



2024-2025 Family Handbook

Welcome to Elevate Enrichment Center! We are very excited to be starting our fifth year of providing high quality enrichment opportunities to White House and the surrounding communities. We offer homeschool enrichment classes, elective courses, camps and tutoring services for students in kindergarten thru high school. We look forward to getting to know your family!

Enrichment Classes

K-5th Grade: Mondays/Wednesdays 9:00-1:00

6th-8th Grade: Thursdays 9:00-1:00

High School: Fridays (1st & 3rd of the month) 9:00-12:00

What to Expect

We will dive into all subjects in a fun, exciting learning environment! Our day will be structured from the moment your child enters his/her class with hands-on learning while we cover math, reading, and writing along with some engaging science and history according to Tennessee State Standards. All of our teachers are experienced teachers with years spent in the classroom. Our goal is to give each individual child the support and attention he/she needs in a fun classroom environment. The relationships made between students are precious, and we are thankful that our small group environment promotes both learning and positive social experiences.

Registration and Tuition

Completed registration forms and a yearly fee payment of \$75/student ensures that your child will have a spot in the upcoming year's enrichment classes. Registration fees are non-refundable. Registration fees for homeschool elective classes/clubs are \$25 per class. However, if a child is already enrolled in an enrichment class, the \$25 elective class registration fee is waived.

One day of enrichment classes is \$115 a month. For instance, if your child attends Monday classes, your tuition is \$115. If he/she attends both Monday and Wednesdays, the tuition is \$230. (Note: Our new Friday class for high schoolers meets on the first and third Friday of the month and tuition is \$75 a month.) Tuition is due on the 1st of the month and is considered late on the 3rd. Tuition may be paid via check, cash, or Venmo (@ElevateEnrichment). Note that changes in Venmo's policies may slightly impact tuition. Our hope is to also offer auto-draft services this school year – stay tuned for more info! A late fee of 5% will be charged for each day your tuition is late. Tuition amount is the same each month for August through April, despite short/long months, holiday breaks, etc. and is always due on the 1st of the month. Tuition is to be sent in a labeled envelope in your child's folder or by Venmo. Payments for elective classes and clubs may be included in your tuition payment as long as it is clearly marked what course your child is taking. Refunds are not given for sick days or snow days. We follow Sumner County Schools' snow closing schedule. However, if Sumner County Schools announce a 2 hour delay, the decision will be made by the director if Elevate will remain open or be delayed. Delays and closings will be posted on the Facebook page and sent through the Remind App.

Parents are required to give a written notice of at least two weeks if withdrawing a child from an enrichment class at Elevate Enrichment. We will be collecting a "tuition security check" at the start of the year (or the first month they join us) for an additional month's tuition payment. These checks will be held in a locked safe throughout the

year. Your check will only be cashed if you do not give a minimum two-week notice (in writing) of withdrawing your child, or do not pay your monthly tuition by the 7th of the month. Unfortunately, we've had some issues with unpaid tuition, so this is to safeguard against this happening again. Unlike other programs, we do not want to require families to pay an upfront yearly tuition (that's a big check, and we understand situations change!), so the "Tuition Security Check" helps us ensure our teachers get paid if a family doesn't pay. At the end of the year your check will be voided and returned to you. Please understand that our teachers are paid per student, so we need to know if there is a change in enrollment.

Arrival and Dismissal

Morning drop-off: Please make every effort to have your child to class on time. All cars should enter the parking lot from the back entrance off Meadowlark Dr. This will help avoid cars backing up onto Hwy 31W. Drop-off is 8:45-9:05. Cars form one line. We ask that you do not get out of the vehicle with your child – a teacher will meet you at your vehicle. Teachers help students exit cars and students proceed to sidewalk. For safety, we will lock the doors at 9:05am. If arriving after 9:05 or if your child will not be attending class that day, we ask you to text us to let us know.

Afternoon dismissal: We will begin dismissal each day by 12:45. Please do not arrive prior to 12:40 as to not block traffic-flow on Meadowlark. Each family will be given two car tags. Please display your tag in the window upon arriving to pick your child up. If someone else is picking your child up from class, please try to give them the car tag and let us know. For your child's safety, please remain in the car during dismissal and we will bring him/her to your vehicle. We attempt for the pick-up process to be as quick and smooth as possible. Please enter through the back entrance. Cars form two lines. (Get in the left line if you'll be turning left onto Hwy 31W upon leaving, or the right line if turning right onto Hwy 31W.) Front of line stops at sign. Teachers will load students into cars in groups. Once your child is in your vehicle, please turn on your hazard lights. This will let us know all students are loaded and we will dismiss that group of vehicles all together. The next group of cars will pull up and we will repeat the process. Please do not pull forward until directed by the teacher. This process will allow us to load cars quicker and more efficiently all while keeping students safe.

Please be courteous to our teachers and arrive on time to pick up your student. A charge of \$1.00 a minute will be charged for parents arriving to pick up after 1:05. If you need to pick your child up early during class time for any reason, please let your child's teacher know.

Class Discipline and Rules

Elevate Enrichment Rules

1. Listen when the teacher and others are talking.
2. Take care of our classroom and our things.
3. Keep hands and feet to ourselves.
4. Follow directions.
5. Be a good friend to others.

Each class will have their own rewards and behavior system. Students will be rewarded for good behavior. If a student has continued poor behavior or difficulty being kind to his/her peers, the teacher will request a meeting with parents. Ongoing and/or severe behavior problems (i.e. hurting another child, bullying, etc.) will result in dismissal from Elevate Enrichment Center. Refunds will not be given if your child is dismissed from the program due to behavior.

Communication

We will use the Remind App to communicate with parents. The app is free and is required to have if your child is enrolled with us. If you need to contact your child's teacher during the day about a dismissal change, please text using the app. Teachers will not be answering calls during the day. In the event of an emergency, please contact the center at 615.308.8793. Each student will have a Take Home folder to carry back and forth between

home and school. Please check your child's folder each week. Tuition is to be sent in your child's folder in an envelope labeled with his/her name on the by the first day of the month. Please do not place the payment loose in your child's backpack or have him/her carry it by hand to class. Payment can also be sent via Venmo or placed in the lockbox outside the front door. Late payments will result in a late fee of 5% per day.

Health and Safety

Please let us know if your child has any specific medical needs (i.e. allergies, asthma, chronic illness) that we should be aware of. We will have a first aid kit for minor mishaps. We will not administer any type of medicine without written consent. Please make us aware if your child has any medicines in his/her backpack such as an inhaler or EpiPen. Please label these items with your child's first and last name.

If your child has a fever, vomiting, cough, runny nose or other illness symptoms, we ask that your child stay home until symptoms subside. Students must be free of fever or vomiting for 24 hours before returning to class. Parents will be contacted to come pick up their child if a student shows symptoms of illness while at Elevate Enrichment.

Out of an abundance of caution for our students, their families, and our staff, we have several health and safety precautions due to Covid-19 and other highly infectious viruses. Upon entering and leaving the facility, each student will sanitize his/her hands. To limit the number of people in the building, parents will not accompany students to class. Students will have their own supply boxes instead of sharing frequently-used consumable supplies. Student workspaces will be cleaned thoroughly before, during and after each class. If a student has a fever or other possible symptoms during class, parents will be contacted to come pick up the child. If you are contacted by an individual or organization letting you know that your child has been exposed to Covid-19, or if someone in the household has tested positive, we request that you keep your child home during your quarantine period (per CDC guidelines). Exposed students may return to class prior to the end of quarantine if able present a negative Covid test. If your child tests positive for Covid-19 there will be a quarantine period from Elevate Enrichment. Teachers and students are not required to wear masks, but are certainly welcome to do so if it makes them feel more comfortable.

Special needs: While we would love to be able to provide an appropriate learning environment for students of all needs, we do not have the additional support staff available found in public and private schools. We do have students with a variety of special needs that are thriving in our program! Parents will need to make Elevate Enrichment aware of any learning or behavioral needs before enrollment to determine if we can provide the support needed for your student.

Lunch

Students will eat lunch each day at 11:00 and will need to bring a lunchbox. Please do not send soda, sugary drinks, or anything that needs to be heated up. *Please* send items that your child can easily open him/herself. If a student in your child's class has food allergies, you will be made aware and asked to not send lunches containing that particular allergen.

Other

In addition to enrichment classes on Mondays, Wednesdays, Thursdays, and Fridays we have teachers that offer elective classes such as art, cooking, sewing, etc. We offer clubs for students after class as well. Creators Club (arts and crafts) and S.T.E.M. (Science Technology Engineering Math) Club meet on Mondays and Wednesdays, 1:00-2:00. These clubs are an additional charge to regular tuition and can be signed up for on a month-by-month basis. For our younger students, we have a preschool nature-based class that meets once a week. We also have teachers that offer tutoring services for students in all grades. Please let us know if you are interested in any of these options.

We thank you for allowing us to partner with your family this year on your homeschool adventure! We are excited about what the year holds for us!