University of Virginia
Saturday Enrichment Program

2016

Information for Participants
Welcome to the Saturday Enrichment Program! The following information should tell you everything you need to know about our program, procedures, and policies. Please read the entire document carefully. It will remain accessible to you on your status page throughout the weeks of the program. If you have any questions not answered in this Handbook, please call our office at 434-924-3182 or email curry-sep@virginia.edu.

2016 SCHEDULE
Program Dates: January 23 & 30, February 6, 13, & 20
Snow date is February 27
Class Times: 9:00–11:00 a.m. OR 11:30 a.m.–1:30 p.m. (the time is specified on the Student Home Page in their SEP electronic account)

OUR INSTRUCTORS AND CURRICULUM
Our teachers are experienced teachers, teachers of the gifted, and/or professionals in their field and discipline. They work diligently to design and offer learning opportunities that extend beyond the school curriculum and/or approach a known topic in an unusual way. Our program goals are to:

- Expose students to new interest areas
- Provide interaction with students with similar interests and abilities
- Enhance interest in learning by providing stimulating and challenging activities
- Encourage creative/productive thinking and expression
- Foster skills for independent learning

Classes are typically 16 - 18 students. Each class has 1 to 2 teaching assistants in addition to the teacher.

CLASS CONFIRMATION
You will receive an email upon completion of our acceptance process, instructing you to check your child’s electronic account at SEP. If your child has been accepted, you will also receive an email close to the start of class with additional details, most importantly where your child’s class will be held.

SECURING YOUR CHILD’S SLOT AND PAYMENT
To guarantee your child’s slot, you must pay in full by January 4, 2016.

By Credit Card or ECheck: The preferred method of payment is by credit card or ECheck to the UVA secure portal. A link to the payment site is now on your account at:
https://cacsprd.web.virginia.edu/CurrySEP

By Check (or money order): If you prefer to pay by check, please send it to: UVa SEP, Box 400264, Charlottesville, VA 22904. Please mark the check clearly with your child’s name and “SATURDAY ENRICHMENT PROGRAM” or attach the form at the end of this handbook. If mailing a check, please allow several days for it to reach us by the deadline.

IF YOUR CHILD MUST MISS A CLASS
We understand that schedule conflicts may be unavoidable and usually your child will be able to catch up easily if he or she misses one class. If you foresee that your child will miss more than one
class, you may want to reconsider your child’s participation this year. Declining acceptance to the program will not impact your future possibilities. Please note that we are unable to give refunds after January 11, 2016.

INFORMATION ABOUT COURSES, PARENT VISITATION AND CLASS LETTERS
On the first day of class, you will receive a letter describing the course goals and learning experiences. At the top of this letter, please note a scheduled date and time for parent visitation. SEP invites you join us in the classroom at the indicated day/time!

Approximately two weeks after the session ends, we will mail you a second letter from your child’s teacher. This letter will summarize what was accomplished in class and will give suggestions for ongoing study if your child is interested.

INCLEMENT WEATHER CANCELLATION POLICY
Weather is very difficult to predict in Virginia during the winter. The UVa Office of Emergency Management tracks weather across the state and helps us make a responsible decision regarding running the program during inclement weather. If classes are canceled, we will post this news on our website by 7:00 a.m. We will also record a message on our SEP voice mail at (434) 924-3182 and we will send a mass email to the primary email address on your account if at all possible. If you are traveling a great distance to class, please be aware that the weather in Charlottesville may be different than at your house. We do our best to keep our program on schedule and appreciate your understanding if we need to cancel.

To offer these classes, we have contracted with teachers who work full-time elsewhere and have other obligations beginning after the contracted period. Also, we have leased classrooms for the time period of the program. Built in to this schedule is one snow day. If we have to cancel more than one class due to snow, unfortunately we are not able to make up the additional day. Regularly scheduled classes will be on five Saturdays from January 23 – February 20. The snow make up day, if necessary, is February 27. If we use a snow make up day, our schedule shifts (e.g., if we miss Week 3, then Week 4 becomes Week 3, etc.) Parent visitation days will shift as well. We hope for good weather in 2016, at least on Friday nights and Saturdays!

OUR WEBSITE
Please visit the SEP website at http://curry.virginia.edu/sep for information regarding both this program and the Summer Enrichment Program, a two week residential program for rising 5th – 11th graders.

We look forward to meeting you at SEP 2016!

IMPORTANT DATES TO MARK ON YOUR CALENDAR

Payment deadline: January 4, 2016

Last date to grant refunds: January 11, 2016
DIRECTIONS AND PARKING:
Specific directions to the building and room where your child’s class is held will be emailed to you about one week before the program begins. Most UVa buildings do not have a street address, so you cannot use your GPS to locate them. However, to get to the general area you can GPS to our administrative offices at ‘1912 Thomson Road Charlottesville.’ If you use Google Maps or navigate on your iPhone, you can usually enter in the name of the UVa building, such as “Ruffner Hall” and get good directions that way. This handbook includes a map of the McCormick Road area where most of our classes are. In addition, you can access more extensive maps at [http://www.virginia.edu/Map](http://www.virginia.edu/Map).

Parking at the University of Virginia has become increasingly limited over the years. We strongly advise you to park in one of two locations:

1) **FREE PARKING:** Scott Stadium which is located between Stadium and Alderman Roads, south of Ruffner Hall beyond the Engineering buildings (in the bottom left of the attached map.) It is about 3 or 4 blocks from Ruffner Hall. Parking there is free on the weekends.

2) **SMALL HOURLY CHARGE:** The Central Grounds Parking Garage which is located just north of Ruffner Hall on Emmett Street (number 8 on the attached map of Grounds). It is about half a block from Ruffner Hall. There is a small hourly charge to park in this garage at all times.

**Parking in almost every other lot near Ruffner Hall is now reserved 24/7 and street parking is difficult to find. Both UVa police and city police will ticket and tow violators. Even leaving your car for a couple of minutes may result in a ticket. We apologize for this inconvenience, but limited parking is one of the realities of a very busy university in this day and age. SEP cannot take responsibility for any tickets or towing.** Our best suggestion is to park in one of the areas listed above or have two adults drive the child to class. One can escort the child to class while the other waits in the car.

DROP OFF AND PICK UP:
Prior to the first day of class, it is a good idea to consult the maps to locate your child’s specific building. On each day of class, you must accompany your child into the building and to their classroom. You will bring your child to the classroom door and pick him or her up from the classroom door. The TA assigned to your child’s class will check your child in and out—releasing him or her only to you. You should not come in to the classroom with your child, but say goodbye at the door. Class time is very short and we want to begin right on time. We cannot begin until all parents are gone and the door is closed. Some children will want their parents to stay and may cry, but please understand that we are used to this and we will help your child to adjust and enjoy the class after you have left. If there is a problem, we will call you and ask you to pick your child up again or we will speak with you after class if we think your child is not thriving in our environment. However, this rarely happens. Most children settle in quickly and enjoy the classes very much. If you are bringing several students to more than one building, there is time built into the schedule for parents to drop off children in multiple locations. Your child’s TA will wait at the end of class until the responsible adult comes to the classroom to pick them up. While your child is attending their class, please feel free to enjoy the UVa Grounds. There are beautiful buildings, gardens, bookstores, and cafes within easy walking distance of Ruffner Hall or any of the buildings where our classes are offered.
Saturday Enrichment Program 2016 Building Locations

8: Central Grounds Parking Garage (small hourly fee applies)
23: Lambeth House
27: Mechanical Engineering
52: Dell 1 and Dell 2
54: Bavaro Hall (note that there are two #54s on the map. Bavaro is on the west side of Emmet St)
44: Ruffner Hall
60: Scott Stadium Parking (Free on weekends)
Saturday Enrichment Program 2016
Payment Form

UVA SEP
PO Box 400264
Charlottesville, VA 22904-4263

Payment Deadline: January 4, 2016 (paid online by this date or in our office by this date). Tuition is $175 for the program.

The preferred method of payment is by credit card or E-Check to the UVA secure portal. To pay online:

Sign in to your SEP account as you normally do: https://cacsprd.web.virginia.edu/CurrySEP

Click on the Make Payments link in your child’s SEP account.

Please follow the instructions on that site. If you have any questions, please call the SEP office at 434-924-3182. The amount of your child’s tuition is noted on his or her status page.

If you have more than one child accepted to the program, you may now pay for all your children in one payment.

If electing not to pay online, complete the following form, detach and return with personal check or money order in the amount of the tuition to the above address, the check must be in our office by January 4, 2016, please allow ample time for delivery by the post office. Tuition amount is listed on your status page at https://cacsprd.web.virginia.edu/CurrySEP

Please include the name of the student(s) in the lower left hand corner of the check or money order. If paying for more than one child with a check, write the name of all children on the check.

Name of Student(s): ______________________________________
                                                                 ______________________________________
                                                                 ______________________________________

Name of Parent:  ______________________________________

Form of Payment (Check one): ☐ Personal Check    ☐ Money Order    ☐ Cashier’s Check

Checks should be Payable to: University of Virginia