

VMFA

VIRGINIA MUSEUM OF FINE ARTS



TEEN STUDIO PROGRAMS | SUMMER CAMP INFO PACKET | 2025

VMFA'S SUMMER IN THE STUDIO FOR TEENS (Ages 13–17)

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

CONTACTS

VISITOR SERVICES For registration info, email info@vmfa.museum or phone **804.340.1405**.


PROGRAM STAFF For camp info, email youthstudio@vmfa.museum or phone **804.340.1331** or **804.340.1438**.
*To contact staff or your child while camp is in session – for urgent matters only – call or text **804.868.0879**.*

CANCELLATIONS

Please save your confirmation email and mark your calendar for the correct time and date. *Refunds are not granted for missed camps due to no-shows, scheduling conflicts, common illnesses, etc.* Fees are nonrefundable unless VMFA cancels a program; however, some exceptions have been made for select summer camps (*charges and restrictions apply*):


Cancellations and Transfers for Kids and Teen Summer Camps ONLY: Partial refunds are available with a \$50 cancellation fee per camp or \$30 transfer fee to another camp (pending camp availability). Cancellations and transfers must be made at least 14 days (or two weeks) prior to the start of camp. **Refunds are not available within two weeks of camp.**

WHAT TO BRING


FORMS  Included in this packet are the required camp forms. All forms must be signed by a legal parent/guardian and **submitted in person by the student on the first day** (*unless there's a medical need; see below**) before the student can join us. Having printed forms completed and ready to submit upon arrival will accelerate the process. Extra forms are also available at check-in, if needed.


Emergency Information Form (REQUIRED) A new form must be submitted annually or any time there are changes to the student's information (e.g., new emergency contact or allergy). A separate form is needed for each student.

***Emergency Medication Permission Form (AS NEEDED)** VMFA Staff is 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 legal parent or 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 teen has an allergy of any kind, it is important they inform staff on the first day of camp. If it's a life-threatening allergy, we welcome the caregiver to remain on-site.


 **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)  If enrolled in both morning and afternoon camps, we simply request that students stay on campus. Teens are responsible for their own lunch, which can be brought from home or purchased from the *BEST Café*. We have a break area in the Pauley Center for lunches, since food is prohibited in the studios. *If a teen needs supervision between camps, we recommend that a caregiver return to accompany them or contact us. (Connect-a-Camp is typically reserved for kids, ages 5-12.)*


 **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 water bottle from home. Of course, water is also available onsite as needed.

ART SUPPLIES  VMFA provides all tools and materials needed for camps, 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 camp descriptions online for updates.


WHAT TO WEAR


ART ATTIRE  **Dress for the mess!** Wear clothing suitable for an art studio. Feel free to bring a smock. For 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  Some activities take place outside; therefore, teens may want to consider applying skin protection prior to arrival.

MASKS (OPTIONAL)  Masks are welcome but not required. Disposable masks are available upon request.


WHERE TO GO

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 St., next to the Pauley Center.


 **Beep beep!** Please note that even temporary parking is **strictly prohibited in the Entry Plaza, or fire lane, in front of the museum.**


CAMP LOCATION  215 N. Sheppard St. — **Teens meet in the Pauley Center** across the Sculpture Garden from the museum (while kids camps are in the museum). We strongly suggest familiarizing yourself with the area prior to the first day of camp.


CAMP CHECK IN & CHECK OUT

CHECK IN  Upon arrival, please wait patiently for assistance near the check-in area for daily sign-in. Adult supervision is not required for teens to check-in, but caregivers are certainly welcome to be present during this process. *Note:* Mondays usually take a little extra time as we collect paperwork and new welcome students. To speed up the process:


- Have your **Emergency Form(s)** and **Code of Conduct** form *signed by a parent/guardian* and ready to submit on the first day.
- **Check-in for 9 am camps** → anytime between **8:45 am – 9 am**
- **Check-in for 1 pm camps** → anytime between **12:45 pm – 1 pm**


CHECK OUT  Instructors will dismiss students **promptly at the end of camp: 12 pm or 4 pm.** Camps are never dismissed early. Teens are responsible for signing themselves out each day. A caregiver is not required for checkout unless they request otherwise.

Early Dismissal Note  If a student should need to leave camp early, they must submit a note from a parent/guardian at check-in *before* the start of camp. 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 transportation, plan where to meet and please **do not be late.** If we see a teen still waiting around for a ride after 4 pm, we will call their emergency contacts. **If you are running late, call or text 804.868.0879** (our emergency line for on-duty Camp Staff); please also notify your child if they have a phone.


HEALTH & SAFETY

SICK NOTICE  To help ensure the health and safety of students and Camp Staff, do not come to camp feeling sick or with a fever (100.4°F and up). Signs of illness during camp (e.g. fever, chills, sore throat, etc.) require immediate dismissal or pick-up. We will assist teens in contacting a caregiver and provide basic aid, if needed. Students must be fever-free for 24 hours (without fever-reducing medication) before they return. VMFA does not provide refunds for sick days or missed classes. For serious illness or other extenuating circumstances, however, you may email youthstudio@vmfa.museum to submit a refund request for review; a doctor's note is recommended. We cannot guarantee money back but may be able to offer some assistance or art supplies.




RESPONSE TO COVID-19  Camp Staff is committed to maintaining clean and safe studios. We work directly with our HR Dept. regarding mitigations and cases. We ask that families also follow current CDC recommendations. We will update protocols, as needed. Regardless of the illness, however, students should never come to camp if they're contagious or feeling unwell.

If a student or anyone in the student's household has covid, covid symptoms, or recent exposure, you may contact megan.endy@vmfa.museum or 804.340.1438 for further guidance.

SCHOLARSHIPS

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

SURVEYS

HOW WAS CAMP?    Students are usually 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.

EMERGENCY INFORMATION FORM | VMFA YOUTH & TEEN STUDIO PROGRAMS

Printed forms are collected during check-in on the first day of camp (or class) for the student to participate. To update or change student info (i.e. add a new pick-up person, allergy, 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 _____)

Legal Parent/Guardian Contact Information

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

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

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

Additional Adults Authorized to Pick Up such as a friend, sitter, family member, or another parent from camp

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

Pick-Up Notice: Students (under 13) must be picked up on time by an authorized adult with a **Photo ID**. Please do not be late. If your child is not picked up during the designated check-out time, VMFA staff will contact you immediately, followed by emergency contacts and other adults authorized to pick up, if necessary. ***If you are running late, call or text 804.868.0879*** (our emergency-only 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/wasp? (If yes, list reactions or symptoms.) No Yes _____

List any health conditions we should be aware of. Please also list any emergency self-carry medications, if applicable, and complete the accompanying medication permission form. _____

Please share any other conditions, learning differences, special needs, or preferences, as you see fit. _____

Lastly, we'd love to learn more about this artist! Feel free to share general info about their personality, likes/dislikes, or anything that may help this student 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 are sick or have had a fever (100.4°F +) within 24 hrs of camp.
____ If my child shows symptoms of illness during camp, I will pick them up immediately and coordinate with Camp Staff prior to return.
____ I have read and understand all program guidelines within the **Camp Info Packet**.
____ I have reviewed the **Rules & Expectations** and the **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, as well as potential exposure to common illnesses from peers. I will not hold the museum responsible for any accident, injury, or sickness 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 _____

[BLANK PAGE INSERTED FOR ADDITIONAL NOTES & DOUBLE-SIDED PRINTING]

A series of 28 horizontal gray lines spanning the width of the page, providing a space for handwritten notes.



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 Student's Parent/Guardian _____

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 _____

[BLANK PAGE INSERTED FOR ADDITIONAL NOTES & DOUBLE-SIDED PRINTING]

Lined area for writing notes. The page contains 20 horizontal lines.



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. Wipe down tools and work stations after every use.
4. Participate in all activities 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 attire that is suitable for art making. 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 the studios. Please dress appropriately.

The following are 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 or private areas.

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.
- 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 (temporarily) take devices away from the student, if they become a distraction or disruption during studio class time.

I, as a VMFA Teen Studio participant, agree to abide by the above RULES & EXPECTATIONS and DRESS CODE. I also understand the CONSEQUENCES & REPERCUSSIONS if this agreement is broken.

Print Student Name _____

Student Signature _____ Date _____

I, as the legal parent/guardian, understand the RULES & EXPECTATIONS, DRESS CODE, and CONSEQUENCES and have reviewed each section with my child.

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____



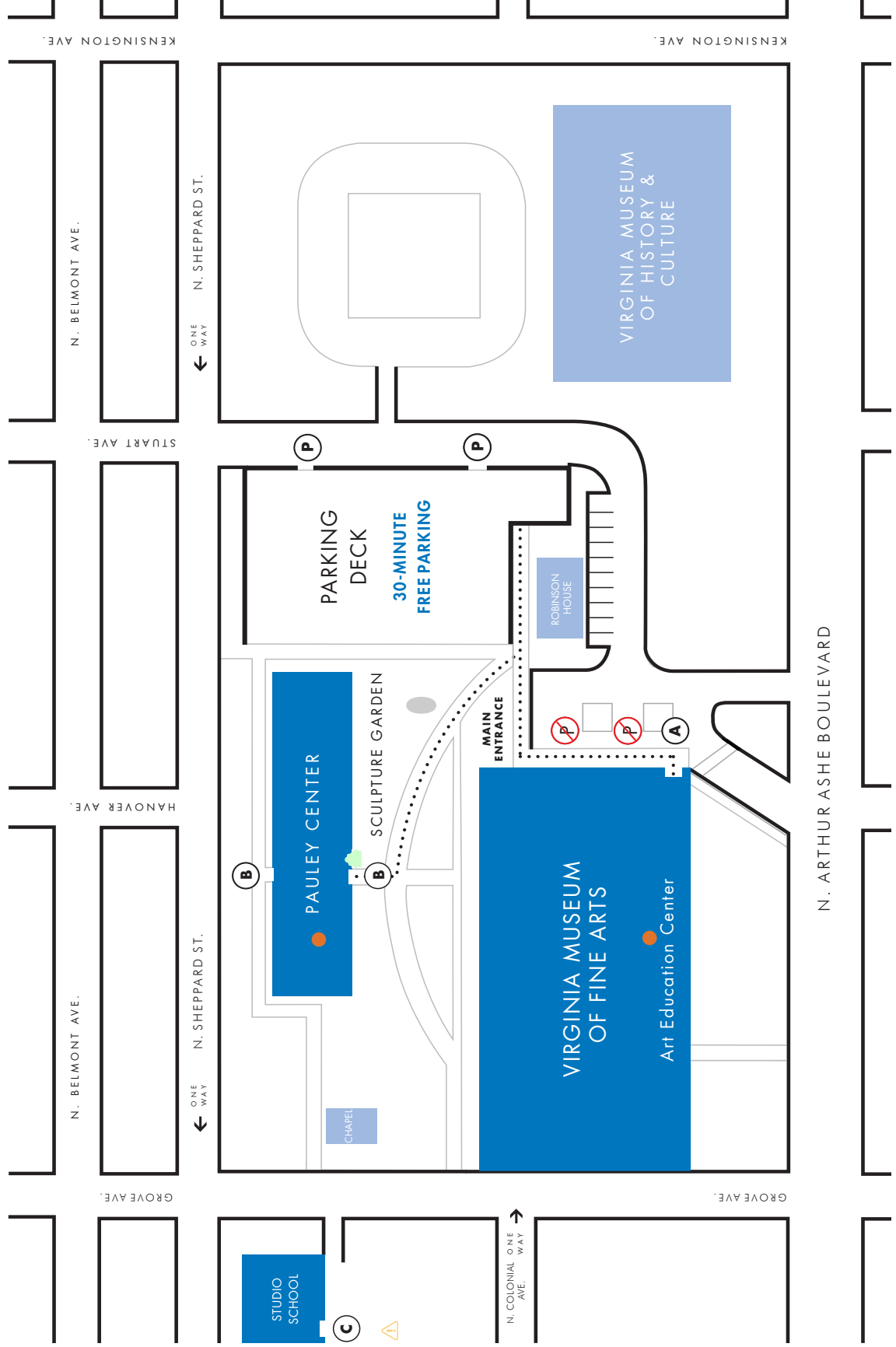
Campus Map

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** camps
- (C)** VMFA Studio School entrance for [T23]
- (P)** Parking Deck entrance
- (P)** No parking in entry plaza

- Walkways
- Main walkways from Parking Deck
- Camp Check-in Areas
- Construction - please pardon our dust





What are your summer camps like?

Our programs offer diverse experiences centered on artmaking and museum collections, fostering creativity and individuality. Camp days usually include fun warm-up activities, engaging art lessons, gallery explorations, and peer discussions, with a mid-session break for kids. Supplementary activities (e.g., games, art prompts, sensory studies, story time, scavenger hunts, outdoor play, etc.) are tailored to different age groups, prioritizing student-focused learning and individual needs.

How do I reach camp staff or my child in the event of an emergency or if I'm running late to pick up?

TEXT or CALL 804.868.0879 our emergency-only call for on-duty camp staff. Note that we're often busy in the studios and may not answer right away but we check it frequently and will be in touch very soon! You can also call **Visitors Services** at **804.340.1405** and ask them to notify Camp Staff. *For general inquiries and non-emergencies, contact youthstudio@vmfa.museum or 804.340.1331.*

How can I or my child prepare for an art camp at VMFA?

Carefully review the Camp Info Packet. We also recommend that caregivers familiarize themselves and their kids or teens with the museum prior to attending – visit galleries, locate the studios, hang out in the Family Lounge, run around the Sculpture Garden, etc.

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

We conduct check-ins and check-outs inside, near the studios. Kids (under 13) must have an adult present during this process. Forms are collected in-person on the first day. For further details, please read over the Camp Info Packet.

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

Caregivers are not permitted to attend camps. To maintain a safe and conducive learning environment, only registered students and Camp Staff are allowed in the studios. Exceptions may apply for students with certain conditions or needs that require an aide.

Are your camps suitable for kids and teens with special needs?

We strive to create a space where every child feels welcome and supported, but we continue to learn and grow alongside our students and families. We make every effort to be inclusive and adapt to varying abilities, needs, and talents. Our experienced teachers use a range of teaching methods, multisensory approaches, and techniques designed to reach all types of learning styles. If your child requires additional support or needs, let us know ahead of time. We're happy to work with you and your child to the best of our abilities. ♥

Do students go outside during camps?

We love being outdoors! Weather permitting, kids usually go outside for their daily breaks. Teachers also enjoy doing projects outside, when feasible. Let us know if sun exposure or insects are a concern. We recommend applying sunscreen or skin protection before camp.

What should I do if my child is feeling sick or unwell?

Stay home if they're sick or have symptoms such as a fever (100.4°F or above), nausea, severe cough, sore throat, etc., or may be contagious with an illness such as strep, covid, norovirus, etc. Students must be fever-free for 24 hrs, without fever-reducing medication. Refunds are not issued for sick days or missed camps. For severe or extenuating circumstances, you may email a request to youthstudio@vmfa.museum. While refunds are not guaranteed, we will consider each request and may offer other options.

Are there any covid restrictions we should know about before attending camp?

For general guidelines, we simply ask that you follow current CDC recommendations. If your child or anyone at home has covid-19 at the time of camp, you may reach out to megan.endy@vmfa.museum. We check CDC regularly and consult our HR Staff regarding cases and exposures. Regardless of the illness, however, students should never attend camp or class if they feel sick or may be contagious.

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

Typically, no, as the museum cancellation policy states:

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 and check VMFA's website for current sold-out or cancelled offerings.

However, we do recognize that summer is a particularly busy time for families, so we have made some exceptions (*charges apply*):

Cancellations and Transfers for Kids & Teen Summer Camps ONLY: *There is a fee of \$50 per camp cancellation and \$30 per transfer to another camp (pending availability), if requests are made at least two weeks (14 days) prior to the start of camp. Refunds and transfers are not available within two weeks of camp.*

What if we miss a day or have a scheduling conflict?

No worries! If they come to camp after a missed day, we'll catch them up. Also, depending on materials used and when we're notified, we may even be able to provide supplies related to missed project(s). Contact youthstudio@vmfa.museum.

VMFA does not, however, provide refunds for missed classes or camps. Even if a person is absent, they still occupy that reservation which prohibits others from signing up. Sufficient enrollment is necessary to sustain programs. We appreciate your understanding.

Do you offer before or after care?

We do not currently provide extended care. While we sincerely understand the need for this service, our focus is on specialized education above daycare. We're also a relatively small program with limited staff, facilities, and museum hours of operation.

Can my kid attend *Connect-a-Camp* even though they're only signed up for one camp that week?

No, the *Connect-a-Camp* program is only available to kids (ages 5–12) registered for a morning *and* afternoon camp. We do not have the staff to accommodate additional check-ins or check outs or provide personal childcare during that time. Please plan accordingly.

Students (ages 13+) registered for teen camps, however, can utilize the designated break area by the studios to hang out, wait, or eat. They're also welcome to visit the museum, Best Café, or outside in the Sculpture Garden. Supervision is not provided between camps.

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

Please look for another camp or wait until they're old enough. 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 very advanced in art and mature for their age – can they enroll in a camp for older students?

No, please only register for camps designed specifically for your child's age group. We acknowledge that everyone has different strengths. Our expert teachers are adept at working with students on all levels of skill, talent, and maturity. Lessons and activities can usually be modified to suit each student's unique needs and ability.

Additionally, our older students often express their preference for being with peers their own age. Introducing younger kids into camps designed for older groups has been known to reduce the appeal and registration in upper kids' camps and teen camps.

Why do you offer a camp for every age group in the afternoons but not in mornings? I'd like to register my kids for camps on the same week but they're different ages and one is always left out!

We hear you and share your wish for more inclusive scheduling. However, our summer camp program is only one of a broad array of offerings at the museum. The studios are shared spaces with one of them being utilized in the morning by a different program. We aim to expand our space in the future to accommodate more simultaneous camps. Until then, we're grateful for your support and understanding.

Given the high demand for summer camps, will the museum add more to the schedule?

No but thank you for your enthusiasm! We are always exploring ways to enhance our programs; however, we do not have the staff, space, or resources to increase camps. We're currently operating at maximum capacity while still ensuring quality experiences for all participants.

I'm trying to register for more camps online but I'm having trouble – what do I do?

First, check availability. Go online to the camp and select "Register Now." If on the next screen you read "No times are available for this date..." then it's sold out. (Note: Updates to the "Register Now" and "Sold Out" buttons may be delayed during high traffic times.)

If you continue experiencing trouble with registration or have questions, contact Visitor Services at info@vmfa.museum or 804.340.1405. For matters related to your VMFA membership, email membership@vmfa.museum or phone 804.340.1520.

Can you share details about the camp staff and instructors?

Certainly! Our Youth & Family Studio team includes Coordinator Megan Endy (fulltime) and Assistant Coordinator Alex Parrish (parttime). In the summer, we'll be joined by a new Youth Studio Tech (also parttime) who runs *Connect-a-Camp* and assists with daily operations. Our teachers are Adjunct Faculty, contracted to teach camps within their areas of expertise. This year, we have about 30 teachers who are all very well-trained and experienced educators. Many are professional artists, licensed teachers, and award-winning art instructors. We also recruit and train five summer interns and about 100 or so volunteers (or 1-3 volunteers per kids' camp). Studio staff and interns are certified in Adult & Pediatric First Aid and CPR.

Do you have a waitlist?

Yes! Please email info@vmfa.museum if you would like to be added to the waitlist. Include your name, phone number, email, student's name, camp title and date, and VMFA Member ID#, if applicable. Someone from the Visitor Services staff will call you if a spot opens.