DIRECTOR’S MESSAGE

Welcome to the Summer Enrichment Program! We thank you for your interest in sending your children to SEP. Please read this handbook very carefully as it includes information that you will need to prepare for your child’s stay, including a packing list.

Every year we eagerly anticipate the dorm assignment that UVa Housing gives us for our summer program. This year we are very pleased to announce that we have again been placed in the McCormick Road Residence Area, ‘Old Dorms’, which are the historic buildings along McCormick. We will be in the same buildings as Summer 2014 – Lefevre for boys rising into grades 5-8 and Metcalf for girls rising into 5-8 and the older campers in Hancock which is further along Hancock Drive. These dorms are centrally located between the Lawn and the O-Hill dining facility, and leave us with a short walk to our classes at St Anne’s Belfield School. There is a central courtyard for our outdoor activities. Old Dorms are not air-conditioned. Since it can be hot in Central Virginia in the summers, we highly recommend sending your child to camp with a fan. Usually one fan per student is plenty, either a box fan to put in the window, or a desk-top or floor model oscillating fan. With a mix of these fans, we can keep the temperatures cool throughout the building.

Registration will be outside, in front of the dorm designated for your child’s grade level and gender. The road in front of the dorm complex – McCormick Road - will unfortunately be closed for construction this summer as they lay new utility pipes, with access only for emergency vehicles and construction vehicles. You can park in the lots on Alderman Road, and walk down McCormick to the dorms or you can park in the football stadium parking lot (Scott Stadium) and walk back along Alderman to McCormick. If you are registering more than one child, there will be plenty of time to go through the line at each dorm. Registration will be from 3:30 PM to 4:30 PM. The dorm assignments are as follows (for the summer, we will once again be referring to your child according to his or her ‘rising’ grade level. It will make sense to you this summer. During the application phase, we referred to your child according to the grade they are currently in, since that is what makes sense to you during the school year):

Hancock: rising 9th – 11th grades, boys and girls
Lefevre: rising 5th – 8th grades, boys
Metcalf: rising 5th – 8th grades, girls

Congratulations again on your child’s acceptance to SEP. I look forward to seeing your children for another great summer at SEP. As you turn to the next page, you’ll see a message from each of the Head Counselors for this summer. I am so very proud of them, and of the rest of my staff – counselors, teachers, and those that coordinate the logistics. We are all eager for the summer to begin! Please don’t hesitate to call us at 434-924-3182 or email to curry-sep@virginia.edu if you have any questions.

Sincerely,

Julie Baird, Director
MEET THE HEAD COUNSELORS

Hello parents and campers! My name is Liz and this will be my third summer as a Head Counselor for the 5th-8th grade camp. I am eager and excited to be working with all of you for my fourth and final summer with SEP! I am currently a fourth year in the Nursing School at UVA and will be graduating this May. I am happy to say that I will be starting my career as a nurse in the Operating Room at the UVA Medical Center come August. When I'm not running around in scrubs or hanging out in the hospital, I enjoy spending time outside hiking and exploring the Shenandoah area. I also love taking advantage of all the great music and food in Charlottesville, so I'm looking forward to having an extra couple of years to spend in Hooville after graduation. Working with SEP over the past few years has been incredibly rewarding and I'm excited to have the opportunity to share this experience and all of the fun activities with your children this summer. Get ready for an awesome session, and we will see you all on opening day!

ELIZABETH HOLOHAN, 5TH-8TH GRADE HC

Hello parents and campers, and welcome to SEP! My name is Tim, and I will be one of the two Head Counselors for the 5th-8th grade camp. This is my third summer, and there are many reasons why I keep coming back. I have seen again and again how a team of creative and talented counselors comes together to create the SEP experience for your amazing campers, and I cannot wait to be a part of the magic once again. I am graduating this year from UVA as a part of the Curry School's five-year Master in Teaching Program with degrees in English and Secondary English Education. The youngest of three brothers, I was born and raised in Louisville, Kentucky with a love of basketball and good food, but it has been great to call Charlottesville home for the last five years. In my spare time I enjoy reading, watching movies, and experiencing all of the outdoor opportunities Charlottesville has to offer. I hope to help make this a wonderful summer for your son or daughter, and I look forward to meeting you soon!

TIM HILLIARD, 5TH-8TH GRADE HC

Hi! My name is Sarah Henry and I am from Little Washington, Virginia. I am a rising senior at the College of William & Mary. I am a double major in Psychology and Studio Art with a focus in Ceramics. I am involved with psychology research in a lab studying addiction in childhood. I am also very involved with the campus radio station where I have my own show and the W&M Global Film Festival. I love cooking, baking, spending time outdoors, and making pottery. This is my third year as a counselor at SEP where I was a camper for 5 years! I am so looking forward to this summer and spending time with your wonderful child or children!

SARAH HENRY, 9TH-11TH GRADE HC
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EDUCATIONAL PROGRAM

PROGRAM GOALS

The mission of the Summer Enrichment Program (SEP) is to create and implement an educational program which models appropriate instruction for gifted learners. Drawing from research on how students learn, with special attention to gifted learners, our curriculum design and instruction is guided by the following goals:

The CONTENT is selected to:
- Encourage students to explore topics not generally available to them in the regular school year or to study familiar topics from a new perspective and with greater abstractness or complexity.
- Help students understand the significance of the subject studied and its global relationship to other topics and fields of study.
- Assist students in developing an understanding of the nature and purpose of the discipline they are studying and how a professional in that field might practice.
- Expose students to new materials in print or multimedia that provide high level information pertinent to their field of study.

The PROCESS is designed to:
- Assist students in developing an awareness of their thought processes and a vocabulary to discuss those ideas.
- Encourage "metacognition," or thinking about your thinking, in order to enable more thoughtful, thorough, and creative reasoning with the content.
- Assist students in developing skills of problem solving, divergent and convergent thinking, planning, and decision-making through the application of those skills in a variety of problem-centered experiences.
- Assist students in developing or fine-tuning solid research skills to investigate areas of interest in their field of study.
- Ensure that students work consistently at high levels of thought and continue to challenge their thinking so they may transfer these abilities beyond SEP to their continued education.

Integrating content and process, students work toward developing either a final product or a series of sense-making assignments, which require application of ideas and new information learned, transformation of ideas into new forms, and an exploration of ideas in differing contexts. Throughout our time together, we focus on habits of mind, fostering a growth-mindset, and helping students become more effective learners and contributors to knowledge.

The SEP LEARNING ENVIRONMENT:
- Help establish an atmosphere of acceptance, comfort, and academic risk-taking, of exchanging ideas, of constructive criticism, of student-centeredness, of open-ended discussions -- an environment that respects the unique thoughts of every individual.
- Encourage a partnership between teacher and students, and among students in developing goals, directions, and outcomes.
- Encourage exploration within planned perimeters of focus so that learning is both open and purposefully guided.

At SEP, we realize the students have varied background experiences, ways of learning, and interests. Our staff focuses on helping students unravel conceptual ideas in a way that honors individual students. While all students in a class work towards a common set of learning goals, the teachers are skilled at offering many “routes” to these learning goals. We work hard to ensure students feel supported, challenged, and connected to the class content.
The Summer Enrichment experience strives to help students:

- Become greater risk takers, leaders, and collaborators.
- Understand individual differences and respect both differences and similarities.
- Develop a sense of internal control and play a role in decision-making and judging outcomes.
- Establish a greater sense of independence in their work ethic as well as interdependence in their work with peers.

PROGRAM CLASSES

At SEP, each student will be enrolled in two main academic classes, one longer class in the morning, and one shorter class in the afternoon. Each student also takes several Special Topic classes, taught by the members of the counseling staff.

In the morning and afternoon academic classes, students have the unique opportunity to work with a content expert in a particular field. This experience is intended to give students who excel in school and are motivated to achieve the chance to explore a subject with an expert without the constraints of grades or judgment of any kind, and in collaboration with other students who are similarly motivated. Whether the topic chosen is something your student already excels in, or is something he or she has no experience with but is curious to explore, these bright students usually bring energy and new ideas to the discussion. We assume that each student will actively participate in class, will complete, or try to complete all class projects, and will respect one another and the teacher at all times. Students who show little interest or display a lack of respect towards others will get the chance to talk about their SEP experience with their teacher and/or the Director, and parents will be included in the discussion if the situation warrants. We very rarely run into this problem since most of our students want to be here and deeply appreciate the learning atmosphere. Students will be asked to give their feedback at the end of the session, so that we can continually improve our program and ensure its relevance to our students.

To help you, the parent, understand the goals and the work performed in each SEP class, you will receive two letters from each of your child’s teachers. The first letter will be given to you at the start of the program and will introduce you to the teacher, their qualifications, and to the learning goals of the class. The second letter will be sent to you via email at the end of the session. In addition to a brief summary of the class, this letter will suggest questions that you could ask your child to start a good conversation about what they learned. Included will also be suggestions for ongoing enrichment if your child has developed a strong interest in this topic. Partly in order to create an atmosphere that most encourages intellectual risk-taking, and partly because our time together is too short to truly know your children, we do not attempt to evaluate your child’s performance. In order to be here in the first place, they have already been judged by our selection committee.
MORNING AND AFTERNOON CLASSES

The intention of the morning block is to provide ample time for in-depth investigations of topics that are not usually covered in K-12 schools or are being revisited in a unique way. The purpose of the morning classes are not to accelerate students quickly through a more advanced level of content, but rather to explore, with new lenses and in greater depth and sophistication, specific topics and concepts.

Some units are more conducive to a culminating activity or project than others. The emphasis for the two weeks is on the integration of content and process--the ability to make sense of information and produce meaningful and original connections. It is our intent to help students understand that content coverage is impossible in our vast world of information and that learning skills to access and analyze information produces life-long learning and more productive individuals.

Morning classes run from 8:30am -11:30am for the 5-8th graders and 9:30am - 12:30pm for the 9-11th graders. Our teachers work diligently to provide a curriculum that meets the general goals of our program and the current best-practices in gifted education. Our focus is on authentic learning, critical inquiry and hands-on investigation. Supervision and feedback in a variety of forms are offered throughout the program to promote high standards of excellence and to assure positive learning for students.

Afternoon classes have learning goals, just as morning classes do. Students most often choose a topic that is different from the morning class, but students may also stay in the same subject area if they have an intense interest. Afternoon classes run from 1:30pm – 3:30pm for 9-11th graders, and from 2:30pm – 4:00pm for 5-8th graders.

SPECIAL TOPICS

These engaging and interactive topics are developed to provide a shorter exposure to a variety of topics. Students may select from several topics of interest and will attend multiple sessions during their stay. Topics emerge from the passions, skills and college majors of our residential counselors, and provide one of the ways for our counseling staff to be role-models and mentors to your children. Students rising into the 5th – 8th grades will take four such classes during their stay. They will choose a new topic every other day. Past topics for this age group have included Improv, Speak Like the President, Code Breaking, 5 Minute Play, Jazz, Street Art, Bollywood, How to Scratch (DJ class), Songwriting, and much more. Special topics conducted with the 9-11 students usually are rooted in that counselor’s major and follow a seminar approach. Each 9-11 student will take two such topics during their stay, each lasting four days. The purpose of the seminar is to expose students to topics that may spark a new interest or even lead to a future college major or career. Special Topics provide an opportunity for students to investigate and share ideas with peers outside of their morning classes.

SPECIAL EDUCATIONAL NEEDS

At SEP, it is our intention to offer high quality, differentiated curriculum to meet the needs of all our learners. If your child has special needs that would necessitate curricular or physical modifications in the classroom, please notify the office as soon as possible and provide as much detail as possible. This will help our staff better serve your child.
RESIDENTIAL PROGRAM

RESIDENCE HALLS
The students in the Summer Enrichment Program live in University of Virginia Residence Halls. Our residential component is an integral part of the total experience for students attending our program and is geared to their socialization needs. Students live with one roommate in double rooms in a hall-style dorm with same-sex peers who are close in age. Counselors live in rooms at intervals along the halls to provide 24-hour supervision. Each counselor is directly in charge of eight students, forming the small SEP ‘family’ that is the primary building block of the residential program. The opportunity to live with students of different social, geographic, ethnic, and cultural backgrounds is an important aspect of the SEP experience. Therefore, we do not accept roommate requests. Room assignments and groupings are done randomly and according to grade level only and cannot be changed. In our 30+ years of operation we have had great success with this approach and so we ask your cooperation and support. Don’t forget to bring a fan to camp because our dorms are not air-conditioned.

RESIDENTIAL STAFF
We select caring, responsible, sensitive, intelligent, energetic people to live and work with your child. We have done extensive screening of our applicants through team interviews, a criminal records check and letters of recommendation. Our counselors attend UVA or other universities and are at least 18 years of age. Counselors participate in an intensive orientation, receiving training in many areas including first aid, child management, problem-solving, setting expectations, curriculum development and multiculturalism. Your child will be supervised mainly by one counselor but have an opportunity to get to know and learn from all of our counseling staff walking to and from class as well as participating in afternoon special topics, evening activities, recreation, social events and weekend activities.
SUPERVISION

Your child will be supervised **AT ALL TIMES** by a staff member of the Summer Enrichment Program. For the safety of the students, we are very strict about our supervision and make no exceptions to this policy. Please discuss this policy extensively with your child since our older students may not be accustomed to this type of arrangement. Both the student and the parent will be required to read and sign a form online which outlines the expectations of behavior at SEP. Again, these expectations are taken seriously. Students who cannot follow these rules will be sent home.

Counselors do get some hours off, and during these times a substitute floating counselor will be supervising your child. During nightly staff meetings, specific counselors are on dorm duty in case any camper needs assistance.

MEDICATION / MEDICAL NEEDS

You will be asked to download, print, fill out, and mail a form outlining the medical background and current medical needs of your child. When you mail this form to us, you must attach a photocopy of the front and the back of the student’s medical insurance card. The clinic we use in this area (First Med) requires a copy of this card in order to treat your child, and to bill your child’s insurance company for these services. You must return this form to us by May 1st. If your child has a condition that is complex, rare, or limiting in any way, please attach any additional pages that may be necessary to explain special medical conditions your child has, including a letter from the student’s physician if that would be helpful. If you have any questions about how we might handle these special needs, please don’t hesitate to call us. In most cases a member of our staff will contact you in advance if there is anything unusual in your child’s medical record to help facilitate good communication between you and SEP.

Head Counselors will be available at the registration table to discuss special medical or dietary needs. If your child has any medication, including any over-the-counter drugs, these must be registered and left with the child’s individual counselor. Instructions for use and a parent signature are necessary and should also be left with the child’s counselor.
DIETARY NEEDS

Our counselors will make every effort to encourage your child to eat healthful, balanced food at every meal. The adjustment to living away from home overnight includes the adjustment to new food choices and styles. The students eat breakfast and lunch at the St. Anne’s Belfield School dining hall and dinner in the UVa “O-Hill” dining hall. Both sites are conveniently located just steps from the classrooms and the residential halls. Meals offered at St. Anne’s consist of fresh, often locally-grown, organic ingredients and are prepared by the chef and staff of the year-round school kitchen. Selections at lunch consist of one or two main dishes, salad bar, deli bar, vegetables, pastas, desserts, fresh fruit, and much more. Evening meals at the UVa dining hall include a wide variety of more typical university dining hall food, including more ‘camp-type’ items such as pizza. SEP campers usually prefer one place over the other, but both always have plenty of choice at every meal. All eaters are easily accommodated including vegetarians and those with food allergies. Help us by encouraging your child to drink plenty of water while at camp to help them stay healthy and hydrated.

If you note that your child has food-related allergies, please offer as much detail as necessary. Also, please remind your child to read signs in the dining halls and to ask questions if they are not sure of a dish’s ingredients. Especially with younger children, but even with the older ones, please remind the counselor at registration that your child has a food allergy, so they can help remind your child at meal times. We will be listing all students and their allergies and providing this list to both St. Anne’s Belfield School and UVa’s dining hall managers. Both UVa and St. Anne’s are very experienced in handling food allergies, including life-threatening allergies. When you bring your child to camp on Sunday, if you are interested, you are welcome to visit the UVa dining hall and introduce yourself to the manager and discuss your child’s food allergy. They will give you a tour and explain how they accommodate your child’s particular allergy. However, this is not necessary. We will be communicating with them and with St. Anne’s before each Session begins.

If you plan to send food and drink to camp with your child, we ask that you examine each item carefully to ensure there are no nuts of any kind. Nut allergies are the most prevalent and can be life-threatening to a roommate or hall mate. We cannot refrigerate your child’s food, so keep that in mind when selecting the items. If open food packages are left around they can attract insects which can make everyone feel uncomfortable, so smaller packaging is best. We will do our best to keep all the campers well-fed at meals, so they won’t be hungry at other times. At home your child may be a very picky eater, but we have observed that as kids adjust to camp life, they will often try things they would not try at home (but don’t tell them I said so!) Trying new foods is part of a good camp experience, and can help your child in his or her maturation process. While under our care, we have observed most children happily eating what is provided, while simultaneously participating in camp banter about how great a certain food is, or how terrible. It is part of the bonding experience. Sending them with their own reusable water bottle, [marked with their name](#), will help them to stay hydrated and happy.
**GENERAL CAMP INFORMATION**

**CAMP LIFE**

**PREPARING FOR CAMP LIFE**

We know that this camp experience could be the first opportunity for your child to be away from home for an extended period of time. Please discuss your child’s anxieties with him/her prior to coming to camp and use this handbook to help paint a clear picture of what life will be like outside of the home environment.

This is a lengthy time away from home and we suggest giving your child some smaller experiences to help him/her ease into the process. Try a weekend away with relatives or friend without too much communication with you. Send your child with postcards and stamps for immediate feedback home. Phone calls from SEP to home are limited to three. When talking, focus the discussion on their activities at SEP and if they seem upset, use the time on the phone to help them set goals for success.

<table>
<thead>
<tr>
<th>DAILY SCHEDULE</th>
<th>5-8th grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30-11:30</td>
<td>Morning Classes</td>
</tr>
<tr>
<td>11:30-12:30</td>
<td>Lunch and Free Time</td>
</tr>
<tr>
<td>12:45-2:15</td>
<td>Special Topics</td>
</tr>
<tr>
<td>2:30-4:00</td>
<td>Afternoon Classes</td>
</tr>
<tr>
<td>4:00-4:45</td>
<td>Suite Time</td>
</tr>
<tr>
<td>4:45-5:45</td>
<td>Dinner</td>
</tr>
<tr>
<td>6:00-6:45</td>
<td>Evening Activity</td>
</tr>
<tr>
<td>7:00-8:00</td>
<td>Recreation/Free Time</td>
</tr>
</tbody>
</table>
RECREATIONAL ACTIVITIES
Some form of recreation occurs in the early evenings each day in and around our dormitory area. This year the large courtyard between our dorms will be perfect for this. Students can choose among a variety of activities including basketball, four square, volleyball, and Frisbee or group games. There are usually several counselors and students who choose a daily run. All students are encouraged to participate in some form of physical activity each day. In addition to the games mentioned above, students will have one opportunity to swim at a local, outdoor swimming pool, unless summer storms interfere. We are not, however, able to accommodate students who have athletic training schedules. We try to offer activities that are differentiated to accommodate the various levels of students’ interest.

WEEKEND SCHEDULE
Academic classes do not meet on the weekends. Students participate in a variety of social and recreational activities scheduled throughout the entire weekend as well as experience some down time to relax and get rejuvenated for the week ahead. Weekend activities usually include watching a film, attending a party, field day events, a mental challenge competition (5-8 program), trivial pursuit contest (9-11 program), a cookout, use of university recreational facilities and exploring local shops and points of interest. Students also have free time to relax, write letters and plan activities with their group, and of course are continually supervised by their counselor. The weekend is a popular and important component of the SEP experience.

CHILD SUPPORT SYSTEM
We want all students to have a successful stay in our program. For many kids, this may be their first time away from home or their first experience at group living, and our rules may seem very different than what they are used to at home or school. From time to time, some students may experience some difficulty adapting to our environment and working within the boundaries of our program. In addition to reviewing and reinforcing the Non-negotiable Rules and Camp Policies with your child, we would encourage you to let us know of any special needs that your child may have and specific strategies that work in areas where you might anticipate they have difficulty. Please encourage your child to communicate to our staff how they are feeling and what they need.

Our program has a proactive child support system that is based on the respect and rights of everyone in our community. Many younger students experience homesickness as a natural reaction to
being away from home for the first time. All of our residential staff have received training in recognizing
the symptoms of homesickness and developing strategies for helping the student adjust to camp. Our
students benefit from our program and grow in many ways while they are with us. Our residential staff
welcomes the opportunity to help your child should this situation arise and approach it as one more
opportunity from which students can learn and grow.

In addition, our staff emphasizes communication, setting clear goals and expectations, and
clarifying the rules and responsibilities of everyone at the camp. We hope this information helps your child
be an effective problem-solver while they are here. We like to focus on solutions, rather than problems,
and give kids choices whenever possible. We try to reinforce appropriate behavior and in cases of
inappropriate behavior, our responses try to be logical, natural and age-appropriate.

BIRTHDAY CELEBRATIONS
Should your child’s birthday occur while he/she is with us, we want to assure you that the birthday
will be celebrated with the counselor and the seven ‘suite mates’. We will provide some sort of nut-free
dessert. Please discuss the birthday with your child’s counselor when you arrive at camp especially if
there are any restrictions or other special instructions that need to be communicated. Birthdays provide a
great bonding moment within the ‘suite’ – we love birthdays!

INCLEMENT WEATHER
On days with a high heat index, activities are curtailed to keep students in an air-conditioned
environment either at St. Anne’s, or in the air-conditioned UVa buildings which we have use of evenings
and weekends. We also encourage students to stay hydrated throughout the program and recommend
that they bring a water bottle to camp with their name written on it. Due to the nature of SEP, students do
a lot of walking between classes, dorms, eating areas, etc. This movement continues even during the
rain. Thus, we advise students to bring rain gear and/or an umbrella. In the event of lightning/thunder, all
students will be kept indoors until the storm passes.

INJURY / ILLNESS
It has always been our procedure to notify parents in case of any injury or illness requiring
treatment by a physician. This is usually done through a phone call by one of our residential staff, usually
the Head Counselor. It is very important that you complete your child's medical form correctly and inform
us prior to or at registration about any conditions which might require special treatment (i.e., drug
allergies, chronic illnesses, current medical condition, etc). Our camp insurance is a secondary insurance
provider to your primary policy. All bills for treatment will be processed by the treatment center (either
First Med or the UVA Emergency Room). Services rendered for treatment of illness will be billed directly
to your insurance company and you should receive notification of processing of those claims directly from
your insurance company. The treatment centers require us to provide a copy of the child’s medical card.
Please remember to include a copy of your child’s insurance card along with the required medical form
prior to coming to camp. If your child is not covered by health insurance you must be willing/able to pay
the provider immediately, in full, by credit card.

DAMAGES
Parents are responsible for the cost of repair to, or replacement of, equipment or property
damaged by students. This includes anything in their residential dorms, on the UVa grounds, or on the St.
Anne’s campus. If your child has damaged any property, you will be notified immediately and you will
receive a bill for the damage in the mail.

SPENDING MONEY
Students may want to bring spending money to buy souvenirs or ice cream on the Corner on the
weekend. You should use your own discretion in determining the amount, but we recommend a
maximum of $50 for spending money. Sometimes groups of students will choose to see a film at a local
theater on Saturday, and they will need to purchase their own ticket if they do. There will be at least one
opportunity for students to shop at the UVA Bookstore and other local shops near the University to buy
the t-shirts and other UVa logo items that have always been popular. We will operate a “bank” for
students who would like us to keep their money until they need it: small bills are helpful so that money
can be given out in small amounts. Please speak to your children about budgeting their spending money and ask them not to borrow or lend money to other students.

**SEP T-SHIRTS**

Every year camp t-shirts are designed by our counselors to commemorate that summer’s fun. We give these t-shirts as premiums for a $15 minimum donation to our SEP Scholarship Fund and they are available at registration/check in and throughout your child’s stay. There is never any pressure to acquire a t-shirt – less than half of campers acquire them. Our t-shirt fundraising effort usually nets us about $4,500 every summer. We are grateful for any donations to the scholarship fund with or without the incentive of the t-shirt. Each year we grant approximately $40,000 in scholarships to applicants and are appreciative of any help with this outreach effort. If any family wishes to make a direct donation to the SEP Scholarship Fund, you can do so at the following address:

Curry School of Education Foundation  
SEP Scholarship Fund  
P.O. Box 400276  
Charlottesville, VA 22904

**RESEARCH**

From time to time, Summer Enrichment Program parents and/or students are asked to participate in ongoing research projects being conducted by faculty and students related to the field of gifted education. Participation most often is in the form of completing paper and pencil surveys and occasionally has involved interviews. We feel this is an important role for our program to play and an opportunity to contribute to future developments within the field of education. Parent or student participation is strictly on a voluntary basis and all information is coded appropriately to keep it confidential. At this point, we do not have any research planned for Summer 2015.

**COMMUNICATION WITH PARENTS**

**PHONE CALLS**

We would like to be clear with parents regarding our schedule for phoning home during the time your child is with us. While we adhere to the schedule outlined below, please note that your child/children have the option of calling home at any point during their stay with us and you can speak to your child anytime you wish. All 5-8 campers will be required to make a 5-minute phone call home on the first Tuesday evening after dinner, between 5:15 and 6:15 PM. Thereafter, they will be allowed (but not required) to make a 10-15 minute phone call on Friday and the second Tuesday night, after dinner, between 5:15 and 6:15 PM. 9-11 campers are not required to call home, but have the opportunity on Saturday between 1:00 and 2:00 PM and second Tuesday evening to do so. Students should use their own cell phones they brought to camp. There will be no access to land lines as they have been removed from the dorm rooms at UVa. Outside of calling home, campers will not have access to their cell phones.

If you have any concerns regarding your child’s stay here at camp, you can contact the SEP office during business hours at 434-924-3182, or if you have an emergency that same number will be answered in the evenings and weekends by the Director.

We will make every effort to make sure that campers contact parents or guardians by phone on the schedule above if they desire but cannot require campers to phone home (except the campers rising into grades 5-8, on the first Tuesday.) We also encourage students to regularly write letters home about their experience at camp. We suggest that you discuss the frequency of contact your child will have with you by phone before arriving.
If your child is unable to reach you on the evening designated for phone calls and leaves a message, we will have them attempt to call you at the next available time. Campers can feel uneasy if you are not reachable when they call you, so please keep track of the days and times we have indicated for calling home and make sure your child knows where to reach you if you will not be at home. Please help your child to adhere to the 10-15 minute call limit.

Our experience over the last 30+ years has taught us that campers who are prone to homesickness tend to have more difficulty adjusting and overcoming their homesickness after talking with their parents. We will make every effort to help your child work through issues of homesickness but we encourage parents to talk with their children prior to arrival to better prepare them for this experience. We do, however, see phoning home as a great opportunity for kids to share with family their experiences at camp. We hope your phone contacts will help contribute positively to your child’s overall experience with us.

In addition, you will receive a summary of your child’s class via email shortly after the session is over. This summary will let you know details of what was learned in class, and give you a list of topics/questions that will help you talk about class with your child. We hope that it will help you get beyond those one-word answers that you may often hear in response to “How was your class?” “Fine.” This summary is not an attempt to evaluate your child’s performance in class, but rather an insight into what was achieved by the group, and how you can help deepen your child’s experience through conversation with them about the topic.

E-MAIL
Your child will not be able to write to you via e-mail since they do not have access to the internet while at SEP (except during instructional time for purposes of class work.) However, you may e-mail one greeting to your child through our office and we will relay that greeting to your child. Please do not overuse this method of communication since it requires considerable staff time. In your greeting, please include your child’s full name and name of their SEP counselor. Our e-mail is curry-sep@virginia.edu.

MAIL
Although your student will be allowed to phone home in the evenings on a scheduled basis, letters from home can be very helpful in supporting your child’s participation and activities here at camp. As much as your child may miss being with you and your family and miss the comforts of home, we have planned a very structured day where your child will be engaged in high-interest and fun activities. We encourage your child to write home regularly and there is quiet time at the end of each day for this. We have learned that it is extremely hard for them to receive letters where the focus is on all of the activities that they are missing at home! We have taken the time, both with this manual, and in the letter provided by your child’s morning teacher, to give you plenty of information about the many activities that your child participates in so that you may focus more on what they are learning and experiencing here at SEP, rather than on what they may be missing at home. We have a new mailing address this summer, so please use it rather than any you may have from past years.

Students can receive mail at the following address:

Name of Student
c/o Their Counselor (this information will be given out at registration)
Summer Enrichment Program
P.O. Box 5346
Charlottesville, VA 22905

Most camps now prefer that you not send care packages, and we are no exception. There are many reasons. The food you send may contain ingredients that roommates or hall mates are extremely allergic to. Open food packaging attracts pests. Also not everyone receives packages so this can cause conflict. And so many packages arrive after the child has left camp! If you need to send a package...
because your child forgot an essential item, please call Melody to decide on the best method of delivery. If your package arrives after the session has ended, we will call you to see if it contains something that should be returned to you. If not, you can tell us to throw it away.

**VISITING**

Students have activities scheduled throughout the entire week and weekend and are always on the go. Visits from parents or friends of the family cause unique supervision problems for SEP since every member of our staff is responsible for supervising students and activities at all times. It would be extremely difficult to coordinate the coming and going of 300 students and their parents each session! For this and other general safety considerations, we do not allow any visiting during your child's stay with us. Please help us keep your children safe and do NOT encourage your family or friends to drop by for a visit. Parents are welcome to visit the program prior to the session their child will be attending.

**CAMP POLICIES**

We have included in your packet of forms the Camp Policies for your child’s age group. These forms need to be reviewed with your child and signed by both of you and returned to SEP. We have included them in this handbook as well so that you will have a copy to refer to if needed. These policies may seem more restrictive than rules you have at home. However, acceptance to spend two weeks in our program must carry with it responsibility to accept these rules for the protection of all students and the program. If you have any questions about the interpretation of these policies, please check with your child’s counselor, the Head Counselor or with the Summer Enrichment Program Director.

- Students must attend all scheduled activities, including all meals.
- Students must be under adult supervision at all times - NO EXCEPTIONS!
- Lights are out at 10:00 PM (11:00 for 9-11 students). No one is allowed to leave the dormitory after 10:00 PM.
- Verbal or physical abuse of any kind will not be tolerated under any circumstances.
- Use of drugs and alcohol, including cigarettes, is not allowed. (Please recognize abuse of any substances will not be tolerated). Counselors have an extended discussion with students on this issue. Students are asked to respect the authority of counselors and SEP staff by following established rules and expectations for all camp activities.
- For reasons of privacy, no males may be in female halls after 9:00 PM and no females may be in male halls after 9:00 PM without a counselor present. Bedrooms are off limits to members of the opposite sex AT ALL TIMES.
- Students will be held financially responsible for any damages caused by them.
- Everyone must wear shoes at all times except when on his or her hall.
- During quiet time it must be quiet enough for others to sleep.
- Students are asked to respect the privacy of other camps by refraining from comments towards other camp participants and following our policy of no visitation to or from other camps.
- Students agree to follow all rules and procedures regarding use of the phone and calls made to parents as outlined in the Parent Handbook. Students should bring only one phone to camp, and this phone must be turned over to the counselor upon arrival. No exceptions.
- With the exception of a smart phone which is turned over to the counselor on arrival, electronic devices that communicate with the internet are not allowed.
- Parents will be notified whenever a camper requires medical attention for illness or injury or in the event of an emergency.
- It is our goal that all students are committed to respecting themselves, others, and property. This means respect for the diversity within our camp as well as consideration of all other camps and staff within the university community as a whole.
Students agree to abide by these policies while attending the Summer Enrichment Program and understand that violation of any of these policies or other rules of appropriate behavior results in immediate dismissal from the program. In addition, the Summer Enrichment Program reserves the right to dismiss any student who demonstrates medical or psychological needs beyond the capabilities of our staff.

SPECIAL POLICIES FOR 9 - 11 STUDENTS
- The Head Counselor will be responsible for setting the limits on public displays of affection.
- Non-SEP dormitories are off limits. Access to all dormitories will be under the discretion of the 9-11 Head Counselor.

FREQUENTLY ASKED QUESTIONS

SESSION ASSIGNMENTS
We have made every effort to assign your child to their first choice of session and class. If for any reason you would prefer that your child attend a different session than the one assigned, please send an email with your request. We will do our best to accommodate your request for a different session. Your requests will be considered with the same criteria as acceptances and you will be notified as soon as we have been able to make the change. We do routinely have an average of 60 accepted students decline our offer so we are able to accommodate many, but not all requests to switch session. Please read the guidelines below to ensure you hold your child’s place in camp.

- If you would prefer to switch sessions, but CAN come to the assigned session, please “Accept” your current assignment and let us know of your preference via email. Make your payment online by the deadline (May 1) in order to hold your spot in camp.
- If you must switch sessions and CANNOT attend the assigned session, please “Decline” your current offer, and notify us via email that you want to be considered for a different session. You will be placed on the waiting list for the session you can attend. DO NOT send payment until you are notified that your child has a spot in the preferred session.
- Should your child decide not to attend at all for any reason, we would greatly appreciate if you would indicate this immediately by choosing “Decline” so that we may offer his/her space to someone on our request-to-switch list or our waiting list. If you have already chosen “Accept” please notify us by email of your wish to Decline and we will make that adjustment here. If you decline acceptance this year, your child will not be penalized if he/she would apply in the future.

PAYMENT SCHEDULE
- One-half of your tuition is due by May 1st in order to hold your spot in SEP. This first payment in non-refundable under any circumstance.
- The second half of your tuition is due by June 1st.
- We will assume you are declining our offer of acceptance if either the first or the second payment is not received by each deadline.
- The second half of the tuition fee is refundable only up to one week prior to your child’s session and ONLY if another student can fill their space on short notice. If a replacement for your child’s session is unavailable, no refund will be granted. This policy helps us to keep tuition as low as possible for everyone.
- ONLINE payment is the preferred method of payment. We accept E-Checks, VISA, MasterCard, and Discover. If unable to pay online please mail a money order, cashier’s or a personal check. If you are mailing a payment, make sure to mail it in time to be received before the deadline.
WHAT TO BRING
The following is a list of things students should bring with them. There are no laundry facilities available to SEP. Please pack enough clothing to last through the 12 days of camp and consider packing an extra day or two worth.

We suggest you send a cell phone to camp with your child – any kind of cell phone is fine, even smart phones. Please give the cell phone to your child’s residential counselor to hold. Your children will call home on these cell phones, but will not have access to them at any other time. There will be no access to land lines as they have been removed from the dorm rooms at UVa. Please do not send a second phone with your child, or any second device that can communicate with the internet. It will be confiscated immediately.

NECESSITIES
- Extra-long twin size sheets and pillowcases, or bring regular-length FLAT sheets. Regular-length fitted sheets will be too short.
- Towels and washcloths
- Pillow
- Comfortable casual clothing (shorts and shirts)
- 2 pairs of long pants
- 1 dress-up outfit (for weekend party or restaurant meal)
- Socks, underwear, and pajamas
- 2 pairs comfortable walking and/or athletic shoes (at least one pair of sneakers)
- Jacket and/or sweater
- Swimming suit/trunks (for swimming, when available)
- Sweatshirt and jeans
- Umbrella and/or raincoat
- Personal grooming items - soap, toothbrush, hairbrush, shampoo, etc.
- Writing paper, envelopes, stamps, addresses
- Alarm clock
- Hangers for clothing
- Sunscreen
- Hat/Visor
- Water Bottle
- Thumb Drive (Useful for bringing work home)

*NOTE: In order to minimize costs, linen service is not provided.

SUGGESTED
- Light blanket
- Fan and surge protector cord to extend fan’s reach (dorms are NOT air-conditioned)
- Books for leisure reading; favorite games; Frisbees (Please label these items with your child’s name)
- Backpack (Please label this item with your child’s name)
- One cell phone (but must be turned over to the counselor) or smart phone

WHAT NOT TO BRING
- Refrigerators, televisions, air-conditioners
- Laptops
- Computer games
- LaCross sticks, tennis rackets, etc.
- Any electronic item that also communicates with the internet: iTouch, Blackberry, etc. (one Smart Phone is allowed as long as it is given to the counselor.)

•NOTE: We discourage students from bringing expensive items because they are easily stolen.
ARRIVAL DAY
*McCormick Road is closed this summer.

Below you will find a registration day schedule and specific information regarding parking and unloading personal belongings. We have also included directions to Charlottesville and a map to help you locate SEP at the University of Virginia. **Please make a note of this information and bring it with you on registration day.** University maps may also be downloaded at [http://www.virginia.edu/Map/](http://www.virginia.edu/Map/).

McCormick Road Area

Our SEP dorms in the McCormick Rd Residence Area, C3, number 26 on the map. 9-11 students will be in Hancock (E), boys in 5-8 will be in Lefevre (H), and girls in 5-8 will be in Metcalf (I).

There are many camps sharing dormitories at the University and parking space is always at a premium. We understand that parking is a problem and ask you to help keep traffic and registration moving smoothly by not occupying parking spaces once your child is registered with the program.
REGISTRATION SCHEDULE

ARRIVAL DAY

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>Sunday, June 21st</td>
</tr>
<tr>
<td>Session II</td>
<td>Sunday, July 5th</td>
</tr>
<tr>
<td>Session III</td>
<td>Sunday, July 19th</td>
</tr>
</tbody>
</table>

REGISTRATION TIME

<table>
<thead>
<tr>
<th>Grade Group</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rising 5-8th Girls</td>
<td>3:30-4:30 P.M.</td>
<td>Metcalf</td>
</tr>
<tr>
<td>Rising 5-8th Boys</td>
<td>3:30-4:30 P.M.</td>
<td>Lefevre</td>
</tr>
<tr>
<td>Rising 9-11th Girls</td>
<td>3:30-4:30 P.M.</td>
<td>Hancock</td>
</tr>
</tbody>
</table>

WHAT TO DO ON THE REGISTRATION DAY

- Arrive at your child’s scheduled registration time.
- Pick up registration packet.
- Proceed to your child’s dormitory room. Give your child’s cell phone to the counselor, and any medications in a zip lock bag with your child’s name on it. Pass any special instructions on to the counselor. Help your child get settled and say goodbye.
- Counselor meets with campers for orientation at 4:45 PM.

REGISTRATION PACKET

At the registration table, there will be a packet of materials for parents including:

- Parent Information Letter
- Letter from your child’s morning class teacher
- Letter from your child’s afternoon class teacher

The Parent Information Letter contains your child’s mailing address in addition to our telephone number to call if you should need to contact your child in an emergency. See section “General Camp Information” for details regarding parental contact. (Your child will receive a Student Information Letter in his/her room with his/her counselor’s name, morning teacher’s name and his/her afternoon class assignment. Please make sure when you leave that you have only the parent’s letter and not the student’s letter as well. These letters look similar and the child will need his/her letter so they will know which classes to attend.)

SPECIAL ARRIVAL TIMES

If your child needs to travel by plane, train or bus to attend the program, parents should make special arrangements through the SEP office in advance if students will need transportation. We would appreciate it if parents would take into consideration our normal registration schedule times when making travel arrangements and plan arrivals either immediately before or after those times. Our staff is not on duty until shortly before the registration time of 3:30 PM. Students must come to Charlottesville. Our area supports an airport (United, US Airways and Delta fly into Charlottesville); a train station (Amtrak at 1-800-872-7245) and bus station (Greyhound at 1-800-231-2222). Richmond International Airport is 80 miles to our east and we do not provide pick-up from that point. However, you may call the Richmond airport to arrange bus and/or van service to SEP if necessary. We know some of you will be traveling from great distances, so contact us in advance so that we may assist you in this process.

PARKING
Parking is a challenge on Thursdays for pickup. We advise that you leave ample time to find the appropriate parking facilities nearest to McCormick Road Residence Area. Arrival day is on a Sunday, and parking is a bit easier on those days. Parking is permitted in some, but not all, UVA parking lots on weekends, so check the signs carefully to avoid getting a parking ticket. The map in this Handbook can be useful, and you may want to bring it with you when you come for registration.

DEPARTURE DAY

Immediately after each Session, our staff has a debriefing meeting and then a much-needed two-day break before the next group arrives on Sunday afternoon. Please make every effort to have your child and their belongings picked up by 5:30 PM at the latest.

CHECK OUT SCHEDULE

<table>
<thead>
<tr>
<th>DEPARTURE DAY</th>
<th>CHECK-OUT TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>Rising 5-8th Girls 4:30-5:30 P.M. Metcalf</td>
</tr>
<tr>
<td>Session II</td>
<td>Rising 5-8th Boys  4:30-5:30 P.M. Lefevre</td>
</tr>
<tr>
<td>Session III</td>
<td>Rising 9-11th      4:30-5:30 P.M. Hancock</td>
</tr>
</tbody>
</table>

We would appreciate your help in checking your child’s dormitory room to make sure that they have not left behind any personal belongings. Please remember to pick up the cell phone and charger if you left one with the counselor and any medications you might have left with them. We are not responsible for any misplaced items, so please help your child to check thoroughly prior to departure. Dormitories are cleaned immediately after student departures, so left items may not be able to be reclaimed. Your child’s counselor will make every effort to help you.

PARKING

Parking can be a challenge on Thursdays, especially before UVa employees leave for the day. The closest large lot is the football stadium parking lot, which is along Alderman Road, south of the intersection with McCormick. You can walk between Gilmer Hall and the Chemistry Building and directly across McCormick to our dorms. McCormick Road is closed this summer. It is best to arrive on Alderman Road and park in one of the lots there. Please read signs carefully to avoid ticketing and towing.
DIRECTIONS TO CHARLOTTESVILLE, VA

*McCormick Road is blocked to traffic this summer. Please follow the directions below to avoid that area.*

**FOR GPS**
If you would like to enter a physical address into your GPS, please use: **525 McCormick Road, Charlottesville, VA 22904.** This is the address of the O-Hill Dining facility which is just north of the intersection of McCormick and Alderman Roads.

**FORM NORTH**
Follow Route 29 South (which becomes Emmet Street in Charlottesville) past the intersection with the Route 250 Bypass, past Barracks Road Shopping Center. Turn right at the intersection with Route 250 Business, which is called Ivy Road. Turn left at the second light onto Alderman Road. Park in one of the lots on your right after you pass the St. Thomas Aquinas Church. Our dorms will be on your left, beyond the cemetery. You can walk on one side or the other of the cemetery or walk up to McCormick and turn left to reach our dorms.

**FROM EAST**
If you are coming from the E**AST** via Interstate 64, take the fourth Charlottesville exit, Exit 118B (U.S. 29 North). From 29N, take the first exit (called Fontaine Ave. It has a sign for Hospital and Business Route 29 North). Turn right on Fontaine Ave. Turn left at the second traffic light onto Maury Ave., go through the four-way stop. This becomes Alderman Road. Pass the intersection with McCormick (you will not be able to turn right there this year – the road will be blocked) and park in one of the lots on Alderman.

**FROM SOUTH**
If you are coming from the S**OUTH** via Route 29, exit at the first exit past the intersection with Interstate 64. (Fontaine Avenue, and signs for Hospital and Business Route 29 North). Turn right on Fontaine Ave. Turn left at second traffic light onto Maury Ave., go through the four-way stop. This becomes Alderman Road. Pass the intersection with McCormick (you will not be able to turn right there this year – the road will be blocked) and park in one of the lots on Alderman.

**FROM WEST**
If you are coming from the W**EST** via Interstate 64, take Exit 118B (U.S. North 29 North). From 29N, take the first exit (Fontaine Avenue, and signs for Hospital and Business Route 29 North). Turn right on Fontaine Ave. Turn left at second traffic light onto Maury Ave., go through the four-way stop. This becomes Alderman Road. Pass the intersection with McCormick (you will not be able to turn right there this year – the road will be blocked) and park in one of the lots on Alderman.
CONTACT INFORMATION

SEP OFFICE 434-924-3182
EMAIL curry-sep@virginia.edu

Mail to your children:

Name of Your Child
c/o Their Counselor (this information will be given out at registration)
Summer Enrichment Program
P.O. Box 5346
Charlottesville, VA 22905

Make a contribution to SEP Scholarship Fund

Curry School of Education Foundation
SEP Scholarship Fund
P.O. Box 400276
Charlottesville, VA 22904