



## Art Camp Information Sheet

Please fill out the below information after reviewing this sheet:

Name of Art Camp \_\_\_\_\_

Student: \_\_\_\_\_

Printed name of Parent/

Guardian: \_\_\_\_\_

I have reviewed all Art Camp Guidelines and expectations and have shared them with my child:

Signature of Parent/ Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### ***What should my child bring to Art Camp?***

All tools and art materials are provided by MOCA. Students are welcome to bring a small non-sugary snack and drink but MOCA does not supply any food. **Please avoid any foods that may contain traces of peanuts. Be mindful of others and aware that many children have food allergies; inform your child that we do not share food at the museum for the safety of other campers.**

### ***What should my child wear to camp?***

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

### ***What are the Check-In and Check-Out procedures?***

*Check-In:* 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. In the event that 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. Student's ages 12-18 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 request this form from the teacher if needed.

*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.

### ***Lunch Break***

If a camper is enrolled in a morning and afternoon class during the same week, a parent or guardian can sign the camper out of the morning class and enjoy the 30 minute lunch break together. Otherwise, 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. Please send in a packed lunch and snacks for these students. **Please note that due to food allergies, foods that contain traces of peanuts are not permitted at MOCA.**

### ***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.

#### ***Your timely pick-up is appreciated:***

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.

### **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 Matthews, Associate Curator of Education, [Truly@VirginiaMOCA.org](mailto:Truly@VirginiaMOCA.org) or 757.425.0000