



2025-2026 Family Handbook: **Elementary & Middle School**

Welcome to Elevate Enrichment Center LLC! We are very excited to be starting our sixth 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 registration form and a yearly registration fee are required for enrollment 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. Registration fees for homeschool elective classes/clubs are \$25 per class for students not enrolled in our enrichment program. However, if a child is already enrolled in an enrichment class, the \$25 elective class/club registration fee is waived.

Elementary Classes

Elementary enrichment classes meet on Mondays and Wednesdays, 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 from the moment your child enters his/her class 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 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 a month and both days is \$230 a month.

Middle School Class

Our middle school class meets on 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. Students can plan to participate in experiments, presentations, and fun group activities while building friendships. Middle school tuition is \$115 per month. *Note: 8th grade students may also enroll in our high school math and ELA classes if appropriate for their course track.

Clubs & Elective Classes

Elementary and middle school 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 Thursdays. Clubs are a month-by-month commitment, while elective classes may be a longer commitment.

Tuition

Tuition is due on the 1st of the month and is considered late on the 3rd. (Please note that August's tuition will be due prior to the 1st - at our Meet the Teacher event in late July.) Tuition may be paid via check, cash, or Venmo. We are exploring additional payment options for the 2025-2026 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. 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. 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 as long as it is clearly marked which course/club your child is taking. Refunds are not given for sick days. We follow Sumner County Schools' weather closing schedule. However, if Sumner County Schools announce a delay, the decision will be made by the director if Elevate will open on time or be delayed. Delays and closings will be posted on the Facebook page and sent through the Remind 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 a 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. These checks will be held and only be deposited if you do not give the required notice of withdrawing your child, or do not pay your monthly tuition by the 7th of the month. Students may not start class until the Tuition Security Check is received. Parents are required to give a written notice of at least two weeks if withdrawing a child from an enrichment class at Elevate Enrichment LLC.

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 to their classroom.

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. 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. 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 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 1:00. 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 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.

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.

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, 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 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.

Lunch

Elementary and middle school 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 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 and a preschool enrichment class.

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