



VIRGINIA MUSEUM OF FINE ARTS

YOUTH STUDIO PROGRAMS | SUMMER CAMP INFORMATION PACKET 2022

VMFA'S SUMMER ART ADVENTURES FOR KIDS

Can't wait to see you soon! In this packet, you will find helpful info on camp procedures, required forms, covid updates, etc. **Please note that covid protocols are subject to change.** Go to www.vmfa.museum/youth-studio/youth-summer-guidelines for updates.

WHAT TO BRING

FORMS The forms (listed below) must be completed by a parent/guardian and **submitted in-person on the first day of camp** before the student can join us. Having forms ready to submit at check-in will accelerate the process (we also have extra forms, if needed).

Emergency Information Form (required): Please complete a separate form for each child. A new form should be submitted any time you have updates or changes (i.e. a new emergency contact or allergy), or if your child is registered for a different VMFA program.

Emergency Medication Permission Form (if necessary): VMFA 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 clearly 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 via email: youthstudio@vmfa.museum. 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.

PHOTO ID (REQUIRED) Adults authorized to pick up students from camp must show a valid Photo ID at check out each day.

SNACK (OPTIONAL) Students are welcome to bring a small, healthy snack to eat during their daily break. We also recommend bringing bottled water or a refillable container from home. Break time usually takes place outdoors (with weather permitting).

Health & Food Allergy Notice: For the health and safety of others, students cannot share food. We ask that caregivers be mindful of other children who may have potentially life-threatening allergies. **To reduce the risk of accidental exposure, please avoid bringing foods with peanuts and tree nuts.**

LUNCH (CONNECT-A-CAMP PARTICIPANTS ONLY) Campers who attend **Connect-a-Camp** must bring lunch from home. This option is only available to students enrolled in both morning and afternoon camps. Please read the **Health & Food Allergy Notice** above.

ART SUPPLIES VMFA has you covered! We supply all materials and tools needed for camp. Additionally, each student is provided an art supply kit for individual use during camp. To reduce the risk of spreading germs, students rarely share supplies or work spaces. All supplies, tools, and equipment are disinfected after each use.

MASKS In VMFA's Youth Studio Programs, well-fitting masks for all participants and Camp Staff are encouraged (and appreciated) while indoors due to close proximity in the studios. Extra masks and shields are available, as needed. *Please note that protocols are subject to change at any time as we continue to assess community transmission levels.*

WHERE TO PARK

PARKING Allow ample time to park, get to the building, and check in before the start of camp, **especially on the first day.** The **VMFA Parking Deck** is free for the first 30 min; after that, it is \$6 to park for the day (or free for members). If you need extra time in the Art Education Center, Camp Staff can validate your parking ticket at the check-in area. There is also 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 are in the **Art Education Center** inside the museum (or Pauley Center for teen classes). We greatly recommend that caregivers familiarize themselves and their children with the area *prior to the first day of camp*.

Camps before 10 am: 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 10 am–5 pm daily, with extended hours Wed–Fri until 9 pm.).

WHAT TO WEAR

ART ATTIRE Wear clothing suitable for art making – *camps get messy!* Students are encouraged to bring a smock from home and wear comfortable, closed-toed shoes. Also consider bringing a long-sleeved shirt—while it may be hot outside, it’s often cool inside!

SUNSCREEN & BUG REPELLENT VMFA Staff members are not authorized to apply sunscreen or bug repellent (unless medically necessary; see forms). On nice days, students go outside for daily breaks and select activities. Please plan accordingly and apply skin protection to prior to arrival, if needed.

CAMP CHECK-IN & CHECK-OUT PROCEDURES

CHECK-IN Upon arrival, please wait patiently in line (6ft from other families, if possible) for daily check-in and health screenings. The drop off times have been extended in effort to reduce crowding. Note that masks are still encouraged for all participants.

- Have **Emergency Forms** ready upon arrival on the first day (we have extra forms, if needed; *forms take 5-8 min to complete*).
- Go to the “Camp Check-in Station” located in the **Art Education Center**.
- Morning drop off is anytime between **8:40–9:05 am** (all ages), however, we encourage the following to minimize crowds:
 - **Ages 5-8** | 8:40–8:55 am
 - **Ages 9-12** | 8:50–9:05 am
- Afternoon drop off is anytime between **12:45–1:05 pm** (all ages), however, we encourage the following to minimize crowds:
 - **Ages 5-8** | 12:45–1 pm
 - **Ages 9-12** | 12:55–1:05 pm
- **Campers must be checked in by an authorized adult** who will also assist with a brief health screening each day.
- Physical distancing is still essential for this audience. Please be mindful of your space, especially while waiting in line.
- For everyone’s health and safety, **only students and Camp Staff are typically allowed in studios** (no caregivers or siblings).

Drop off Notice: Supervision is required for children under 13 years of age. Please DO NOT allow your child to be dropped off without an adult present at check-in or staff will contact you to return immediately. Until then, your child may not participate in camp. If your child’s only option is to self-check in, contact youthstudio@vmfa.museum at least two weeks in advance for approval.

COVID-19 Case Notice: If a student or anyone in the student’s household has COVID-19 or symptoms within 10 days prior to the start of camp, please contact the camp coordinator for guidance at megan.endy@vmfa.museum or 804.340.1438.

CHECKOUT When students are ready for dismissal, Camp Staff will begin the checkout process. We ask that you wait patiently in a line at the check-in station. Please continue to be respectful of others by social distancing (6ft) and allowing space for existing traffic. Staff will check IDs while you wait and gather a few students at a time.

- Authorized adults must present a valid **Photo ID** before we can release a student from the studio.
- Check out is in the same area and check-in, located in the **Art Education Center**.
- Morning pick up is anytime between **11:45 am–noon** (all ages) but may run longer if students need extra time to gather their things; we recommend picking up at staggered times for the following groups:
 - **Ages 5-8** | 11:45–11:55 am
 - **Ages 9-12** | 11:50 am–noon
- Afternoon pick up is between **3:50–4:05 pm** (all ages) but may run longer if students need extra time to gather their things; we recommend picking up at staggered times for the following groups:
 - **Ages 5-8** | 3:50–4 pm
 - **Ages 9-12** | 3:55–4:05 pm
- Plan for extra time on Fridays, as campers tend to 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 a child becomes ill* or has another critical need for a parent/guardian during camp, staff will contact you for immediate pick-up.** Caregivers are expected to arrive within 30 min of receiving a call. (*For illnesses, please see COVID-19 Protocols.)
- 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 or urgent need, **call or text 804.868.0879** (our emergency temp line for on-duty Camp Staff).

Pick-Up Notice: Please do not be late as this may result in dismissal from the program. A timely pick up is critical in order for staff to properly clean and disinfect studios and materials between camps/after hours. If your child is not picked up on time, we will attempt to reach you immediately, followed by emergency contacts. **If you are running late, call or text 804.868.0879** (this is our temporary emergency line to reach an on-duty Camp Staff person), or call **Visitors Services at 804.340.1405** and ask them to notify camp staff.

CAMP CONDUCT

Caregivers are responsible for reviewing the following **Rules & Consequences** (below) with their children before the start of camp.

RULES & EXPECTATIONS During camp, the teacher will elaborate on 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. Practice safety in the studios, galleries, and museum grounds.
2. Be kind and respectful to teachers, Camp Staff, and peers.
3. Help clean up your workspace after every project.
4. Take part in all activities, within reason.
5. Have fun! 😊

CONSEQUENCES VMFA strives to make this program a fun and exceptional camp experience for all students. We make every effort to teach all 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.

- 1st Camp Staff speaks with Student about inappropriate behavior. Teacher will also consider adjustments that can be made to the studio environment in effort to improve Student's learning experience and ability to focus.
- 2nd Student sits out for quiet time and Camp Staff speaks with the caregiver after camp. During quiet time, Student is offered an opportunity to draw or write about how they are feeling or some 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.

CANCELLATION POLICY

Be sure to mark your calendar and save your confirmation email upon registering. Refunds will not be granted if you miss a camp or program. Fees are nonrefundable except when VMFA cancels a camp; in which case, participants will be notified via email as soon as possible. We will also follow up with a phone call to process your refund. **Please stay home if your child or anyone in your child's household has tested positive for COVID-19.** If there has been a close contact with a person who has COVID-19 (or symptoms) within 10 days of class, contact youthstudio@vmfa.museum or call Megan Endy at 804.340.1438 before visiting the museum.

For youth/teen camps only: VMFA charges \$30 to transfer (pending availability), or deducts \$50 from the cancellation refund per camp. Transfers and cancellations must be made at least two weeks prior to the start of camp; otherwise, full payment is required.

SCHOLARSHIPS

SCHOLARSHIP APPLICATION FORM Email youthstudio@vmfa.museum or phone 804.340.1331 to request an application.

EVALUATIONS

HOW WAS CLASS? 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.

QUESTIONS

EMAIL youthstudio@vmfa.museum | **PHONE** Megan L. Endy, **804.340.1438** or Alex Parrish, **804.340.1331**

VMFA YOUTH & TEEN SUMMER CAMPS: COVID-19 PROTOCOLS

For general museum information about COVID-19, visit www.vmfa.museum/covid-19

YOUTH & TEEN STUDIO PROGRAMS RESPONSE TO COVID-19

The VMFA Youth & Teen Studio staff is committed to providing a safe and healthy environment for our students and teachers. While there is an inherent risk of exposure to COVID-19 with any in-person experience, we make sincere effort to reduce this exposure. Programs and procedures are continually being accessed and modified based on recommendations from the CDC, VDH, and other sources. We may also maintain select mitigations specific to our programs that have proven effective throughout the pandemic.

Due to close proximity in the studios, we encourage participants and Camp Staff to continue mask wearing while indoors during camps and classes. Along with mask recommendations in Youth & Teen Studio Programs, we physically distance when possible, clean frequently, practice good hand-hygiene, and limit the number of people in the each studio.

Please be aware that protocols for Youth & Teen Studio Programs are subject to change at any time. Updates will be posted online at www.vmfa.museum/youth-studio/guidelines (as time permits).

COVID-19 SYMPTOMS & SCREENING

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 Camp Staff](#) of their absence.

- 1. Have you or a member of your household been in contact with someone in the past 10 days with suspected or confirmed COVID-19?**
- 2. Do you or a member of your household have any COVID-19 or other viral symptoms (that cannot be attributed to other health conditions) such as:** fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle aches, headache, loss of taste or sense of smell, sore throat, congestion, runny nose, nausea, or stomach issues?

HEALTH & SAFETY PRECAUTIONS

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

- Enrollment has been reduced and only registered students and staff are permitted in the studios.
- Well-fitting masks are still encouraged (and appreciated) indoors, regardless of vaccination status.
- All Camp Staff members are screened daily and strongly encouraged to wear masks and/or face shields while in the studios.
- Physical distancing is practiced, when possible.
- Studio seating typically provides physical distance and/or physical barriers so students can safely learn and create.
- A “no contact” check-in process has been implemented, which includes a brief health screening.
- Hand soap, sanitizer, extra masks, disinfectant wipes, and other PPE are readily available to students and staff, as needed.
- Teachers and staff routinely clean and disinfect studios and equipment before and after class and as necessary.
- Students do not share supplies or workstations unless disinfected between uses. In most cases, art supply kits are assigned to individual students for their use only throughout each camp or class.
- In addition to proper ventilation throughout the buildings, all youth and teen studio spaces have individual air purifiers.
- Students are asked to bring refillable water bottles from home (but may also request water, if needed). Drinking directly from water fountains is not recommended during camps.

STUDIO SAFETY & CLEANING PRACTICES & PROTOCOLS

- VMFA Facilities Services thoroughly cleans the area, restocks supplies, and removes trash and recycling daily.
- Camp Staff frequently cleans and disinfects high-touch surfaces, including check-in stations, door handles, tables, etc.
- All tools and supplies that can be reused are properly disinfected between uses.
- Handwashing or sanitizing is required upon arrival and before snack or lunch break. Good hand-hygiene is also encouraged.
- Students are instructed to clean up behind themselves (within reason) after each project.

- Items and materials that are left in the studios after class or camp that cannot be properly disinfected for reuse may be discarded; this includes artwork, snack bags, and other possessions that are left behind at the end of the week.

PROTOCOL FOR POSITIVE COVID-19 CASES

At VMFA, the safety of our students and families is very important to us as is transparency and communication. Our Youth & Family Studio Programs Coordinator works directly with our Human Resources Dept. (HR) for guidance regarding COVID-19 mitigations, exposures, and cases. ***Please note that protocols are subject to change.***

A student who tests positive for COVID-19 should not return to the museum until the appropriate CDC recommendations have been met or until they have clearance from the camp coordinator (megan.endy@vmfa.museum or 804.340.1438) who will work closely with the family alongside VMFA's HR Dept. A negative test result, doctor's consent, or completion of recommended quarantine may be necessary to return. The student must also have little to no symptoms remaining and be fever-free for over 24 hours without assistance from a fever-reducing medication. Upon return, the student may be asked to wear a well-fitting mask.

If the student was present in class within a day of testing positive or having symptoms, an email alert will be sent to individuals registered for that same camp or class using the email address provided at the time of registration. The camp or class will likely continue uninterrupted, however, we support families who would prefer to stay home. A prorated refund can be granted for students who opt out of camp due exposure in the studio. In the event of a spread or severe case, we may need to temporarily close the studios or cancel the program. The email will provide further guidance at that time.

A Camp Staff person who tests positive for COVID-19 must be cleared by HR; staff cannot return to work until symptoms subside and they receive two negative PCR tests within 24 hours after completing 10-14 days of quarantine.

If an instructor was in class within a day of testing positive or having symptoms, an email alert will be sent to individuals registered for their camp or class. Another teacher will substitute teach and the camp or class will otherwise continue uninterrupted; however, we will support families who would prefer to stay home. A prorated refund can be granted for students who opt out of camp due exposure in the studio. In the event of a spread or another teacher is not available, we may need to temporarily close the studios or cancel the program. The email will provide further guidance at that time.

PROTOCOL FOR STUDENTS & STAFF EXHIBITING SYMPTOMS OF COVID-19 DURING CLASS

Students or Camp Staff showing moderate to severe symptoms of COVID-19 will be separated from the group and will need to leave the museum. Close contacts will be notified and guided accordingly; safety and cleaning protocols will also go into effect.

Should a student become ill during class, staff will contact the parent/guardian and arrange for immediate pick up. In the meantime, the student will be isolated from peers and in the care of Camp Staff.

*A student who has symptoms of covid may need clearance before returning to camp or class which could include a negative test result, doctor's consent, or completion of recommended quarantine. The student must also have little to no symptoms remaining and be fever-free for over 24 hours without assistance from a fever-reducing medication.

Should a teacher become ill during class, they will need to leave the premises as quickly as possible and a Camp Staff member will take over teaching and may relocate students, if needed. Depending on the severity of the situation, caregivers may be contacted and asked to pick up their children early. VMFA staff will follow-up with further details and guidance as it becomes available.

*Camp Staff will take the appropriate steps to ensure the safety and well-being of our students. The teacher will be required to stay home and coordinate with their supervisor and HR; they cannot return to work until all necessary protocols are complete.

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 guardians, followed by emergency contacts until someone has been reached.

ADDITIONAL INFORMATION

For further questions about youth or teen summer programs protocols, email youthstudio@vmfa.museum or call 804.340.1438.

We also encourage you to continue following community levels and recommendations outlined by the [Centers for Disease Control](#). You may also visit the [Virginia Department of Health](#) for information as it pertains to the Commonwealth of Virginia. In general, please heed the advice of health professionals and stay home if you are sick.

VMFA YOUTH & TEEN SUMMER CAMPS 2022: FREQUENTLY ASKED QUESTIONS

For updates to youth or teen studio programs guidelines, visit www.vmfa.museum/youth-studio/guidelines

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

Please review the **Youth or Teen Studio Programs Information Sheet**. On the first day of camp, we collect forms and verify registration. Health screening is conducted daily upon arrival. We also check IDs at pick up each day (for kids' camps). Drop off and pick up times are extended to reduce crowding. Masks and distancing are still encouraged indoors due to close proximity.

What if I need to reach my child in the event of an emergency or I'm running late to pick up?

Call or text 804.868.0879! This is our temporary emergency line that will connect you directly to a Camp Staff person on-duty while programs are in session. *(Please do not use this number for general inquiries; instead, call 804.340.1438 or 804.340.1331.)* You can also contact Visitors Services at 804.340.1405 and ask them to notify us.

Our plans have changed – can I get a refund or transfer to another camp or class?

VMFA does not grant refunds or allow for transfers or substitutions once registration is complete. Fees are nonrefundable except when VMFA cancels a class; however, the following exception applies to **Youth and Teen Summer Camps only**:

For transfers, there is a \$30 fee to switch a camp (but only if another camp becomes available). For cancellations, \$50 is deducted from the registration fee per refund. **Transfers and cancellations must be made at least two weeks (or 14 days) prior to the start of camp or class; otherwise, full payment is required.**

What happens if my child misses a camp or class?

We'll surely miss them! Please mark your calendars upon registration. VMFA does not provide refunds or allow transfers for missed classes. Even if someone misses a class, they still occupy that reservation which prohibits others from enrolling.

We can sometimes make a take-home kit or gather select materials from the day's lesson for a student, *if notified the same day.*

If your child is not feeling well or has symptoms of COVID, contact youthstudio@vmfa.museum or **804.340.1438** for guidance. If your child tests positive, you may be eligible for a refund. *Please also review Youth & Teen Summer Camps: COVID-19 Protocols.*

What should I do if my child is sick?

Please, stay home! Any signs of illness or symptoms of COVID-19 should be taken seriously. Consult your doctor or pediatrician for medical advice based on your child's symptoms. Contact youthstudio@vmfa.museum or **804.340.1438** as soon as possible to discuss cancellation and registration options. If your child tests positive for COVID-19, you may be eligible for a refund.

What happens if a teacher is out sick?

If a teacher is not well, they must follow the appropriate protocols and receive clearance before returning to work. In the meantime, a substitute teacher will be reassigned to the camp or class. If no other teacher is available, we will notify participants as soon as possible and provide a full refund.

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

Unless your child has a medical condition or other need that requires an aide, caregivers are not permitted. Only registered students and staff are allowed in the studios in effort to keep occupancy low and mitigate the spread of COVID-19.

Does my child have to wear a mask?

We still encourage (and appreciate) well-fitting masks to be worn by all students and staff in Youth & Teen Studio Programs while indoors due to close proximity. Extra masks and face shields are available in the studios, if needed.

Do students get mask breaks?

Yes, students in the kids camps have daily breaks and can remove masks to eat and drink, or as needed. Most breaks take place outside (weather permitting). Teens are welcome to take mask breaks at their leisure.

Will any of the camps be outside?

All of our camps and classes meet indoors, however, we love going outside! We usually have our daily breaks (for kids) outdoors, plus teachers will regularly teach lessons on the lawn or in the Sculpture Garden (weather permitting, of course). If sun exposure or insect bites are a concern, you may want to consider applying skin protection prior to arrival.

Do you offer before or after care?

No, we are unable to offer childcare at this time due to limited studio space, camp staff, and museum operating hours.

My child is only registered for one camp but I need a little extra time. Can I just sign them up for *Connect-a-Camp*?

No, *Connect-a-Camp* is only available to students registered for a full day of camps (both morning and afternoon). We are unable to accommodate additional check-ins or check outs at this time.

Why don't you offer camps for every age group in morning like you do in the afternoon? I want to register all of my kids for the same week but they're different ages and one is always left out!

We hear you and understand your frustration! The summer camp program, however, is just one of many fantastic programs that VMFA has to offer. The Art Education Center studios are shared spaces and, in the mornings, one of the rooms is occupied. Contact megan.endy@vmfa.museum for questions or assistance, if needed.

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

Look for another class or wait until they are old enough; please do not register for a program that is designed for a different age group. Camps and classes are tailored to specific audiences, with age appropriate projects and supplies. Students also prefer to be with peers closer to their own age, particularly teens. In the event that a student attempts to check-in to a camp or class that is intended for another age group, they will likely be turned away upon arrival and their spot offered to someone on the wait list. Please contact youthstudio@vmfa.museum for questions.

I'm trying to sign up for more camps but having trouble registering – what do I do?

First, check availability online. Go to your desired camp or program and select the "Register Now" button. (Note that the "Register Now" and "Sold Out" buttons have to be updated manually and may not always be accurate.) If the next screen says "No times are available for this date. Please try another date." then it is sold out. If not, see below.

For other issues or inquiries, contact Visitor Services at info@vmfa.museum or 804.340.1405.

If you are having trouble with your VMFA membership or Member ID, contact the Membership Department at 804.340.1520 or membership@vmfa.museum.

It seems like everything we want is full – is there a waitlist?

Yes, please email info@vmfa.museum with the following information:

- Your Name (+ Student's Name)
- VMFA Member ID, if applicable
- Name of camp/class
- Date of camp/class
- Phone
- Email
- # of spots you need



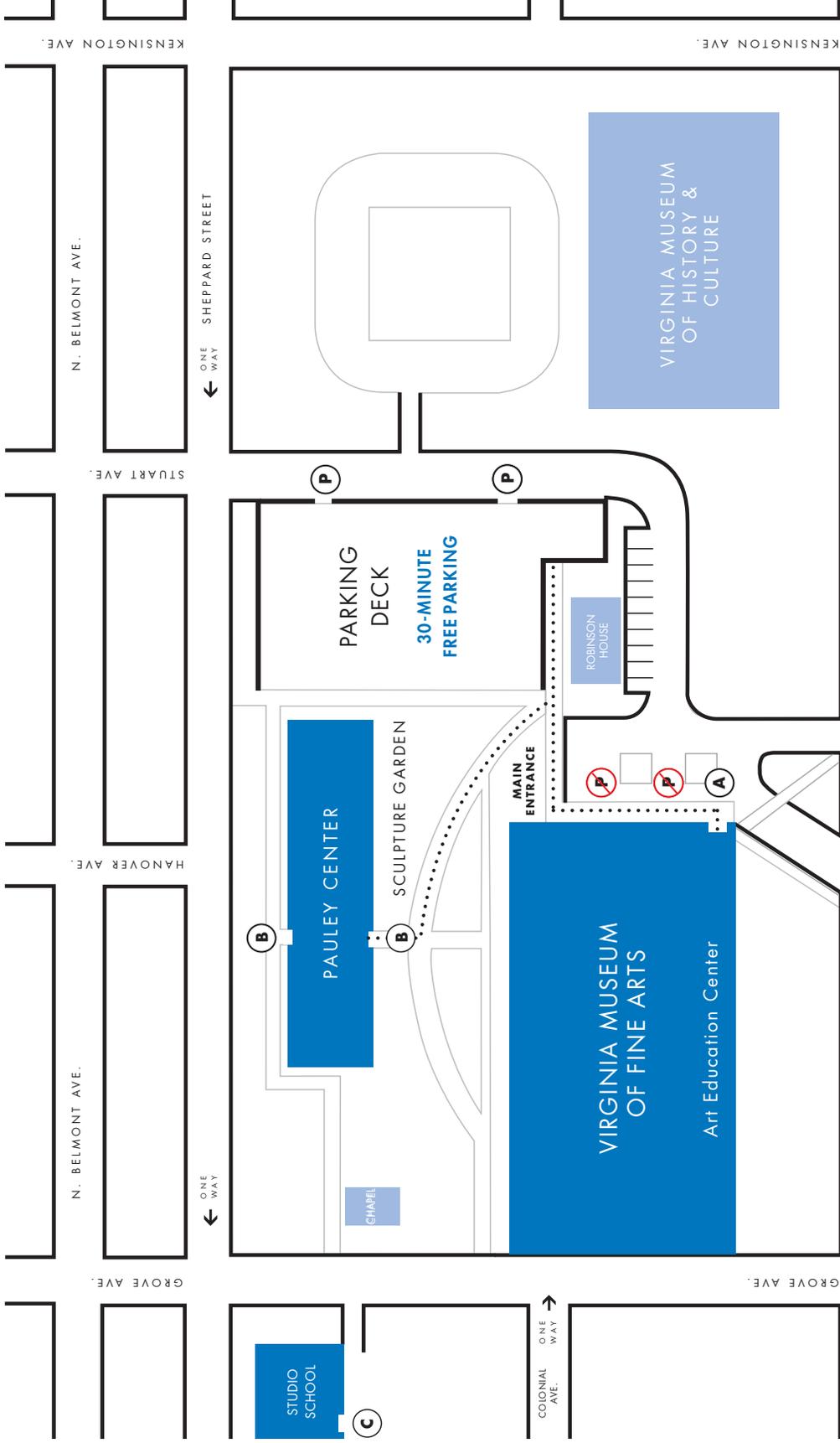
Campus Map

VIRGINIA MUSEUM OF FINE ARTS

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

- (A)** Student entrance for **kids** summer camps
(Other museum entrances are closed until 10 am.)
- (B)** Pauley Center entrances 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 YOUTH & TEEN STUDIO PROGRAMS

Forms must be submitted during check-in on the first day of camp or class each season before a student 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 _____ Preferred Pronouns _____
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 parent(s) or guardian(s) cannot be reached

1. Name _____ Relationship _____ Phone # _____
2. Name _____ Relationship _____ Phone # _____

Other Adults Authorized to Pick Up such as a carpool driver or sitter. *(If there is an adult who can 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 at the designated time by an authorized adult with a **Photo ID**. Please do not be late as this may result in dismissal from the program. If the student 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 or text 804.868.0879*** (temp line for on-duty Camp Staff).

Insurance Provider _____ Policy Holder _____ Policy # _____

Physician _____ Phone # _____ Dentist (optional) _____ Phone # _____

List any known allergies (Use the back of this form to write more, if needed.)

1. _____ Reactions _____ Treatment _____
2. _____ Reactions _____ Treatment _____

Has the student ever been stung by a bee or wasp? (If so, list any reactions or symptoms.) No Yes _____

List any medical conditions you would like for us to know about. Please also list any emergency self-carry medications and complete the accompanying instruction sheet. _____

Please note any other conditions, disabilities, or needs that you would like to share with the teacher. _____

We'd love to learn more about this artist! Feel free to share info about their personality, likes (or dislikes), or anything that may help them have a successful camp experience. _____

Health Screening | Please initial each line to confirm that you have read and agree to the information below.

- ____ I will screen my child daily by checking for symptoms of COVID-19 and fever (100.4°F) prior to visiting the museum.
____ I agree to keep my child home from class if they experience any symptoms of COVID-19 or other illness that may be contagious.
____ If my child has close contact with a person who has COVID (or symptoms) within a week of or during class, I will notify Camp Staff right away.
____ If my child displays symptoms of illness during class, I will pick them up immediately, and will coordinate with Camp Staff prior to return.
____ I understand that safety protocols are subject to change and will abide by the protocols set forth at the time this program is in session.

"I _____ (print name) certify that the information provided above is accurate. I have read and understand all content provided in the Youth or Teen Studio Programs Information Packet and have reviewed the Studio Rules & 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 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 Legal Parent/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 _____

Primary Telephone _____ Work Telephone _____