



VIRGINIA MUSEUM OF FINE ARTS

## TEEN STUDIO PROGRAMS | SUMMER CLASS INFORMATION PACKET

### VMFA'S SUMMER IN THE STUDIO FOR TEENS

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

### WHAT TO BRING

**FORMS** The forms (listed below) must be completed by a parent/guardian and **submitted in-person on the first day of class** 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)**: A separate form is needed for each student. A new form should be submitted any time you have updates or changes (i.e. a 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](mailto: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 or legal guardian.

**Code of Conduct Form (required)**: This agreement must be signed by the students and parent/guardian. 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.

**LUNCH (IF APPLICABLE)** Teens are responsible for their own lunches. If enrolled in morning and afternoon classes, please remain campus but bring lunch from home or money to purchase food from BEST Café. A designated break area is reserved for lunches, snack, and mask breaks; note that food is permitted in studios while classes are in session. *If a teen needs supervision during lunch, we ask that a caregiver return to accompany their child. (Connect-a-Camp is not available for teens this year, due to capacity limits.)*

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

**ART SUPPLIES** VMFA provides all materials! For health and safety, peers do not share supplies or work stations. Items that cannot be reused or disinfected will be discarded or given to students to take home. Everything else will be properly disinfected after use.

On occasion, however, students may be encouraged (but not required), to bring items from home when noted under class details – *check online for updates*. Personal sketchbooks are always welcome. For digital art classes, we recommend bringing a flash drive.

**MASKS** At VMFA, masks are required to protect and support the health and wellbeing of one another. Masks must be worn over the mouth and nose at all times (excluding physically distanced breaks). Camp Staff has suggested that a face shield could also be worn for added protection or as an alternative, *if* a teen cannot wear a mask. Disposable masks and shields are available, as needed.

### WHERE TO GO

**PARKING** Allow ample time to park, walk to the building, and check in before the start of class, *especially on the first day*. The **VMFA Parking Deck** is free for the first 30 minutes for students being dropped off; after that, it is \$6 to park for the day (or free for members). If extra time is needed during check-in/check-out, Camp Staff can validate parking tickets at the Pauley Center check-in station. City street parking is also free along N. Sheppard St. **Note: Parking is strictly prohibited in front of the museum.**

**CLASS LOCATION** Teens meet in the **Pauley Center** building, across the Sculpture Garden from the museum (note: kids' camps are in the Art Education Center). We strongly suggest that you familiarize yourself with the area prior to the first day of class.

## WHAT TO WEAR

**ART ATTIRE** Wear clothes that are appropriate for an art studio, along with comfortable, closed-toed shoes. Students working with wet materials are encouraged to bring an art smock from home each day. We also recommend dressing in layers or bringing a long-sleeved shirt—while it may be hot outside, it can get chilly in the studios! Please refer to the **Code of Conduct** for more information.

## CHECK-IN & CHECK-OUT PROCEDURES

**CHECK-IN** Upon arrival, please wait patiently in line (at least 6ft from one another) during our new “no contact” check-in and COVID screening process. The check-in time has been extended in effort to reduce crowding. Masks are required for everyone (ages 2+).

- Morning check-in for 9 am classes is from **8:45-9:05 am**
- Afternoon check-in for 1 pm classes is from **12:45-1:05 pm**
- Go to the check-in table located in the **Pauley Center** studio solarium/lobby area, near the entrance.
- Note that teens are responsible for checking themselves in daily; caregivers may accompany them during check-in, if desired.
  - At check-in, teens will verify if they can self-checkout or if they require a parent/guardian for checkout.
- **Emergency Form(s)** and **Code of Conduct** should be signed by a parent/guardian and ready to submit on the first day.
- Camp Staff will verify registration, paperwork, and complete a brief COVID-19 screening before students can go to class.
- Physical distancing of 6ft is essential. Please be mindful of your space and others, especially while waiting in line.
- To keep occupancy low, **only registered students and Camp Staff are typically allowed in studios** (no caregivers or siblings).

**COVID-19 Case Notice:** If a student or anyone in the student's household tests positive for COVID-19, they will need to coordinate with the **VMFA Youth & Family Studio Programs Coordinator** (804.340.1438) and receive clearance before coming to class.

**CHECK-OUT** 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 needed 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 Notice:** 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 in order for staff to properly clean and disinfect studios and materials between classes and after hours. If your child is not picked up on time, we will attempt to reach you immediately. If you are running late, **call Visitors Services at 804.340.1405**; ask them to radio Camp Staff. You may also leave a message at **340.1438** and **340.1331**.

## CANCELLATION POLICY

Be sure to mark your calendar and save your confirmation email upon registering. Refunds will not be granted if you miss a program. Fees are nonrefundable except when VMFA cancels a class. If VMFA cancels due to low enrollment or other concerns, participants will be notified via email as soon as possible and refunded fully. **Note: If your child or anyone in your child's household or social circle has had close contact with a person who has shown symptoms of COVID-19 within 14 days of class, do not come to class. Contact youthstudio@vmfa.museum or 804.340.1438.**

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

## SCHOLARSHIPS

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

## EVALUATIONS

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.

## 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](http://www.vmfa.museum/covid-19)

## YOUTH & TEEN PROGRAMS RESPONSE TO COVID-19

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

Please be aware that protocols for Youth and Teen Studio Programs are subject to change at any time. For the most up-to-date information, visit [www.vmfa.museum/youth-studio/guidelines](http://www.vmfa.museum/youth-studio/guidelines) and click on the appropriate program or season.

## COVID-19 SYMPTOMS & SCREENING

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 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 other health conditions?**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fever (100.4°F or higher) | <input type="checkbox"/> Fatigue                    | <input type="checkbox"/> Sore throat              |
| <input type="checkbox"/> Chills                    | <input type="checkbox"/> Muscle or body aches       | <input type="checkbox"/> Congestion or runny nose |
| <input type="checkbox"/> Cough                     | <input type="checkbox"/> Headache                   | <input type="checkbox"/> Nausea or vomiting       |
| <input type="checkbox"/> Shortness of breath       | <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Diarrhea                 |
| <input type="checkbox"/> Difficulty breathing      |   |   |

## HEALTH & SAFETY PRECAUTIONS

While the following list is subject to change based on new recommendations and restrictions, 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 to eight (8) or fewer students per camp or class, in most cases.
- Properly worn face masks are required for students at all times, unless they need to eat or step away for a break.
- Teachers must wear a mask and/or face shield at all times.
- Six feet of physical distancing is practiced, when possible.
- Studio seating provides at least 6ft of social distance and/or a physical barrier so students can safely learn and create.
- A “no contact” check-in process has been implemented, which includes a brief screening.
- Teachers and other staff are screened prior to class.
- Only registered students and Camp Staff are allowed in the studios while programs are in session. To keep occupancy low, caregivers, siblings, and other visitors may not be permitted.
- Products such as hand soap, hand sanitizer, disposable masks, disposable face shields, disinfectant wipes, gloves, and other PPE are readily available to students and staff, as needed.
- Teachers and staff clean and disinfect studios, equipment, and frequently touched surfaces before and after each class, as well as during class, when necessary.
- Students do not share supplies or workstations unless these objects are disinfected between uses. In select programs, students are supplied art kits, labeled with their name, for individual use for the duration of the program.
- Any materials used in class that cannot be properly disinfected will be either discarded or offered to students to take home.
- In addition to proper ventilation throughout the buildings, all youth and teen studio spaces have individual air purifiers.
- For safety reasons, water fountains are currently out of service. Students should bring bottled water from home but may also request bottled water, as needed.

## STUDIO SAFETY & CLEANING PRACTICES / PROTOCOLS

- VMFA Facilities Services thoroughly cleans studios, restrooms, and high-traffic areas; restocks supplies such as soap and paper towels; and removes trash and recycling daily.
- Studio Staff uses approved disinfectant cleaner to wipe down surfaces while wearing gloves.
- Areas such as check-in stations, door handles, tables, barriers, chairs, sinks/wash stations, counters, and reusable art supplies are cleaned before and after each class, and as needed while programs are in session.
- Disposable products are often used in place of high-touch supplies, when reasonable (e.g. paper plates as paint palettes).
- All tools and supplies that can be reused, such as scissors and easels, are properly disinfected between uses.
- Handwashing or sanitizing is required upon arrival and departure. Students should also wash frequently during class, especially after touching their face. Handwashing stations and hand sanitizer are available in all studios and restrooms.
- Students are instructed to clean up behind themselves 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.

## PROTOCOL FOR POSITIVE COVID-19 CASES

VMFA Staff coordinates with Virginia Department of Health partners for assistance on 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 or Camp Staff member, or someone in their household, tests positive for COVID-19, all participants, parents/guardians, and VMFA Staff, Faculty, and Volunteers will be notified via email within 24 hours of being alerted to this possible exposure or before the next class meets, whichever occurs first. After an email is sent, you may receive a follow-up phone call the next day to ensure you received the message.

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

**A student who tests positive for COVID-19** cannot return to the program until they shown a negative test result and/or a doctor's note to the Youth & Family Studio Programs Coordinator; are symptom-free and fever-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. Please email [megan.endy@vmfa.museum](mailto:megan.endy@vmfa.museum) or phone 804.340.1438.

**A VMFA Employee, Camp Staff person, or Intern/Volunteer who tests positive** cannot return to work until they demonstrate two negative COVID-19 tests. They must be symptom-free and fever-free for over 24 hours without assistance from a fever-reducing medication. They will also coordinate with our Human Resources Department for clearance before returning to work.

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

Anyone showing symptoms such as a high fever, persistent cough, shortness of breath, chills, sore throat, muscle aches, nausea, vomiting, headache, fatigue, diarrhea, or loss of taste or smell, will be separated from the group and required to leave the museum as soon as possible. Depending on the severity of symptoms, VMFA Staff may respond to the situation as a "positive case" and begin taking appropriate action. Attendees and families will be notified accordingly, and cleaning protocols will go into effect. Classes may be suspended as a matter of safety, pending further details.

**Should a student become ill during class\***, the parent or guardian will be contacted and instructed to meet in front of the museum or Pauley Center (based on the location of class) and remain in their vehicle or wait outside of the building. A staff person will bring the child outside and release them to the caregiver, upon checking photo identification.

\*A student who is symptomatic cannot return to the program until they show a negative COVID-19 test result or a doctor's note; symptom-free and fever-free fever for over 24 hours without assistance from a fever-reducing medication; and/or has completed appropriate quarantine.

**Should a teacher become ill during class\***, another staff member will take over duties and may relocate students to a different area. The teacher will leave the premises as quickly as possible. Caregivers will be notified right away and asked to pick up their children from the museum; VMFA staff will follow-up with further details and instruction when available.

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

**In the event that symptoms become life threatening** (i.e. trouble breathing, severe chest pain, inability to stay awake, blueish lips), VMFA Security Staff will respond to the medical emergency by providing basic aide and calling for EMS assistance; Camp Staff will immediately begin contacting the parents or legal guardians, followed by emergency contacts.

#### **ADDITIONAL INFORMATION**

For further questions about youth or teen summer programs protocols, email [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum) or call 804.340.1438.

If you have any questions or concerns about the museum's operating status, contact [info@vmfa.museum](mailto:info@vmfa.museum) or call 804.340.1400.

***Please note, as the COVID-19 situation in Virginia continues to evolve, this information and safety protocols are may change or be adjusted at any time.***

***We encourage you to continue to follow the precautions 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, heed the advice of health professionals and stay home if you are sick.***

# VMFA YOUTH & TEEN SUMMER CAMPS: FREQUENTLY ASKED QUESTIONS

For updates to youth or teen studio programs guidelines, visit [www.vmfa.museum/youth-studio/guidelines](http://www.vmfa.museum/youth-studio/guidelines)

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

Please review the **Youth/Teen Studio Programs Information Packet** carefully. Drop-off times and select pick-up times have been extended to minimize crowding. On the first day of camp or class, we collect paperwork and verify registration. Daily screenings are also conducted upon arrival. At pick-up, staff checks IDs (for youth camps). Masks and physical distancing are required.

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

VMFA has a “no cancellations” policy; 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 is available). For cancellations, we deduct \$50 from the registration fee per cancellation refund. **Transfers and cancellations must be made at least two weeks prior to the start of camp; otherwise, full payment is required.**

## What happens if my child misses a camp or class?

Please mark your calendars. VMFA does not provide refunds or allow transfers for missed classes. Even if someone misses a class, they still occupy that reservation prohibiting others from enrolling.

Staff can sometimes put together a take-home kit or gather select materials from the day’s lesson, *if notified the same day*.

If your child is not feeling well or has symptoms of COVID, contact [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum) for further advisement. If your child tests positive for COVID, you may be eligible for a refund. *Please also review the **Summer Camps: COVID-19 Protocols**.*

## What should I do if my child is sick?

Stay home! Any signs of illness or respiratory disease such as COVID-19 should be taken seriously. Consult your pediatrician for medical advice based on your child’s symptoms. Contact [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum) 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.

Students may not attend class or visit the museum until they can answer COVID-19 screening questions and show a negative COVID-19 test result or doctor’s note. VMFA follows CDC guidelines on when it is safe to be around others:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- COVID-19 symptoms have improved (for example, cough, shortness of breath)

Refer to the complete CDC guidelines and updates: [When You Can be Around Others After You Had or Likely Had COVID-19](#)

## What happens if a teacher is out sick?

If a teacher is not feeling well and has not been to the museum, VMFA will attempt to find a substitute. If a teacher has had close contact with students, we will notify families as soon as possible. *See our **Summer Camps: COVID-19 Protocols** for further details.*

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

Unless your child has a medical need that requires an aide, only registered students and Camp Staff are allowed in the studios to keep occupancy low.

## We’re used to virtual learning – how can I prepare my child for an in-person camp?

Please review the **Youth/Teen Studio Programs Information Packets** carefully. We encourage families to visit the museum at their leisure so children feel more comfortable and familiar with the space prior to taking their first camp or class.

Also, please talk to your child about mask wearing and what it means to physically distance. Practice healthy hygiene habits like washing hands frequently with soap and water for 20 seconds and covering their face when sneezing and coughing.

## What if my child doesn’t want to wear a mask?

Masks are required in the museum. We know wearing one can be tough for some children, but be patient and stay positive. Explain the importance of wearing a mask and caring for others. Set a good example and allow them time to get used to wearing a mask prior to camp. Comfort is key – ensure that their mask is the right fit and material.

Try to make wearing a mask fun by letting your child decorate or help make their own mask. Some children may embrace the idea of dressing up as a superhero in disguise or an art conservator protecting themselves from special chemicals in the lab.

Of course, we recognize that some students may have medical conditions or that wearing a mask may be too challenging. In these cases, we recommend wearing a face shield.

Disposable masks and face shields (youth and adult sizes) are available in the studios, if needed.

### **Do students get mask breaks?**

Yes, youth camps have daily breaks for snack, restroom use, and play; they will remove masks to eat and drink. Most breaks will take place outdoors, with weather permitting. Should a camper need additional time to break from their mask, they will be accompanied by a staff person and permitted to step outside or in designated break area. Teens may take breaks at their leisure.

### **Will students be able to visit the galleries or special exhibitions?**

Some classes may be permitted to visit the galleries, pending the number of students, ability to physically distance, gallery capacity limits, and other restrictions. If students are unable to visit the galleries, teachers will provide other VMFA visual resources for inspiration, as well as gallery maps to encourage students and families to see the art in-person at their leisure.

### **Will any of the camps or classes be outside?**

All summer youth and teen camps/classes are scheduled indoors, however, we love going outside! We have our daily breaks outdoors, plus teachers will frequently bring groups outside and teach in the Sculpture Garden (weather permitting, of course). If you're concerned about sun exposure or insect bites, feel free to apply sunscreen or bug repellent prior to arrival.

### **Do you offer any summer camps or classes online?**

While VMFA does offer virtual programming, all summer studio programs for youth and teens are currently scheduled to meet in-person. For virtual learning and online resources, please visit <https://www.vmfa.museum/learn>.

### **I'm having trouble registering – what do I do?**

First, check availability online. Select the "Register Now" button for the class or event you are trying to register for – if the next screen says "No times are available for this date. Please try another date." then it is sold out.

If you are having trouble with your VMFA membership or Member ID, contact the Membership Department at 804.340.1520 or [membership@vmfa.museum](mailto:membership@vmfa.museum).

For other inquiries, or to register by phone, contact Visitor Services at 804.340.1405.

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

Camps and classes are tailored to specific age groups, with age appropriate projects and supplies. We also find that peers prefer to be with students closer to their own age, particularly teens. Please do not register for a program that is designed for a different age group. Look for another class or wait until they are old enough. Contact [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum) for questions.

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

Yes, please email [visitorservices@vmfa.museum](mailto:visitorservices@vmfa.museum) with the following information:

- Name
- Title & Start date of camp/class
- VMFA Member ID, if applicable
- Email
- Phone
- # of spots you need

*For additional questions or concerns, email [youthstudio@vmfa.museum](mailto:youthstudio@vmfa.museum)*



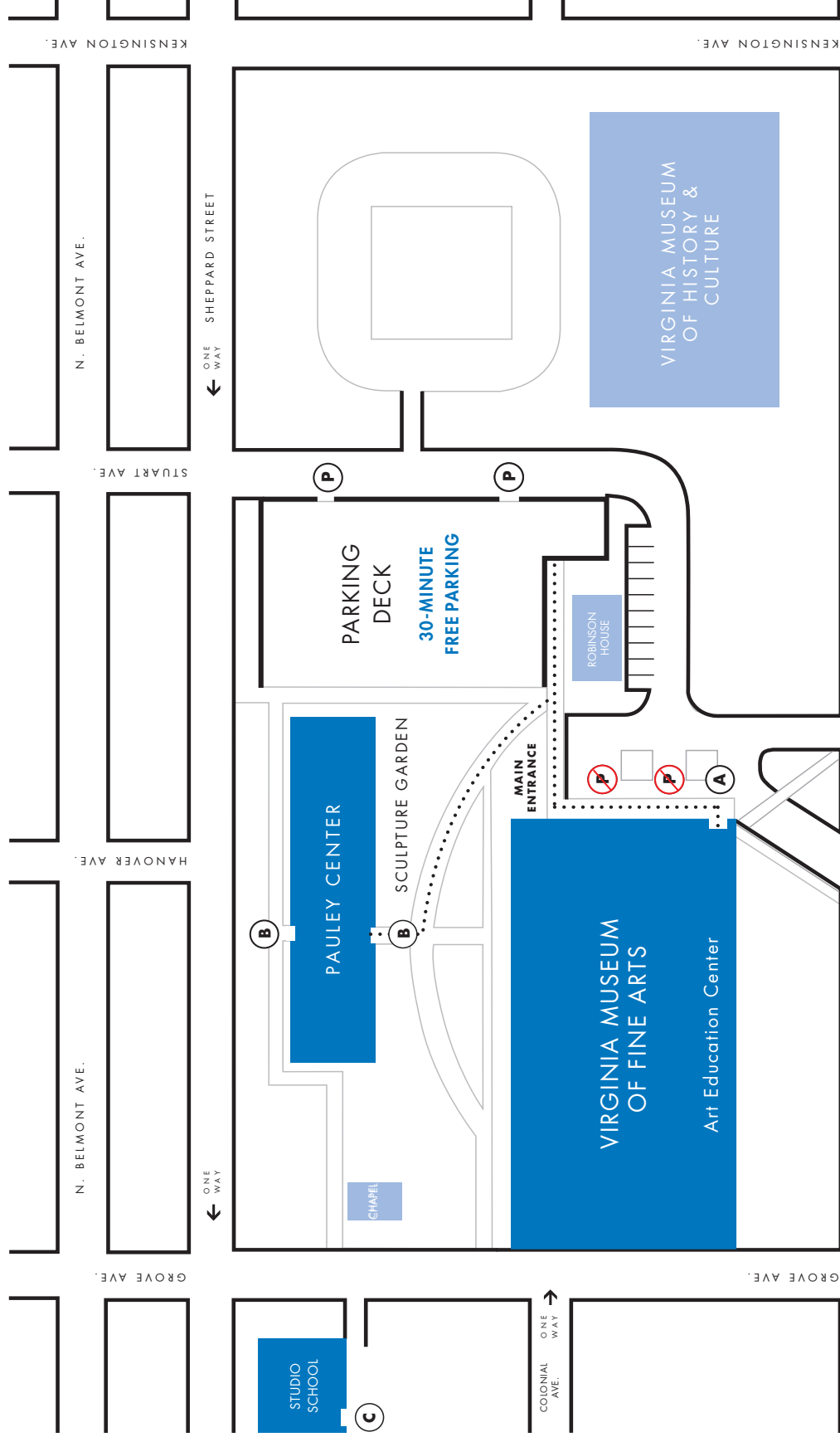
### Campus Map

## VIRGINIA MUSEUM OF FINE ARTS

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

- A** Student entrance for kids camps *before 10 am*
- B** Pauley Center entrance for teen summer classes
- C** VMFA Studio School entrance
- P** Parking Deck entrance
- P** No parking in entry plaza

- Walkways
- Main walkway from Parking Deck



N. ARTHUR ASHE BOULEVARD





## 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 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 instructor. Please keep devices off or silenced. Staff reserves the right to take devices (temporarily), if they become a distraction 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 parent/legal guardian, have reviewed the rules, dress code, and consequences with my child.***

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Emergency Medication Permission Form

Medications prescribed for an individual student in the event of an emergency MUST be kept in the original container bearing the original pharmacy label with student's name, medication, and dosage. **NO medication (prescribed or over the counter) shall be dispensed without written permission of the legal guardian of the student.** The pharmacy label can serve as the written order of the physician.

Name of student \_\_\_\_\_

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_

Emergency Parameters \_\_\_\_\_

\_\_\_\_\_

Pharmacy \_\_\_\_\_ Prescription # \_\_\_\_\_

### To Be Completed By the Parent/Legal Guardian

Please supply written, detailed directions on the administration/dispense of emergency medication:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***I authorize VMFA personnel to administer the above medication to my child in an emergency using instructions I have provided on this form.***

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

Primary Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

# 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 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 parent(s) or guardian(s) cannot be reached

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

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

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

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

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

**Pick-Up Notice:** Students (under 13) must be picked up during designated times by an authorized adult with a **Photo ID**. Please do not be late as this may result in dismissal from the program. If your child is not picked up on time, VMFA staff will try to reach you immediately, followed by emergency contacts and others adults authorized to pick up. If you are running late, call **804.340.1438** and **804.340.1331** to leave a message.

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 \_\_\_\_\_

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 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 or anyone in our household comes in contact with a person who has COVID-19 or symptoms, I will get in touch with Camp Staff.

\_\_\_\_\_ If my child displays symptoms of illness during class, I will pick them up immediately. I will not return to VMFA without a doctor's note.

\_\_\_\_\_ I understand that masks are required at all times (unless a doctor's note is provided); physically distanced breaks are an exception.

\_\_\_\_\_ I have read VMFA's Summer Camp COVID-19 Protocols, as well as the Cancellation Policy in the Studio Programs Information Packet.

"I \_\_\_\_\_ (print name) certify that the information provided above is accurate. I have read and understand the content provided in the **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 \_\_\_\_\_

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