



2026-2027 Family Handbook: **Elementary & Middle School**

Welcome to Elevate Enrichment Center LLC! We are very excited to be starting our seventh 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 preschool through high school. We look forward to getting to know your family!

Registration

A completed enrollment form and a yearly registration fee are required to enroll in our elementary and middle school enrichment classes. Registration fees are \$100 for the first child and \$75 per additional sibling living in the same household. Fees are non-refundable.

Elementary Classes

Elementary enrichment classes meet on Mondays and/or Wednesdays for Kindergarten thru 3rd graders, and Tuesdays and/or Thursdays for 4th and 5th graders. Class hours are 9:00-1:00, with the opportunity to stay until 2:00 for one of our after-class clubs. Students may enroll for one or both days. We will dive into all subjects in a fun, exciting learning environment! Our day will be structured with hands-on learning while we cover math, reading, and writing along with engaging science and history activities, all according to Tennessee State Standards. All 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. One day of elementary enrichment class tuition is \$115/month and both days is \$230/month.

Middle School Class

Our middle school class meets on Tuesdays and/or Thursdays, 9:00-1:00 and includes grades 6th thru 8th. The class focus is based around a quarterly literature choice while encompassing history, science and writing skills all in each hands-on, thematic unit. Tuesdays will have a Math & Science emphasis, while Thursdays will focus more on History and ELA. Students can plan to participate in experiments, presentations, and fun group activities while building friendships. Middle school tuition is \$115/month for one day a week and \$230/month for both days. *Note: 8th grade students may also enroll in our high school ELA class if appropriate for their course track.

Clubs & Elective Classes

Optional after-class clubs will be offered each month, allowing students to stay until 2:00. Creators Club (arts and crafts) and S.T.E.M. Club are available to students kindergarten through 5th grade on Mondays and Wednesdays. Math and Science Clubs are available to middle school students on Tuesdays/Thursdays throughout the year. We also offer electives (Mechanics, Cosmetology, Sewing, etc.) for middle and high school students. Clubs are a month-by-month commitment, while elective classes may be a longer commitment.

Tuition

Tuition is due no later than the 1st of the month. *Please note that August's tuition will be due prior to the 1st - at our Meet the Teacher event in late July. Students may sign up for one or two days - Mondays/Wednesdays for K thru 3rd or Tuesdays/Thursdays for 4rd thru 8th. Monthly tuition is \$115 for one day or \$230 for both

days. For a discounted rate, tuition may also be paid by the semester - 1st semester (5 months): \$550/1 day or \$1,100/2 days ; 2nd semester (4 months): \$440/1 day or \$880/2 days. Tuition may be paid via check, cash, or Venmo. We are exploring additional payment options for the 2026-2027 school year. Note that changes in Venmo's policies may slightly impact tuition. A late fee of 5% will be charged for each day your tuition is late. Monthly tuition 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. Please note that we do observe federal holidays. Payment via Venmo (@elevate-enrichment) is preferred. If paid by cash or check, payment is to be sent in a labeled envelope in your child's folder and is still due by the 1st (even if we do not have class that day). Tuition payments are non-refundable. Payments for elective classes and clubs may be included in your tuition payment if it is clearly marked which course/club your child is taking. Refunds are not given for sick days. Tuition must be received to hold your child's spot in class. (Ex: If you are traveling one month, tuition still must be paid or your spot will be filled by someone on the waitlist.) We follow Sumner County Schools' inclement weather closing schedule. However, if Sumner County Schools announce a delay, the decision will be made by the director if Elevate opens on time or be delayed. Delays and closings will be posted on the Facebook page and sent through our communication app. A tuition credit will be given if more than one full day of the same class day (ex: two full Mondays) are missed in the same calendar month due to weather. If clubs are missed due to weather, a credit will be applied to use the following month toward the same club.

We will be collecting a "Tuition Security Check" at the start of the year for an additional month's tuition payment. (If paying by semester, a security check is not needed.) Security checks will be held and only deposited if you do not give the required notice of withdrawing your child, or do not pay your monthly tuition by the 3rd of the month. Students may not start classes at Elevate Enrichment until the Tuition Security Check is received. Parents are required to give a written notice of at least two weeks if they withdraw a child from an enrichment class at Elevate Enrichment LLC to avoid paying the next month's tuition.

Arrival and Dismissal

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 Drive. Drop-off is 8:45-9:05. 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 proceed to the sidewalk. For safety, we will lock the doors at 9:05am. If you arrive after 9:05 or if your child will not be attending class that day, we ask you to text us to let us know. For the safety and security of all our students, parents are not permitted to walk students inside the building.

We will begin dismissal each day by 12:45. *Please do not arrive prior to 12:35 as to not block the traffic flow on Meadowlark.* Each family will be given a car tag to display 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. Anyone without a car tag will be asked to pull aside while we contact a parent for confirmation. For your child's safety, please remain in the car during dismissal and we will bring him/her to your vehicle. We attempt to make the pick-up process as quick and smooth as possible. Teachers will load students into cars in groups. This process will allow us to load cars quicker and more efficiently all while keeping students safe. If your student needs help buckling/unbuckling/unloading, please park in the church lot next door to assist him/her and walk to the sidewalk.

Please be courteous of our teachers' time 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 1:00. If you need to pick your child up early during class time for any reason, please let your child's teacher know.

Class Rules and Behavior Expectations

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 or director will reach out to parents. Ongoing and/or severe behavior problems (i.e. hurting another child, bullying, disrespect, etc.) will result in dismissal from Elevate Enrichment Center LLC. Bullying is not tolerated. Students may not bring any weapons, firearms, lighters, etc. onto the property. Severe behavior or outbursts may result in immediate dismissal. Refunds will not be given if your child is dismissed from the program due to behavior.

Dress Code: Our classes regularly go outside as well as participate in active, hands-on activities inside, and we want appropriate clothing to foster the fun we will be having. No short shorts or skirts. No mid-drift shirts or strapless tops. No clothing with inappropriate images or text is permitted.

Cell Phones: Students are not to have phones or smartwatches out during the class day. All phones and smartwatches are to remain in students' backpacks on silent and only taken out with the teacher's permission. Failure to do so will result in the student not being allowed to bring the device to class. In the event of an emergency, parents are to call or text Elevate Enrichment Center LLC.

Communication

We will use an app to communicate with parents throughout the week. 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.

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. Medical needs requiring support from our staff (diabetes, asthma, severe allergies, etc.) will need an action plan on file for us to best meet the students' needs while in our care. Every Elevate Enrichment teacher is trained in first aid, CPR, choking and emergency wound care.

If your child has a fever, vomiting, diarrhea, persistent cough, runny nose or other illness symptoms, we ask that your child stay home until symptoms subside. Students must be free of fever, vomiting or diarrhea *without medicine* for a full 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.

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.

Safety is the top priority of our staff when students are on site. We meet yearly with local law enforcement to ensure we are doing even more than required to keep our learners safe. Cameras film every area inside and outside of our building, all entrances and exits stay locked, visitors are not allowed inside, and we regularly practice emergency drills with our students. Each staff member has had a background check.

Lunch

Elementary and middle school students will eat lunch each day and need to bring a lunchbox. Please do not send soda, sugary drinks, or anything that needs to be heated up or refrigerated. *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 not to send lunches containing that particular allergen.

Other Opportunities

In addition to homeschool enrichment, Elevate Enrichment Center LLC is also a full tutoring center after classes complete throughout the week. If your child needs extra learning support, feel free to reach out. We also offer Dyslexia Therapy, summer camps a preschool nature class and a high school enrichment class.

We are thankful to partner with you during your homeschool adventure!



2026-2027 Calendar

(elementary & middle school)

Date TBA: Back to Class Open House
August 10th: First Day of Classes! Hooray!
September 7th: Labor Day (No classes)
October 5th - 9th: Fall Break (No classes)
November 23rd - 27th: Thanksgiving Break (No classes)
December 21st - January 1st: Winter Break (No classes)
January 18th: MLK, Jr. Day (No classes)
February 15th: President's Day (No classes)
March 22nd – 26th: Spring Break (No classes)
April 26th: Last Day of Classes
Date TBA: Awards Night & Kindergarten Graduation

Classes run from August through April. Our Fall, Winter, and Spring breaks are the same as Sumner County. Should Sumner County Schools be closed for inclement weather, Elevate Enrichment will be closed as well.