



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 not refundable or transferable.

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 of our teachers are experienced 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.

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 will participate in experiments, presentations, and fun group activities while building friendships. *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 week, allowing students to stay until 2:00. Clubs are available to students kindergarten through 3rd grade on Mondays and Wednesdays, and to 4th thru 8th on Tuesdays and Thursdays. 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 time period.

Tuition

Tuition is due on the 1st, and will always be paid one month in advance, Example: September's tuition will be due on August 1st, October's tuition will be due on September 1st, etc. *Please note that August's tuition will be due mid-July. Students may sign up for one or two days of enrichment class. Mondays/Wednesdays for K thru 3rd or Tuesdays/Thursdays for 4th 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. Monthly tuition may be paid via echeck, card (excluding American Express), or automatic draft via the Our School Hangout app or by cash. We are no

longer accepting personal checks or Venmo payments for monthly tuition. Late fees will begin on the first day late at \$10.00 and will increase daily. Student will be dropped from the roster if a payment is seven days late. 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. If paid by cash, 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 and cannot be transferred to another service or student. 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 the Our School Hangout 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 choosing to not continue with our program, all withdrawal requests must be made in writing before the next month's tuition is due.

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 8:45-9:00. We ask that you do not get out of the vehicle with your child. Teachers will help students exit cars and proceed to the sidewalk. For safety and security, 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 message 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, parents are to 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

All communications including: announcements, schedule changes, event information, closures, emergency notifications, and other important updates will be communicated through the Our School Hangout app. The app is free and is required to have if your child is enrolled at Elevate Enrichment. It is the parent's responsibility to maintain access to Our School Hangout, keep notification settings enabled, and regularly monitor

communications sent through the platform. If you need to contact your child's teacher during the day about a dismissal change, please message using the app. Teachers will not be answering phone calls during the day. In the event of an emergency, please contact the center at 615.308.8793. If your child's teacher utilizes a take-home folder, please check it each week after your child's class.

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. Parents are to provide the director with their action plan before the start of classes and meet with the teacher if needed. 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)

August 2nd: 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.



2026-2027 Family Handbook:

High 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 kindergarten through high school. We look forward to getting to know your family!

Registration

A completed online registration form and a yearly registration fee are required for enrollment in our high 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.

High School Classes

We are excited to continue to grow our high school program! This year we are continuing our English & Language Arts class. This class is taught by an experienced high school teacher and is planned to be completed over two semesters. Classes will meet in-person twice a month with coursework assigned to be completed at home. Classes are a combination of in-person instruction and online support between classes. Engaging activities will be sprinkled in throughout the year and the teacher will offer "office hours" for students to reach out for additional assistance. If the full course (both semesters) is completed, parents may use the suggested grade provided by the teacher to satisfy the course credit toward graduation requirements. Parents are responsible for reporting credits and grades to their umbrella school or county. This class is paid for by semester.

Additionally, we will continue to offer our High School General Enrichment class. This class is open to 9th-12th grade. This class meets concurrently twice monthly with the High School English class. Each month will feature a new type of cross-curricular project-based learning opportunity that is rooted in literature and life skills. Students will also have the opportunity to practice entrepreneurship, socialize, and find their community. Some minimal outside reading or work will be required for class. This class is not for credit. However, parents may decide how they wish to apply class projects and assignments toward their own at-home curriculum. This class may be paid for by semester or by month.

- English & Language Arts: Meets every other Friday, 9:00-12:30

* Additional weekly support is provided between ELA classes.

- High School General Enrichment Class: Meets every other Friday, 9:30-12:30

See the attached High School calendar for exact meeting dates of the ELA and General Enrichment classes.

- Elective courses will be offered throughout the year as well – Mechanics, Cosmetology, ACT Bootcamp, etc.

Class Fees

-The high school ELA course is \$350 per semester. Each semester will satisfy one half of the required high

school ELA credit. Full payment is due one month before class begins each semester.

-Tuition for the General Enrichment class is \$75 per month, or a discounted cost of \$350 per semester. Tuition is due on the 1st, and will always be paid one month in advance. Example: September's tuition will be due on August 1st, October's tuition will be due on September 1st, etc. *Please note that August's tuition will be due mid-July. For a discounted rate, tuition for the enrichment class may also be paid by the semester at \$350 per semester. Monthly tuition may be paid via echeck, card (excluding American Express), or automatic draft via the Our School Hangout app or by cash. We are no longer accepting personal checks or Venmo payments for monthly tuition. Late fees will begin on the first day late at \$10.00 and will increase daily. Student will be dropped from the roster if a payment is seven days late. Tuition is the same each month for August through May, 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. If paid by cash, payment is to be sent in a labeled envelope and given to your child's teacher by the 1st (even if we do not have class that day). Tuition payments are non-refundable and cannot be transferred to another service or student. 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.) Refunds are not given for sick or snow days. 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 the Our School Hangout communication app. A tuition credit will be given if more than one full day of the same class day (ex: two full Fridays) are missed in the same calendar month due to weather. If choosing to not continue with our program, all withdrawal requests must be made in writing before the next month's tuition is due.

Arrival and Dismissal

Please make every effort to have your student to class on time. Class begins promptly at 9:00 for the ELA class, and 9:30 for the General Enrichment class. All cars dropping off students should enter the parking lot from the back entrance off Meadowlark Drive. We will begin dismissal each day at 12:30. 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 after 12:30. If you plan to pick your student up early during class time for any reason, please let the teacher know. Students driving themselves to class may park in our lot or use the church's lot next door.

Class Rules and Behavior Expectations

Each teacher will relay class rules and behavior expectations. Students are expected to be prepared for class, participate in discussion and activities, and be respectful to the teacher and their peers. If a student has continued disrespectful behavior the teacher or director will reach out to parents. Ongoing and/or severe behavior problems (i.e. bullying, disrespect, etc.) will result in dismissal from Elevate Enrichment Center LLC. Bullying and disrespect are 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 may go outside as well as participate in active, hands-on activities inside, and we want appropriate clothing to foster such participation. No short shorts or skirts. No mid-drift shirts or strapless tops. No clothing with inappropriate images or text are 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.

Parent Involvement

The instructor will be preparing, instructing, and grading all curriculum for your student. However, you are still considered your child's "primary teacher" in accordance with umbrella school standards. For your student to be successful, they must be held accountable for their work in-between class sessions. Parents are expected to check to make sure that students have completed their work regularly and are encouraged to log into Google Classroom weekly to see that students do not have any missing assignments. A syllabus for each unit will be

made available on Google Classroom and a printed copy will also be sent home. The instructor will send out progress reports halfway through each semester, and will give midterm and final suggested grades.

Communication

Teachers will use the Our School Hangout app to communicate with parents. The app is free and is required to have if your student 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. ELA class students will receive assignments and messages from the teacher via Google Classroom.

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 student's first and last name. If your student has an ongoing health issue (diabetes, food allergies, etc.) we will need an action plan on file.

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 if a student shows symptoms of illness while at Elevate Enrichment.

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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, ACT Prep, College Essay prep, summer camps and elementary and middle school enrichment classes.

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



2026-2027 High School Calendar (English and General Enrichment)

High School English and General Enrichment classes will meet the **1st and 3rd Fridays** of the month (unless otherwise stated).

General Enrichment classes will meet from 9:30am-12:30pm.

High School English will meet from 9am-12:30pm in order to receive more specialized instruction required for the English credit.

Scheduled class dates:

August—7th , 21st

September—4th, 18th

October—2nd, 16th

November—6th, 20th

December—4th, 18th

January—15th, 29th****

February—12th*, 19th

March—5th, 19th

April—2nd, 16th

May—7th, 21st

*class will meet outside of regularly scheduled week due to seasonal breaks.

**Please note: January 15th and 29th classes will be held in the afternoon from 12:00-3:30pm for ELA and 12:30-3:30pm for Enrichment.

Full High School Events:

June 28th—Elevate High School Open House

July 31st—High School Welcome Breakfast and Meet and Greet

November TBA—Entrepreneur Market

May 21st—End of Year High School Picnic

Classes run from August through May. 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.