

VMFA

VIRGINIA MUSEUM OF FINE ARTS



TEEN STUDIO PROGRAMS | SUMMER CLASS INFO PACKET | 2023

VMFA'S SUMMER IN THE STUDIO FOR TEENS

Welcome! Please read over this packet for info on class procedures, required forms, and more. Note that *protocols are subject to change at any time*. Visit www.vmfa.museum/youth-studio/teen-summer-guidelines for updates.

QUESTIONS?

VISITOR SERVICES info@vmfa.museum | 804.340.1405

PROGRAM STAFF youthstudio@vmfa.museum | 804.340.1331 or 804.340.1438 | 804.868.0879 for urgent-only calls during class

CANCELLATION NOTICE

Please save your confirmation email and mark your calendar. *Refunds are not granted for missed classes, no-shows, illnesses, etc.* Fees are nonrefundable unless VMFA cancels a class; however, some exceptions may be granted for eligible classes (*charges apply*).*

Cancellations/Transfers for Youth & Teen Summer Classes ONLY:** There is a \$50 refund deduction for each class cancellation or a \$30 charge per transfer to another class (pending class availability). To be eligible, ***cancellations and transfers must be made at least two weeks (or 14 days) prior to the start of class. No refunds or transfers will be granted within two weeks of class.

WHAT TO BRING

FORMS 📄 All forms (included in this packet) must be completed and signed by a parent/guardian and reviewed by the student. Before students can join us in the studio, they must **submit forms in-person on the first day of class** (or at least two weeks prior if there is a medical need; see *Emergency Form info below*). Having forms ready to submit at check-in will accelerate the process.

Emergency Information Form (required): A separate form is needed for each student. A new form should be submitted any time you have updates or changes (i.e., new emergency contact or allergy), or if the student 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 class. If it is a life-threatening allergy, we welcome you to remain on-site during class.

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/guardian, followed by emergency contacts.

Code of Conduct Form (required): This agreement must be signed by a parent/guardian and the student. If the agreement is broken, the instructor will talk with the student. VMFA Staff may also contact a parent/guardian to discuss behavioral concerns, if necessary. Under extenuating or repeated circumstances, the student may be removed from class. See form for further details.

LUNCH (IF APPLICABLE) 🍴 Teens are responsible for their own lunches. If enrolled in both morning and afternoon classes, we simply ask that students stay on campus. Feel free to bring lunch from home or money to purchase food at BEST Café. We have a break area set up in Pauley Center for lunches; note that food is prohibited in studios. *If a teen needs supervision between camps, we recommend that a caregiver return to accompany their child. (Connect-a-Camp is reserved for students enrolled in youth camps.)*

Allergy Notice: For the health and safety of others, students cannot share food. We ask teens to be mindful of peers who may have life-threatening allergies. **To reduce the risk of accidental exposure, avoid bringing foods containing peanuts and tree nuts.**

WATER BOTTLE 🍷 We recommend bringing a bottle of water from home. There is also water available onsite, as needed.

ART SUPPLIES 🎨 VMFA provides all materials and tools needed for classes, plus a customized art bin to use during the week. Occasionally, students may be asked (but never required) to bring in items from home. Check class descriptions online for updates.

WHAT TO WEAR

MASK (OPTIONAL) 🧻 Mask wearing is appreciated (but not required) while indoors, particularly if COVID-19 community levels are high in our area. Disposable masks are available, as needed. Note: *protocols are subject to change based on new CDC guidance.*

ART ATTIRE 👕 Wear clothing suitable for an art studio. Feel free to bring a smock from home. For your safety, wear closed-toed shoes. Also consider layers – while it may be hot outside, it's often cool inside! *Refer to the Code of Conduct for more info.*

SUNSCREEN + BUG REPELLENT ☀️ Classes go outside regularly for lessons and activities. If sun exposure or insect bites are a concern, you may want to consider applying skin protection prior to arrival.

WHERE TO FIND US

PARKING 🚗 **Allow yourself ample time to park and get to the building before check-in.** VMFA members park free in the **Parking Deck**; nonmembers pay \$6 per day but get free 30-min parking during drop-off/pick-up. If more time is needed, parking slips can be validated at the check-in table. There may also be free parking along city streets such as N. Sheppard, next to the Pauley Center.

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

WHERE TO FIND US

CLASS LOCATION 📍 **Teens meet in the Pauley Center** building, across the Sculpture Garden from the museum (note: youth camps are inside the museum, Art Education Center). We suggest familiarizing yourself with the area prior to the first day of class.

CLASS CHECK-IN & CHECK OUT PROCEDURES

CHECK-IN 📄 Upon arrival, please wait patiently in line at the check-in table for daily sign-in. Adult supervision is not required for teen check-in, though caregivers are more than welcome to accompany their children during this process. Plan for Monday to take a little extra time as we collect paperwork and welcome students. To expedite check-in:

- Self-screen health prior to arrival; please stay home if you have a fever or any signs or symptoms of illness.
- Have your **Emergency Form(s)** and **Code of Conduct** *signed by a legal parent/guardian* and ready to submit on the first day.
- **Check-in for 9 am classes** → anytime between **8:45–9:00 am**
- **Check-in for 1 pm classes** → anytime between **12:45–1:00 pm**

CHECKOUT 📄 Instructors dismiss students promptly at the end of class (noon or 4 pm); classes are never dismissed early. Teens are responsible for signing themselves out each day. A parent/guardian is not required for checkout unless they request otherwise.

Early Dismissal Note: If a student should need to leave class early, they must submit a note from a parent/guardian at check-in *before* the start of class. Please include the dismissal time, the parent/guardian's name, and a telephone number for verification.

Pick-Up Note: If a student relies on an adult for checkout and transportation, please do not be late. Late pick-ups may result in their dismissal from class. A timely pick-up is critical for staff to clean and disinfect studios and materials between classes and after hours. If the student is not picked up on time, we will attempt to reach you immediately. ***If you are running late, call or text 804.868.0879*** (our emergency line for on-duty Camp Staff) or call **Visitors Services, 804.340.1405** and ask them to notify Summer Camp Staff.

HEALTH & SAFETY

SICK NOTICE 🏠 To help ensure the health and safety of students, staff, and volunteers, do not come to class if you are feeling sick or have a fever (100.4°F and up). Symptoms of illness during class (e.g., fever, cough, sore throat, etc.,) require immediate dismissal. Students must be fever-free 24 hrs before returning. Refunds are not granted for common sick days. For more serious conditions, email youthstudio@vmfa.museum to request a refund for review; a doctor's note is recommended. Refunds are not guaranteed.

COVID-19 INFO 🌿 VMFA Education programs continue to follow guidance from [VDH](#) and [CDC](#), and monitor [community levels](#). We work directly with VMFA Human Resources regarding mitigations, exposures, and cases. **Note:** If a student or member of the household has COVID-19, symptoms, or close contact, please contact megan.endy@vmfa.museum or 804.340.1438 for current guidance.

SCHOLARSHIPS

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

SURVEYS

HOW WAS CLASS? 😊😊😞 Students may be asked to complete a survey at the end of class. We value your opinion and would greatly appreciate your taking the time to help us improve our program and exceed your expectations.

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, as needed.)*

Student's Full Name _____ Prefers to be called _____ Pronouns _____
Camp/Class Title(s) _____ Birthdate _____ (Age _____)

Parent or Legal Guardian Contact Information

1. Name _____ Phone # _____ Email _____
2. Name _____ Phone # _____ Email _____

Additional Emergency Contacts if parent/guardian(s) cannot be reached

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

Other Adults Authorized to Pick Up such as a carpool driver, another parent from camp, nanny, social workers, etc.

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 your child ever been stung by a bee or wasp? (If yes, list reactions or symptoms.) No Yes _____

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

Please share any other conditions, concerns, needs, or preferences, as you see fit. _____

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

Camp/Class Agreement | Please initial each line to confirm that you agree to the information below.

____ I agree to keep my child home if they do not feel well or have had a fever (100.4°F or above) within 24 hours of camp.
____ I agree to keep my child home and notify Camp Staff if they or anyone in their household has covid-19, symptoms, or exposure.
____ If my child displays symptoms of illness while attending camp, I will pick them up immediately and coordinate with Camp Staff prior to return.
____ I understand that guidelines are subject to change at any time and will follow updated camp procedures, based on CDC recommendations.
____ I have read the **Summer Camp Info Packet** and reviewed the **Rules & Expectations** and **Consequences** with my child.

"I _____ (print name) certify that the information provided above is accurate. My child has my permission to participate in all program activities. While VMFA and its faculty and staff make every effort to provide a healthy and safe learning environment, I understand and accept that there are inherent risks of accidents and exposure to various illness. 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 care, I authorize VMFA Staff to administer first aid and call for emergency services to aid in transportation and 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 _____



TEEN STUDIO PROGRAMS | CODE OF CONDUCT AGREEMENT

RULES & EXPECTATIONS

1. Practice safety in the studios. Please use all tools and equipment responsibly.
2. Be kind and respectful to peers and teachers.
3. Help set up and clean up with every project.
4. Participate in all activities (within reason) and remain in class until dismissal.
5. Keep devices and phones off or silenced; usage is prohibited during instructional time.*
6. Have fun! 😊

DRESS CODE

Wear clothing that is suitable for the studio and stains. Closed-toed shoes should be worn as a safety precaution. Please also note that while it may be hot outside, it is often cool inside! Please dress appropriately (*we recommend layers*).

The following is prohibited in the studio:

- Offensive language, logos, or images related to violence, hate, racism, profanity, illegal substances, etc.
- Clothing that reveals undergarments of any kind or indecent exposure.

CONSEQUENCES & REPERCUSSIONS

- 1st Teacher will speak with Student about inappropriate behavior. Teacher may also consider what adjustments can be made to the studio environment, in order to help keep them focused.
- 2nd Student sits out temporarily from the lesson. They may be asked to write a letter or draw something that exemplifies their understanding of appropriate behavior. Staff speaks with parent/guardian after class.
- 3rd Student is removed from the program entirely and/or may only be readmitted if a caregiver remains on-site near the studio for the next full day of class. **No refunds will be issued.**

***Note:** Phones and other devices cannot be used in the studio during instructional time, unless permitted by the teacher. Please keep devices off or silenced. Staff reserves the right to take devices (temporarily), if they become a distraction or disruption during class time.

I, as a VMFA Teen Studio participant, agree to abide by the above Rules and Dress Code, and understand the Consequences if this agreement is broken.

Print Student Name _____

Student Signature _____ Date _____

I, as the legal parent/guardian, understand the Rules, Dress Code, and Consequences and have reviewed each section with my child.

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____



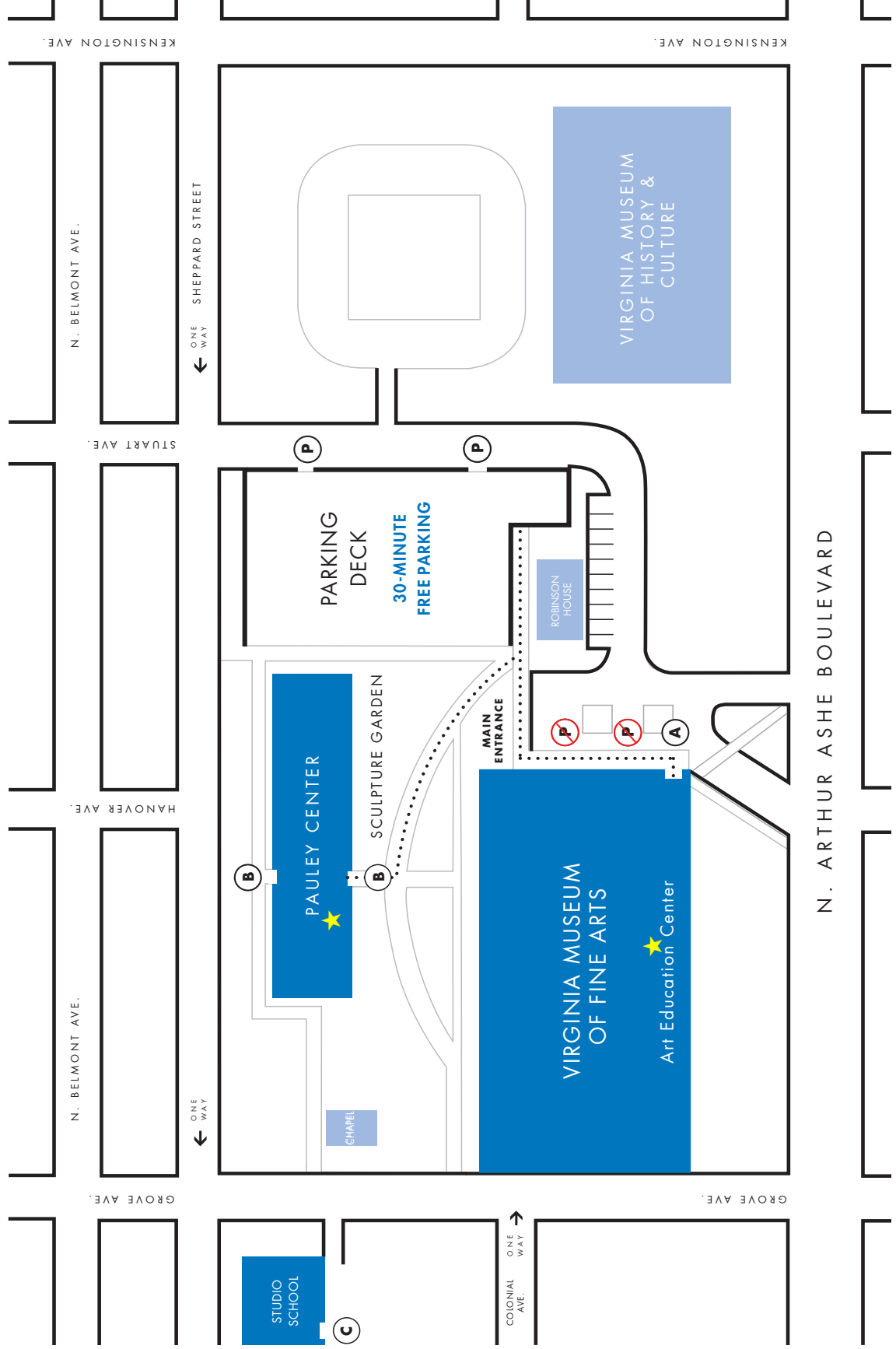
Campus Map

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
- Check-in Tables



VMFA YOUTH & TEEN SUMMER CAMPS 2023: FREQUENTLY ASKED QUESTIONS

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

What are the COVID-19 protocols for summer camps?

VMFA is committed to providing a safe and healthy space for our visitors, students and their families, staff, and volunteers. Our summer camp guidelines will correlate with the latest guidance from [VDH](#) and [CDC](#), and monitor [community levels](#), throughout the program. Education staff will work directly with our Human Resources Dept. regarding mitigations, exposures, and cases.

Does my child have to wear a mask?

We appreciate when students wear properly fitted masks indoors, particularly when COVID-19 community levels are high in our area, but masks are not required (*subject to change based on new CDC guidance*). Extra masks are available onsite, if needed.

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

Please review the **Youth/Teen Studio Programs Summer Info**. On the first day, we collect forms and welcome new campers. Adults must escort children (under 13) to/from camps daily; teens do not require an escort. At pick-up, adults must show their ID.

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 emergency-only line that we use while programs are in session. Note: we are often busy with camps and may not answer right away but we check voicemail and texts frequently and will be in touch very soon! You may also contact Visitors Services at 804.340.1405 and ask them to notify summer camp staff.

**Please do not use this number for general inquiries; for non-urgent matters, call 804.340.1438 or 804.340.1331.*

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

Here is VMFA's statement regarding 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! Classes and workshops with insufficient enrollment will be cancelled at least a week before they are scheduled to start. Please register early. Please check the VMFA website for current sold-out or cancelled offerings.

Nonetheless, we understand that summer is a busy time for families, so we've made some exceptions (*charges apply*):

Cancellations and Transfers for Youth and Teen Summer Camps ONLY: There is a \$50 refund deduction for each camp cancellation or \$30 charge per transfer (pending camp availability). To be eligible, **cancellations and transfers must be made at least two weeks (or 14 days) prior to the first day of camp**. No refunds or transfers within two weeks of camp.

What happens if my child misses a camp or class?

For one, we'll miss them! We may be able to put together a kit or gather supplies from the day's activity dependent upon what was used and how soon we're notified (*ideally, the same day, while supplies are still out*); contact youthstudio@vmfa.museum.

VMFA does not, however, provide refunds or transfers for missed classes and no-shows. Even if someone is absent from the program, they still occupy that reservation which prohibits others from enrolling.

What should I do if my child is sick?

Please, stay home! Students cannot attend camp with symptoms of illness such as fever (100.4° F or above), vomiting, diarrhea, cough, sore throat, etc., or with a contagious illness such as COVID-19, RSV, strep throat, stomach virus, etc. Students must be fever-free for at least 24 hours (without fever-reducing medication) before returning to camp.

VMFA does not provide refunds for sick days, as they occur so frequently with children. For more severe cases, COVID-19, or other conditions, however, you may submit an email to youthstudio@vmfa.museum requesting a refund or partial refund; if possible, please attach a doctor's note. We will review the request and determine whether you are eligible for a 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 an effort to keep occupancy low and mitigate the spread of COVID-19.

Do students go outside during camps?

Yes, we love going outside! Unless it's raining or the heat index is too high, youth camps typically go outside for daily breaks. Youth and teen instructors will also lead select art activities in the Sculpture Garden. If sun exposure or insect bites are a concern, you may want to consider applying skin protection prior to arrival (or if there is a medical condition, let us know).

Do you offer before or after care?

This program does not include childcare due to limited space, staff, and museum operating hours.

My child is only registered for one camp, but I need more time. Can I sign up for the *Connect-a-Camp* program?

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

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

Look for another camp or wait until they are old enough. Please do not register for a program designed for a different age group. Otherwise, your child may be turned away upon arrival. Camps are tailored to specific audiences, with age-appropriate activities.

My child is advanced in art and very mature for their age – can we register for camps intended for older students?

Please only register for the proper age group, as camps are designed with varying abilities in mind. We have excellent teachers who are experienced in working with students who have different levels of skill, talent, and even maturity. Lessons and activities are usually modified to meet the independent needs of each student, whenever possible.

Furthermore, most students seem to prefer being with peers closer to their own age (particularly teens). We have noticed that older students tend to find our programs less desirable when we allow younger kids to enroll in the same classes.

Why don't you offer morning camps for every age group like you do in the afternoon? I'd like 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 only 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. Feel free to contact megan.endy@vmfa.museum if you have further questions.

Your camps are so popular and sell out almost immediately – why don't you offer more? Have you thought about adding an evening session? What about weekends?

Thank you so much! These questions come up a lot and we would love to accommodate everyone's requests; however, we simply do not have the staff, space, or resources to run additional camps at this time. We are truly at maximum capacity.

Your patronage and understanding are greatly appreciated!

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

First, check availability – go to the desired camp and click the "Register Now" button or link. If the next page displays "No times are available for this date. Please try another date." then the camp is sold out. (*The REGISTER NOW and SOLD OUT text on the buttons are manually updated so delays may occur during peak registration times while staff is busy helping customers.*)

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

For issues or inquiries regarding your **VMFA membership**, contact membership@vmfa.museum at 804.340.1520.

Do you have a waitlist?

Yes, please email **Visitor Services** at info@vmfa.museum with the following information:

- Subject: Summer camp waitlist
- Your Name + Name of participant(s)
- VMFA Member ID, if applicable
- Title + Date of desired camp(s)
- Phone number
- Email