



## Virginia MOCA Art Camp Information

Please read the below information and complete after reviewing this sheet.

---

Join Virginia MOCA for creative classes for children ages 2 – 17. Children and teens exercise their imaginations and express themselves through art classes designed specifically to challenge and inspire. Explore a variety of media including fibers, clay, painting, and more.

**Dates:** July 11 – August 19, 2022

**Times:** Monday – Friday, 9:00 am – 11:45am (morning) or 12:15 – 3:00pm (afternoon) or 9:00 am – 3:00pm (full-day)

**Tuition:** Ages 2-3 and 4-5 with caregiver: Virginia MOCA Members \$60/General \$75. Ages 6-8, 9-12, 13-17: Virginia MOCA Members \$110/General \$125, unless otherwise noted. Tuition is due in full upon registration and includes supplies unless otherwise noted.

**Registration:** Register online at [virginiamoca.org](http://virginiamoca.org). Tuition must be paid at the time of registration. No student is considered registered until all fees are paid. Registrants will receive a confirmation by email.

### What to Bring to Art Camp

**MASKS ARE OUR FRIENDS:** For the safety of our community, masks are encouraged in the studios and may be required at the discretion of your instructor. Complimentary masks are available at the Virginia MOCA welcome desk.

**Art Camp Information Sheet:** Please read all information in the Virginia MOCA Art Camp Information packet.

**Emergency Forms:** The **Emergency Information Form** must be completed the first day of every camp.

**Medical Notice:** Virginia MOCA 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 written instructions on the administration of medicine must be provided by the parent or legal guardian on the **Emergency Medication Permission Form**.

If your child has an allergy of any kind, it is important to inform Virginia MOCA staff on the first day of camp. If your child has a serious life-threatening allergy, we welcome you to remain onsite while your child is participating in the program. In the event of an emergency, Virginia MOCA Staff will respond to the situation promptly and accordingly; a staff person will immediately attempt to reach the parent or guardian.

### **Art Supplies**

All art supplies and materials are provided by Virginia MOCA unless otherwise noted.

### **Snack**

Students are welcome to bring a small snack and drink to eat during their daily break. Virginia MOCA does not supply any food or drink.

### **Lunch Bunch**

Campers who attend both the 9:00 – 11:45am morning camp and the 12:15 – 3:00pm afternoon camp must bring a bagged lunch from home and will join our Lunch Bunch. A Virginia MOCA staff member will sign them out of the morning class, supervise them during the 30-minute lunch break and accompany them back to their afternoon class.

### **Food Allergies**

Please avoid any foods that may contain traces of peanuts or tree nuts for snack and/or lunch. Be mindful of others and aware that many children have life threatening food allergies; inform your child that we do not share food at the museum for the safety of other campers.

## **Check-In and Check-Out Procedures**

### **Check-In**

Ages 2-3 and 4-5 with caregiver: You are required to stay with your child for the duration of the camp! Please check in with your class instructor.

Ages 6-8 and 9-12: Sign your child in at the beginning of every class by initialing the attendance sheet provided by the teacher. Do not drop children off outside the studios without signing them in. If your child is not signed in, Virginia MOCA will contact you immediately to pick your child up. To ensure you sign your camper in correctly, you or an authorized person must walk your child to the studios every morning and fill out the attendance sheet.

Ages 13 -17: Student's ages 13-17 enrolled in teen studio classes are permitted to sign themselves in and out of each class with signed permission from parent, guardian, or caregiver. Please complete the **Teen Parent Permission Form**

**Check-Out:** Please wait patiently outside of the studio until class has ended and someone has notified you to enter; students need time to finish projects, clean up, and review the day's lesson. Art Camp staff will ask all adults to initial beside the child's name on the attendance sheet to verify pick-up. A photo ID is required for an adult (other than the regular parent, guardian, caregiver) to pick up a child.

### **Drop off and Pick-up Times**

Virginia MOCA does not offer any before or after care. If camper is not picked up within 15 minutes of the camp's completion time Virginia MOCA staff will attempt to contact the parent/guardian and emergency contact. If MOCA staff cannot reach contacts 30 minutes past the camp's completion time the proper authorities will be notified.

### **What to Wear**

Campers should wear clothes that caregivers won't mind them getting messy in or bring an old shirt or smock.

### **Photographing Studio Activities**

Art Camp studio activities may be photographed for future promotional use by Virginia MOCA.

### **MOCA Studio Rules, Expectations, and Consequences**

Campers will:

1. Practice safety in the studios and galleries and follow teacher instructions.
2. Participate in all activities.
3. Be kind and respectful to teachers, assistants and classmates.
4. Help in clean up after every activity.
5. Have fun!

### **If a rule or expectation is broken:**

1st offense: Teacher speaks with student about inappropriate behavior.

2nd offense: Student is taken away from class for quiet time and teacher speaks with parent/guardian.

3rd offense: Student may only be readmitted to Art Camp class at the discretion of the Virginia MOCA staff.

Note: Please do not allow your child to bring toys and other distractions into the studio. Students cannot use smartphones during camp, unless permitted by the instructor for educational purposes. If your child carries a smartphone, it must be off or on silent.

### **Cancellation Policy**

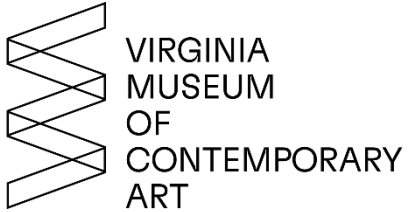
It is the responsibility of the caregiver to record course start dates of registered camp(s). You will receive an automatic confirmation upon registering for camp. In the unlikely event that a course is cancelled, you will be notified as soon as possible. Refunds are only available if a course is cancelled by Virginia MOCA due to low enrollment. Art Campers cancelling enrollment before the registration deadline will receive a tuition credit, which may only be applied to another class or camp at Virginia MOCA. No tuition credits will be given after the registration deadline, no exceptions.

### **Evaluations**

We value your opinion and would appreciate your taking the time to complete an evaluation following camp.

### **Questions?**

Please contact Kendall@VirginiaMOCA.org or 757-425-0000 ext. 338



**Emergency Information Form**

**Students Full Name** \_\_\_\_\_

**Prefers To Be Called** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Title of Camp/Classes** \_\_\_\_\_

\* A new form must be collected at the start of every camp. If your child is attending multiple camps and the info remains the same, we recommend making copies.

**Primary Contact Parent/Guardian**

**Full Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip** \_\_\_\_\_

**Primary #** \_\_\_\_\_

**Secondary #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Secondary Contact**

**Full Name** \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_

**Primary #** \_\_\_\_\_

**Secondary #** \_\_\_\_\_

**Other Persons Authorized to Pick-up Student**

**1.Name** \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_

**Primary #** \_\_\_\_\_

**2.Name** \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_

**Primary #** \_\_\_\_\_

**3.Name** \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_

**Primary #** \_\_\_\_\_

**Continued →**

**Medical Information**

**Allergies** \_\_\_\_\_

**Reactions** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical Conditions** \_\_\_\_\_

**Current Medications** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Developmental Conditions** \_\_\_\_\_

**Special Needs** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If applicable, list any emergency self-carry medications and complete Emergency Medication Permission Form**

\_\_\_\_\_

\_\_\_\_\_

**Any additional information you would like to share?**

\_\_\_\_\_

\_\_\_\_\_

*"I certify that the information I provided above is accurate. I give consent for my child to participate in all camp activities. I have reviewed the MOCA Art Camp Information Sheet including the MOCA Studio Rules, Expectations, and Consequences with the student listed above. I will not hold the museum responsible for any accident or injury that may result during camp activities, and if notified of injury or illness I will make immediate arrangements to pick up my child. Further, in case of accident, injury or sudden illness, if I or the emergency contact cannot be reached in an emergency, I hereby authorize any first-aid or emergency medical care which may become necessary for my child while participating in MOCA's Art Camp. By submitting this form, I have read and hereby agree and consent to this Liability Waiver and Emergency Medical Authorization."*

**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 Parent/Guardian**

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

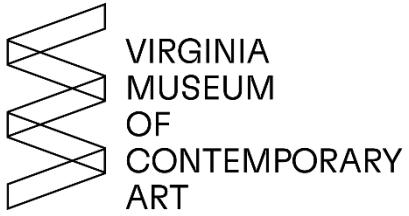
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

**Home #** \_\_\_\_\_ **Work #** \_\_\_\_\_



**Teen Parent/Guardian Permission Form**

Student's ages 13-17 enrolled in teen studio camps/classes are permitted to sign themselves in and out of each class with signed permission from parent, guardian, or caregiver.

**Student Name** \_\_\_\_\_

**Title of Camp/Classes**  
\_\_\_\_\_  
\_\_\_\_\_

By signing this form, I authorize the above student to sign themselves in and out of class.

**Parent/Guardian Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_