

# UR/LITTLE SCHOLARS SUMMER



2024



**Employee Information Session**

# When School's Out, We're In!

Little Scholars has proudly partnered with The University of Richmond for the past 14 summers and we are excited for another great year!

*Little Scholars delivers top-tier enrichment programs to school districts and independent schools throughout the US. We tailor our program to individual needs and interests because every child and school community is unique. We pride ourselves in providing world-class customer service by anticipating our customers' needs.*

# ELIGIBILITY INFORMATION

- Camps are free to full-time employees, but registration for each child is required.
- Employees must use their own name and **UNIVERSITY EMAIL ADDRESS** for registration. Spouse name and/or personal email accounts cannot be processed.
- Employee's eligible dependents **must** be verified and listed in **the WEX Benefits Portal** by **Wednesday, February 21st** in order to enroll in camps. Enrollment **will not** be processed without the **required documentation**.
- Registration is through the Little Scholars portal - URHR does not manage camp registration.
- Employees do **not** need to be enrolled in a University medical plan to participate.
- Enrollment in these programs does not use tuition remission credits.
- Age/Grade Level
  - K: Rising Kindergarten (child must be enrolled to attend Kindergarten in Fall 2024)
  - 1-2: Rising 1<sup>st</sup> – rising 2<sup>nd</sup> grade
  - 3-4: Rising 3<sup>rd</sup> – rising 4<sup>th</sup> grade
  - 5-6: Rising 5<sup>th</sup> – rising 6<sup>th</sup> grade



# REGISTRATION REMINDERS

2024 Summer Camp registration will open Monday, February 12th at 8:00am, and close on Wednesday, February 21st at 5:00pm.

Registration will be available through the first weekend of February 16th-18th, but it is recommended that you register early, as spaces fill up quickly.

Acceptance is first come, first serve based on the time of registration.

Registration is through Sawyer, if you registered last year, you can use your same account. New families will need to create an account at the time of registration. (takes 5 minutes, tops!)

In order to expedite your registration:

- Employee's eligible dependents **must** be verified and listed in the WEX Benefits Portal **by the end of registration on Wednesday, February 21st to avoid removal from the camp**. Enrollment **will not** be processed without the required documentation.
- Acceptance is immediate until classes are full. Once a class is full, your dependent will be placed on a waitlist for that camp and you will be notified if space opens up.



**Week 1 June 17th-21st Nature Discovery**

**Week 2 June 24th-28th Wellness Week**

**Week 3 July 18th-12th Inventors Week**

**Week 4 July 15th-19th Creativity and Imagination Week**

**Week 5 July 22nd-26th Comics**

**Week 6 July 29th-August 2nd Science Adventures**

**Week 7 August 5th-9th Olympic Week**

*\*Note there is no camp on Wednesday, June 19th due to the university's observation of the Juneteenth holiday. There is no camp offered the week of July 1st in observance of Independence Day.*



# BEFORE AND AFTER CARE

- Before Care: 8 a.m. - 9 a.m., M-F (\$40/week per student)
- Camp Session: 9 a.m. - 4 p.m.
- After Care: 4 p.m. - 5:15 p.m., M-F (\$45/week per student)

\*Employee is responsible for the cost of before and after care. If you are enrolled in the Dependent Care FSA, you may be able to use your DCFSA funds to pay for before and after care!

\*Registration for before and after care is ongoing and students can be added at any time for any specific week(s) they need as long as at least 1 student is enrolled.



# CANCELLATION FEES

- If your dependent is enrolled in a camp and will be unable to attend, you must notify Little Scholars as soon as possible to avoid being charged a cancellation fee.
- No fee will be charged if you cancel a camp **by** Friday, April 26th.
- An administrative fee of \$50 per child, per week will be charged if you cancel a camp **after Friday, April 26th**. This fee will be deducted from the employee's next paycheck.
- If a participant's guardian **does not provide cancellation notice** prior to the start of a program and the child does not attend the program, a no-show fee of \$100 per child per week will be deducted from the employee's next paycheck. Exceptions will be made for a child's illness only if a legitimate doctor's note is provided.

This cancellation policy does NOT apply to Before and After Care.



# CONTACT INFORMATION

**Programs:** Nicole Brown, Program Coordinator at Little Scholars, at 804-447-4095 or [nbrown@littlescholarsllc.com](mailto:nbrown@littlescholarsllc.com)

**Logistics:** Jonathan Williams, Summer Programs Coordinator, University of Richmond at 804-289-8934 or [jwillia7@richmond.edu](mailto:jwillia7@richmond.edu)

**Eligibility:** URHR at 804-289-8747 or [urhr@richmond.edu](mailto:urhr@richmond.edu)

