

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

Immersed in the rich environment of VMFA, children will explore, connect, and grow as individuals and as members of a collaborative community. In these Reggio-inspired multiple-day camps, emphasis is placed on art along with play, music and movement activities, and the museum grounds—all guided by the interests of the group.

### WHAT TO BRING

#### FORMS

Required forms (listed below) must be **submitted in-person on the first day of camp**. Completing forms in advance speeds 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 them safe. It must be 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).
- **Medical Notice:** *In an emergency, VMFA Staff will respond promptly, and a staff person will immediately attempt to reach the parent or legal guardian.*

**The Photography Release Form** allows us to include children in photos documenting camp activities to share with caregivers via a Google photo album. VMFA photographers may document the camp for web 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 daily.** Snacks will be stored in children's cubbies.

**Health & Food Notice:** *For the health and safety of others, students cannot share food. In consideration of children with potentially life-threatening allergies, foods with traces of peanuts and tree nuts are not allowed.*

#### CHANGE OF CLOTHES

**Campers should bring an extra set of clothes complete with a shirt, shorts/pants, underclothes, and socks.** These will be stored in your child's cubby for the duration of the camp.

#### MASKS

**Face masks are required during VMFA Curiosity Camps.** A face shield may be worn instead. Disposable youth masks, and face shields are available, if needed. (Campers may remove masks during daily outdoor adventures)

### WHERE TO PARK

Allow ample time to park, walk in, and check in before the start of camp. 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**, inside the museum. We strongly recommend that caregivers familiarize 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**. The rest of the building will be closed to the public (VMFA hours of operation are Mon–Sun, 10 am–5 pm, with extended hours Wed–Fri until 9 pm).

## WHAT TO WEAR

Wear clothing that is appropriate for a messy art camp. Comfortable, closed-toed shoes and a long-sleeved shirt are recommended—it's often cool inside!

## CAMP POLICIES + PROCEDURES

### CHECK-IN

Upon arrival, please wait in line while we verify paperwork or welcome students to camp. Check-in consists of a “no contact” check-in, and voluntary temperature check. We appreciate your patience!

- Don't forget the Emergency Forms on the first day.
- Campers must be checked in by an authorized adult.
- Please be mindful and Physical distance from others while waiting in line.
- **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. Staff will check IDs while you wait and gather students every few minutes.

- Authorized adults must 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.
- If you need to pick up your child early from camp, 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 first, and then 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).

## CAMP CONDUCT

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

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 empower children 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!

**QUESTIONS** EMAIL [earlychildhood@vmfa.museum](mailto:earlychildhood@vmfa.museum) PHONE 804.340.1343

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

### 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 with any in-person experience, we make sincere efforts to mitigate this exposure. We continue to implement select mitigations, specific to our programs, that have proven effective throughout the pandemic.

Following the CDC's Early Childhood Education and Child Care Guidance, the museum requires the use of masks for all participants and faculty/staff in Early Childhood Education programs. Participants and teachers, while remaining physically distant, are welcome to remove their masks outdoors.

*Please note Protocols for Early Childhood Education Programs are subject to change at any time.*

### COVID-19 SYMPTOMS & SCREENING QUESTIONS

Please self-screen prior to attending camp or class. If a student, caregiver, teacher, or other staff member 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 all participants and staff, at all times, unless they are eating or physically distanced outside.
- 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.
- 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.

## 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.
- 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.

## PROTOCOL FOR POSITIVE CASE

VMFA Staff coordinates with Virginia Museum of Fine Arts Human Resources for assistance in guiding and advising us on appropriate steps to ensure the safety and well-being of our patrons, staff, and volunteers. ***Please keep in mind that protocols are subject to change.***

If a student, Early Childhood Staff member, or someone in their households, tests positive for COVID-19, all participants and caregivers, will be notified, via email, within 24 hours of Early Childhood 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 studio(s) and other areas where an individual with COVID-19 was present may be necessary for deep cleaning and disinfection. Areas could close for the day or up to the remainder of the week or camp, dependent upon the severity of the case.

- A student who tests positive cannot return to the program until they have shown a negative COVID-19 test result and/or a doctor's note to the Early Childhood Education 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
- A Staff person who tests positive for COVID-19 must be cleared by HR; staff cannot return to work until their symptoms subside and they have received two negative PCR tests within 24 hours after completing 10-14 days of quarantine.

## 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 removed from the group and required to leave the museum as soon as possible.

**Should a student become ill**, staff will contact the caregiver and arrange for immediate pickup. In the meantime, the student will be removed from camp and in the care of camp staff.

**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 the event that symptoms become life threatening*** VMFA Security Staff will dispatch EMS and provide first aid; Camp Staff will immediately begin contacting the parents or legal guardians.

## IMPORTANT CLASS INFORMATION/FREQUENTLY ASKED QUESTIONS

## **GENERAL FAQs**

### **How can I prepare my child for 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. 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 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?**

Yes, Curiosity Camps will visit the galleries, often daily.

### **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, 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 an email at the beginning of the week, mid-week and at the end of the week, with updates to the google photo album. Teachers always appreciate your feedback and comments when reviewing the 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).

# 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. If your child is not picked up on time, VMFA staff will try to reach you immediately, followed by emergency contacts and others 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 you would like for us to know about. Please also list any emergency self-carry medications and complete the accompanying medical sheet. \_\_\_\_\_  
\_\_\_\_\_

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

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 displays symptoms of illness during class, I will pick them up immediately. I will not return to VMFA without a doctor's note/negative test.

\_\_\_\_\_ I understand that masks are required indoors (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 Studio 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**. 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 \_\_\_\_\_



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:** \_\_\_\_\_  
\_\_\_\_\_



## 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 \_\_\_\_\_



- A** Student entrance for kids summer camps
- B** Pauley Center entrance for teen summer classes
- C** VMFA Studio School entrance
- P** Parking Deck entrance
- Handicapped parking
- Walkways
- Main walkway from Parking Deck

**Campus Map** | VIRGINIA MUSEUM OF FINE ARTS  
200 N. Boulevard | Richmond, Virginia 23220

