VIRGINIA MUSEUM OF CONTEMPORARY ART

Virginia MOCA Art Camp Information

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

Enroll your young artist in Summer Art Camps with Virginia MOCA! Children and teens ages 2–17 will enjoy captivating and unique hands-on art experiences led by knowledgeable art educators. Campers will engage with a variety of artists, creative media, techniques and more through exciting and memorable art activities.

**Campers who will be at Virginia MOCA for full-day or back-to-back camps will be supervised by Virginia MOCA Art Camp staff during their lunch break.*

Dates: June 23–August 15, 2025 (no camps on Thursday, July 4)

Times:
Art camps for ages 6+
Monday–Friday, 9:00–11:45 AM *or*
Monday–Friday, 12:15–3:00 PM
**Ceramics camps are two weeks long*

Art camps for Ages 2–5 (with caregiver)
June 23–July 25
Monday–Friday, 9:30–11:00 AM

Tuition: Tuition is due in full upon registration and includes supplies unless otherwise noted.

Registration: Register online (virginiamoca.org/artcamp), by telephone (757-425-0000), or in person. Tuition must be paid at the time of registration. No student is considered registered until all fees are paid. Successfully registered individuals will receive a confirmation email from our system. Please reach out to confirm your registration if you do not receive a confirmation email for any reason. Students will be notified in the event of a cancellation.

Waitlist: If a class is full at the time of registration, you will be added to the waitlist. Should an opening become available, our staff will contact individuals on the waitlist in the order they registered, via phone and/or email.

What to Bring to Art Camp

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 for each camp your child is enrolled in. Information forms must be turned in on the first day of every camp. If you are unable to print the form yourself, please arrive at least 15 minutes early on the first day of camp to complete the form in person.

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 applicable, Emergency Medication Permission forms must be completed for each camp a child is enrolled in. This form is to be turned in on the first day of every camp. If you unable to print the form yourself, please arrive at least 15 minutes early on the first day of camp to complete the form in person.

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 on-site 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 and encouraged to bring a small snack and drink to enjoy during their daily break. Virginia MOCA does not supply any food or drink. Please avoid packing any foods that may contain traces of sesame, peanuts or tree nuts as a snack. No Nutella or Hummus allowed.

Lunch Bunch
Campers who attend both the 9:00–11:45 AM morning camp and the 12:15–3:00 PM 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 camp. Please avoid packing any foods that may contain traces of sesame, peanuts or tree nuts for lunch. No Nutella or Hummus allowed.

Food Allergies
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. Please avoid packing any foods that may contain traces of sesame, peanuts or tree nuts for snack and/or lunch. No Nutella or Hummus allowed.

Check-In and Check-Out Procedures

Check-In
Ages 2–5 (with caregiver): A caregiver, parent, or guardian must be present for the duration of this camp. Please check in directly with your class instructor.

Ages 6+: A caregiver, parent, or guardian must sign each child in at the beginning of every camp day by initialing the attendance sheet provided by the instructor. To ensure each camper is signed in correctly, an authorized caregiver must physically fill out the attendance sheet at every drop off.

Ages 13–17: While an authorized caregiver is required to sign the student in on the first day of camp, campers ages 13–17 are permitted to sign themselves in and out of each camp day following **with signed permission** from a parent, guardian, or caregiver. To take advantage of this allowance, please complete the **Teen Parent Permission Form** and turn it in on the first day of camp.

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 before or after care. Please arrive on time for drop-off and remain with your camper until the designated camp start time. Be sure to arrive promptly to pick your child up at the end of their designated camp time. If a 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 the camper is not picked up within 30 minutes, a late pick-up fee will apply.

Late Pickup Fee:
If a camper is not picked up within 30 minutes of the camp's completion time, a late pickup fee will be incurred. The fee starts at $15 for the first 30 minutes, with an additional $15 charged for each half-hour thereafter.

What to Wear
Campers should either wear clothes that caregivers won't mind them getting messy in or bring an old shirt or smock to protect their clothing.

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

Virginia 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. Those cancelling enrollment before the registration deadline (one week before the start of a camp) 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 which will be sent out via email.

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

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Emergency Information Form

Students Full Name _____

Prefers To Be Called _____

Date of Birth _____

Title of Camp/Class _____

***** 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 Caregiver Contact

Full Name _____ **Primary #** _____

Address _____ **Secondary #** _____

City _____ **Email** _____

State _____

Zip _____

Secondary Contact

Full Name _____ **Primary #** _____

Relationship to Student _____ **Secondary #** _____

Other Persons Authorized to Pick-up Student

1. Name _____ **Primary #** _____

Relationship to Student _____

2. Name _____ **Primary #** _____

Relationship to Student _____

3. Name _____ **Primary #** _____

Relationship to Student _____

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 Virginia MOCA Art Camp Information Sheet including the Virginia 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 Virginia MOCA 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 Virginia 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 #** _____

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Teen Parent/Guardian Permission Form

Following the first day of camp, students ages 13–17 are permitted to sign themselves in and out of each camp with signed permission from parent, guardian, or caregiver.

Student Name _____

Title of Camp

_____

_____

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

Parent/Guardian Name _____

Signature _____

Date _____