



MOCA Art Camp Information

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

Join MOCA for creative classes for children ages 2-5, 6-8, 9-12, and 13-17. Children and teens exercise their imaginations and express themselves through art classes designed specifically to challenge and inspire. Explore a variety of media including glass, animation, clay, painting, and more.

Dates: July 8 – August 30, 2018

Times: Monday – Friday, 9:00 am – 11:45am or 12:15 – 3:00pm or 3:30 – 6:15pm (teen art camp only)

Tuition: Ages 2-5: MOCA members \$65/Non-members \$80, Ages 6-8, 9-12, 13-17: MOCA members \$105/Non-members \$120, unless otherwise noted. Tuition is due in full upon registration and includes supplies unless otherwise noted.

Registration: Register online at virginiamoca.org. Also, by telephone or in person. Tuition must be paid at the time of registration. No student is considered registered until all fees are paid. We cannot make confirmation calls; however, students are notified in the event of a cancellation.

What to Bring to Art Camp

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

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

Medical Notice: MOCA staff is are not 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 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, 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 MOCA.

Snack

Students are welcome to bring a small snack and drink to eat during their daily break. 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 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 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, 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

MOCA does not offer any before or after care. If camper is not picked up within 15 minutes of the camp's completion time 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 parents 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 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 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 parent/guardian 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 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 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 provided at the end of each class.

Questions?

Please contact Truly@VirginiaMOCA.org or 757-425-000



VIRGINIA MUSEUM OF CONTEMPORARY ART

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 _____