate you taking the time to help us improve our program and exceed your expectations.

#### **QUESTIONS**

**EMAIL** [earlychildhood@vmfa.museum](mailto:earlychildhood@vmfa.museum)

**PHONE** 804.340.1343



## VMFA EARLY CHILDHOOD SUMMER CAMPS: COVID-19 PROTOCOLS

(For general museum information about COVID-19, visit [www.vmfa.museum/covid-19](http://www.vmfa.museum/covid-19))

### EARLY CHILDHOOD EDUCATION PROGRAMS RESPONSE TO COVID-19

VMFA camp staff are committed to providing a safe and healthy space for our students, teachers, staff, volunteers, and visitors. While there is an inherent risk of exposure to COVID-19 during any in-person program, we take serious effort to mitigate this exposure. Camps and classes have been modified based on recommendations from the Centers for Disease Control and Prevention, the Virginia Department of Health, and other trusted resources. Some of our most effective practices include mask wearing, physical distancing, hand washing, frequent cleaning, and limiting the numbers of individuals per space. Furthermore, no teacher or student is permitted in the studios if they feel ill or have any COVID-19 symptoms or potential contact.

**Please note, as the COVID-19 situation in Virginia continues to evolve** protocols for Early Childhood Education Programs are subject to change at any time. For the most up-to-date information, visit [www.vmfa.museum/youth-studio/guidelines](http://www.vmfa.museum/youth-studio/guidelines) and click on the appropriate program or season.

### COVID-19 SYMPTOMS & SCREENING QUESTIONS

Please self-screen prior to attending camp or class. If a student, caregiver, teacher, or other camp staff can answer “YES” to one of the following questions within 24 hours of class, they should remain home and notify VMFA [Early Childhood Staff](#) of their absence.

- 1. Have you or a member of your household been in contact with someone in the past 14 days with suspected or confirmed COVID-19?**
- 2. Do you or a member of your household have any of the following symptoms that cannot be attributed to health conditions?**
  - Fever (100.4°F or higher) or chills
  - Cough
  - Sudden shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### HEALTH & SAFETY PRECAUTIONS

While the following list is subject to change based on updated recommendations and restrictions, here are some of the changes and precautions we have taken in effort to reduce the risk of exposure to COVID-19 during our programs:

- Enrollment has been reduced to six (6) or fewer students per class.
- Properly worn face masks are required for students 2 years and older, at all times, unless they are eating or physically distanced outside.
- Teachers must wear a mask and/or face shield at all times.
- Six feet of physical distancing is practiced, when possible.

- Studio seating provides at least 6ft of social distance and/or a physical barrier so students can safely learn and create.
- A “no contact” check-in process has been implemented, which includes a brief screening and no contact temperature check.
- Teachers and other staff are screened prior to class.
- Only registered students, teachers, and staff are allowed in the studios. To keep occupancy low, caregivers, siblings, and other visitors may not be permitted.
- Products such as hand soap, hand sanitizer, disposable masks, disposable face shields, disinfectant wipes, gloves, and other PPE are readily available to students and staff, as needed.
- Air purifiers are installed in all the studio and classroom spaces, museum ventilation systems meet approved standards.
- Teachers and staff clean and disinfect studios, equipment, and frequently touched surfaces before and after each class, as well as during class, when necessary.
- Students do not share supplies or workstations unless disinfected between uses. Students are provided art supply kits that are labeled with their name for individual use only.
- Any materials used in class that cannot be properly disinfected will be discarded or offered to students to take home.
- For safety reasons, water fountains are currently out of service. We ask that students bring bottled water from home.

#### STUDIO SAFETY & CLEANING PRACTICES

- VMFA Facility Services Associates thoroughly clean studios, restrooms, and high-traffic areas; restock supplies such as soap, hand sanitizer, and paper towels; and remove trash and recycling daily.
- Staff uses approved disinfectant cleaner to wipe down surfaces.
- Areas that are cleaned before and after each class, and often during class, include check-in stations, door handles, tables, table dividers, chairs, sinks, wash stations, counters, and reusable art supplies.
- Staff cleans 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.

#### PROTOCOL FOR POSITIVE CASE

VMFA Staff coordinates with Virginia Department of Health partners for assistance in guiding and advising us on appropriate steps to ensure the safety and well-being of our patrons, staff, and volunteers. We take the health and safety of our VMFA community very seriously.

If a student, Camp Staff member, or someone in their household, tests positive for COVID-19, all participants, parents and guardians, and VMFA Staff and Faculty will be notified, via email, within 24 hours of Camp Staff becoming informed of the positive test results. After the email is sent, you may receive a follow-up phone call by the next day to ensure you received the message.



Closure of the studio, restroom, and/or other areas where an individual with COVID-19 was present may be necessary for deep cleaning and disinfection. Based on recommendations at the time of the incident, the studio may be closed for 1 to 14 days.

- A student who tests positive cannot return to the program until they shown a negative COVID-19 test result and/or a doctor's note to the Youth & Family Studio Programs Coordinator; are fever and symptom-free for over 24 hours without assistance from a fever-reducing medication; and/or has completed appropriate quarantine. They must also receive clearance from the coordinator prior to return, who will work closely with our Human Resources Department to ensure safe practices. Email, [Lori.coffey@vmfa.museum](mailto:Lori.coffey@vmfa.museum) or call 804-340-1343
- VMFA Employees and Camp Staff cannot return to work until they demonstrate two negative COVID-19 tests. They must be fever and symptom-free for over 24 hours without assistance from a fever-reducing medication. They will also coordinate

#### PROTOCOL FOR IN-CLASS DISPLAY OF SYMPTOMS

- 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 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. The teacher will leave the premises as quickly as possible.

- In coordination with the partners at the Virginia Department of Health and the CDC guidelines at the time of the incident VMFA Camp staff will take the appropriate steps to ensure the safety and well-being of our student and staff. The teacher will not be allowed to return to teaching until the appropriate process has been completed.

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

## **IMPORTANT CLASS INFORMATION/FREQUENTLY ASKED QUESTIONS**

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

### **GENERAL FAQS**

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

Review what will happen when you arrive at the museum. Please talk to your child about wearing a mask and what it means to physically distance. Students should visit the bathroom on the way into class and wash their hands before check-in. Floor markers will help children see where to stand while waiting their turn to check in. Caregivers will assist with a brief screening. Voluntary, no-touch, temperature checks will take place prior to entering the Classroom or Studio.

#### **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.

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

Gallery visits are tentative at this time, or until social distancing recommendations have been lifted. As an alternative to visiting the galleries, teachers are providing visual resources for inspiration.

#### **What does a day in a VMFA Curiosity Camp look like?**

Campers spend most of their day in play and free exploration. Children are offered choices of sensory mats, light tables, building blocks, animals, books, and art materials at the studio tables. Morning circle takes place after check-in and includes singing, class discussions and story time, after morning circle class may visit the campus, (tentatively) the galleries or continue to work on projects that are in process. Halfway through class snack time occurs, often outside if weather permits. Children either visit the Sculpture Garden, Galleries, or continue projects/play activities in the studio for the second half of class.

#### **Will my child come home daily with art projects?**

Curiosity camps are centered on the child and the group's interests. Children explore play materials, art supplies and VMFA's campus with instructors providing experiences in response to their expressed preferences. Children will draw in journals daily, however, as they are encouraged to participate and build upon activities and art as they enjoy them, they may not make art every day. All art will be compiled and ready to be taken home on the last day of camp.

#### **Will VMFA Teachers still share images and quotes via a Google Photo Album?**

Yes, teachers and staff will continue to document the events of class each day through quotes and photos. Caregivers will receive daily emails with updates to the google photo album.

#### **Does VMFA offer scholarships for Curiosity Camps?**

Unfortunately, at this time, we are unable to offer scholarships for Curiosity Camps. Scholarships are available for other Early Childhood Education programs. For more information please email [earlychildhood@vmfa.museum](mailto:earlychildhood@vmfa.museum).



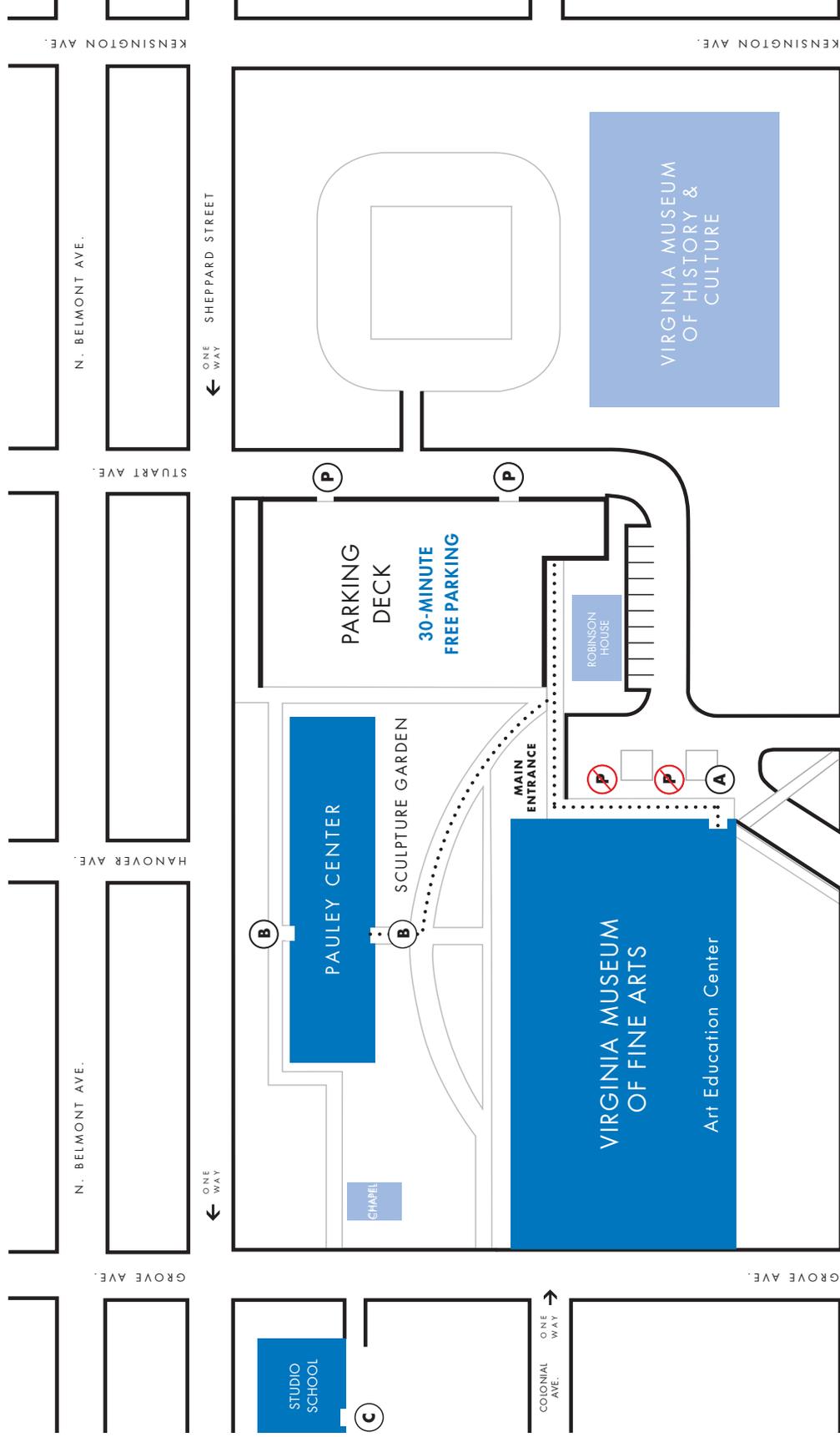
### Campus Map

## VIRGINIA MUSEUM OF FINE ARTS

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

- A** Student entrance for kids camps *before 10 am*
- B** Pauley Center entrance 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



N. ARTHUR ASHE BOULEVARD

# EMERGENCY INFORMATION FORM | VMFA EARLY CHILDHOOD PROGRAMS

Forms must be submitted during check-in on the first day of camp or class each season before your child 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, if needed.)

Student's Full Name \_\_\_\_\_ Prefers to be called \_\_\_\_\_ Pronoun \_\_\_\_\_  
Camp/Class Title(s) \_\_\_\_\_ Birthdate \_\_\_\_\_ ( Age \_\_\_\_\_ )

## Parent or Legal Guardian Contact Information

1. Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
2. Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

## Emergency Contacts in the event that the parents or guardians cannot be reached

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

## Other Adults Authorized to Pick Up such as another parent or sitter. *If there is an adult who may NOT pick up your child, notify staff at check-in.*

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

**Pick-Up Notice:** Students (under 13) must be picked up during designated times by an authorized adult with a **Photo ID**. Please do not be late as this may result in dismissal from the program. If your child is not picked up on time, VMFA staff will try to reach you immediately, followed by emergency contacts and other adults authorized to pick up. If you are running late, call **804.340.1343** to leave a message.

Insurance Provider \_\_\_\_\_ Policy Holder \_\_\_\_\_ Policy # \_\_\_\_\_

Physician \_\_\_\_\_ Phone # \_\_\_\_\_ Dentist (optional) \_\_\_\_\_ Phone # \_\_\_\_\_

## List any known allergies

1. \_\_\_\_\_ Reactions \_\_\_\_\_ Treatment \_\_\_\_\_  
2. \_\_\_\_\_ Reactions \_\_\_\_\_ Treatment \_\_\_\_\_

List any medical conditions, disabilities, or needs you would like for us to know about. Please also list any emergency self-carry medications and complete the accompanying instruction sheet. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child been stung by a bee before? \_\_\_\_\_  
\_\_\_\_\_

We'd love to learn more about this student! Tell us a little about their personality, likes (or dislikes), or anything that may help them have a successful camp experience. \_\_\_\_\_  
\_\_\_\_\_

## COVID-19 Screening | Please initial each line to confirm that you have read and understand the information below.

\_\_\_\_ I am aware of COVID-19 symptoms listed on CDC.gov and agree to keep my child home if they experience any one of these symptoms.  
\_\_\_\_ If my child comes in contact with anyone known to have COVID-19, I understand that they cannot attend camp without a negative test result.  
\_\_\_\_ If my child displays symptoms of illness during class, I will pick them up immediately. I will not return to VMFA without a doctor's note.  
\_\_\_\_ I understand that masks are required at all times (unless a doctor's note is provided); physically distanced breaks are an exception.  
\_\_\_\_ I have read and understand VMFA's Summer Camp Cancellation Policy listed in the Early Childhood Education Programs Information Packet.

*"I certify that the information provided above is accurate. I have read and understand the content provided in the **Early Childhood Programs Information Packet** and have reviewed the Studio Rules 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 and accept that there are inherent risks of accidents and being exposed to illnesses such as COVID-19. 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 treatment, I authorize VMFA Staff to administer first aid and/or seek necessary 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 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 \_\_\_\_\_



VIRGINIA MUSEUM OF FINE ARTS

**Guardian and Minor Model Release Form**  
(Age 17 and below)

Virginia Museum of Fine Arts (VMFA) frequently has photographers/videographers photographing different events, tours, and programs held at the museum for the photographic archives; photographs to be used to document the various educational programs and to be used for the museum's print and electronic promotional use such as but not limited to brochures, advertisement / announcement of events and studio classes, museum calendar, museum website, etc.

[PLEASE PRINT]

I, \_\_\_\_\_ (please print parent or legal guardian name), agree to allow the VMFA unencumbered use of photographic images or film taken of or that include myself and/or \_\_\_\_\_ (print child's / minor's name\*) for VMFA promotional use.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

\*Name of child / minor is never identified or notated in captions when photographs/videos are used

**OPT OUT**

Please do not photograph my child / minor \_\_\_\_\_ (print name of child / minor) during their museum visit. (I will notify the teacher, group leader who will discreetly identify your child to the museum's photographer or videographer at the beginning of the visit)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

**VMFA Event & Date:** \_\_\_\_\_  
\_\_\_\_\_