

# FIRST BAPTIST ROOTED ENRICHMENT

*Let your roots grow down into Him, and let your lives be built on Him.  
Then your faith will grow strong in the truth you were taught,  
and you will overflow with thankfulness.*

*Colossians 2:7*

## Student Handbook

Dear Rooted Enrichment Families,

On behalf of the Rooted Enrichment staff at First Baptist Church Hendersonville, I am happy to welcome you to the 2026-27 school year! We are looking forward to working with and getting to know each and every family. We recognize that in order to be successful, our children benefit from the support of both the parent and the enrichment teacher.

As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's experience by ensuring the understanding of the policies that are presented in the following pages. It is very important that you and your child are fully informed regarding protocols related to Rooted's expectations for a safe and productive school year. This handbook is intended to cover most of the policies and expectations for the school year. Please understand that in a rapidly changing world, not every policy situation can be anticipated. We learn new things often, and we will edit our work to continue to meet the expectations of Rooted. Updates to this handbook will be emailed and distributed to all parents as needed. If you have any questions about the policies and procedures, please feel free to contact me or discuss them with your child's teacher.

The Rooted Enrichment staff and I feel privileged to be a part of this church family and welcome you to it. We thank you for your support and look forward to seeing you when school begins.

Blessings,

Shannon Gilmore, Director of Rooted Enrichment

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## **Spiritual Foundation / Statement of Faith**

### **We Believe Statement**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Full statement of faith can be found at <https://fbchville.com/whatwebelieve/>

### **Mission Statement / Program Overview**

Rooted Enrichment seeks to provide biblical community, support, and intentional opportunities, within an enrichment program, for families who have chosen to educate their children at home.

Rooted Enrichment uses a Bible-based curriculum that supports the values and beliefs of First Baptist Church Hendersonville (FBCH).

Rooted Enrichment of FBCH will always consider a person's biological sex to be their assigned gender for the purposes of ministry placement.

Rooted Enrichment seeks to provide an environment that promotes intentional learning experiences to promote educational and social development through the lens of scripture.

## Operations

### **Grades:**

Kindergarten - 8th grade

Classes for the 2026/2027 school year are listed as follows. Class divisions are subject to change during open enrollment.

|                          |           |           |                 |
|--------------------------|-----------|-----------|-----------------|
| Kindergarten - 2 classes | 1st Grade | 2nd Grade | 3rd Grade       |
| 4th Grade                | 5th Grade | 6th Grade | 7th & 8th Grade |

### **Day and Hours:**

August 6, 2026, to May 20, 2027 on Thursdays 9:00 a.m. – 2:30 p.m.

|                                            |                                      |
|--------------------------------------------|--------------------------------------|
| Open House / Meet the teachers             | July 30, 2026                        |
| First Day Fall Semester                    | August 6, 2026                       |
| Parent Gathering                           | September 3, 2026                    |
| Fall Break                                 | October 8, 2026                      |
| Thanksgiving Break                         | November 26, 2026                    |
| Christmas Skit                             | December 3, 2026                     |
| Christmas Breakfast                        | December 10, 2026                    |
| Christmas Break                            | December 17, 2026- December 31, 2027 |
| Second Semester Begins                     | January 7, 2027                      |
| Parent Gathering                           | January 21, 2027                     |
| Registration Begins for Existing Families  | February 8, 2027                     |
| Living History Presentations               | February 25, 2027                    |
| Registration Begins for New Families       | March 1, 2027                        |
| Student & Kindergarten Graduation Pictures | March 4, 2027 (subject to change)    |
| Spring Skit                                | March 18, 2027                       |
| Spring Break                               | March 25, 2027                       |
| Field Day                                  | April 29, 2027                       |
| Kindergarten Graduation                    | May 10, 2027                         |
| End of Year Performance                    | May 20, 2027                         |
| Last Day of Semester                       | May 20, 2027                         |

### **Closures and Inclement Weather:**

Rooted Enrichment follows the Sumner County School calendar for closures and inclement weather. Our scheduled calendar can be found at the beginning of the handbook. Weather and illness closings will be announced through Rooted Enrichment's Facebook page and via email and text. If schools are closed for holidays, breaks, or canceled due to inclement weather or illness Rooted Enrichment will also be closed. If Sumner County Schools open **1 hour late**, Rooted Enrichment **will open 1 hour late @ 10:00 am**. If Sumner County Schools open **2 hours late**, Rooted Enrichment **will open 2 hours late @ 11:00 am**.

*Inclement weather days will be credited to your account each occurrence, at a rate of \$20.00 per day.*

## **Tuition & Registration**

### **Registration**

Open enrollment dates will be announced on the website along with registration information, fees, and tuition updates. The student's enrollment is secure once the two-part online registration has been received by the program along with the registration fee. Class confirmation will be sent via email. Incoming Kindergarten students must be age 5 by August 15th in order to register for our program.

### **Materials Fee:**

\$80.00 for the first child. Second child \$70 with sibling discount. Third and subsequent children \$60 with sibling discounts. This is a one-time fee due with registration. Students on the waitlist will not be charged a registration fee until a spot becomes available. At that time the fee will be required in order to secure that spot.

### **Tuition:**

\$800/year to be paid monthly at a rate of \$80/month for 10 months.

Full monthly tuition is due on the first day of each month and will be considered late if not received by the 10th. Invoices will be sent via email the first day of each month to the head of your household. Payments will be made online through the link provided in your invoice. The invoice and payment link can be forwarded to other family members for payment as needed. Cash and checks will not be accepted. A late payment fee of \$15 will automatically be added to your account on the 10th if payment has not been received.

If tuition is past due for two consecutive months, the student(s) will not be able to return to Rooted until the past due and current month's tuition is paid. Paying only the past due amount is not sufficient for continued attendance. Please communicate any difficult circumstances that may arise to the director. We understand that extenuating circumstances occur, but a lack of communication with the director will be taken into consideration for continued participation and/or re-enrollment the following school year. In order to offer the quality experience Rooted strives to provide, we require that tuition be kept up to date.

### **Refund / Cancellation Policy:**

There are no refunds for absences/illnesses/vacations/withdrawals.

### **Class Supply:**

A list of needed classroom items will be given to parents and students at the Open House. All supplies should be brought to class on the first day.

**Waitlist Policy:**

In the event a desired class is full, students will be placed on a waitlist in the order their registration form was received. Families will be notified when a spot becomes available. You will have 48 hours to respond before your spot is offered to the next family on the waitlist. The waitlist will close the week prior to the announcement of the following school year registration dates.

**Class Placement**

As Rooted Enrichment continues to grow, some grade levels may have multiple classes. Class placements are carefully determined by the director in collaboration with teachers to create balanced learning environments that best serve all students.

When making class assignments, the director may consider a variety of factors, including but not limited to class size, boy to girl ratio, learning needs, prior student relationships, peer dynamics, behavioral considerations, teacher recommendations, and the overall composition of each class.

Families may submit a class placement request when registering. Students may also request up to **two classmates** they would like to be placed with. Friend requests are more likely to be accommodated when the request is mutual. While every effort will be made to thoughtfully consider these requests, they cannot be guaranteed. Requests for specific teachers will not be accepted.

Once class placements have been finalized, changes will only be considered under exceptional circumstances and at the discretion of the director. We appreciate your trust as we prayerfully and thoughtfully place each student where we believe they will have the greatest opportunity to learn, grow, and thrive.

**Communication**

Rooted Enrichment utilizes Facebook, text message, and email for communication. General program specifics can be found at [FBCHville.com/rooted](https://fbchville.com/rooted) or by contacting the director via phone or email.

Monthly newsletters will be provided at the start of each month and sent home with students in their designated class folder. Special events will be communicated in the monthly newsletter as well as an email sent home to each family.

In the event of inclement weather, we will communicate program closings on Rooted Enrichment's Facebook page, via email and text.

Parents may communicate with their child's teachers directly for absences. In the event of an emergency, the director should be contacted first.

## **Curriculum**

Rooted Enrichment is an enrichment program that seeks to provide a biblical worldview on grade level activities including but not limited to: memory work, math, reading, and writing. Students will be given the opportunity to work both independently and with classmates on projects and presentations that incorporate biblically sound science and historical topics.

A weekly newsletter specific to each class will be sent home outlining learning goals and scripture memory for each month. All curriculum will be reviewed by the Director and Board of Advisors each year and may be reassessed and changed.

### **Electronic and Digital Media:**

The teacher's use of electronic media in the classroom will be limited to those that only support the curriculum topics. All media will be submitted for approval to the Director and/or Board of Advisors prior to being shown in class.

### **Class Parties:**

Teachers may opt to have classroom parties such as Thanksgiving, Christmas, and Valentine's Day as well as birthday celebrations.

## **Diverse Learning Abilities**

Rooted Enrichment seeks to create community and promote each student's individual educational and social needs through understanding and acceptance in Christ Jesus. However, all students must be able to participate in physical, academic, and social activities similar to their aged-matched peers. Rooted Enrichment is unable to accommodate unique physical, educational, social needs, or those requiring one-on-one care.

### **Drop-off / Pickup**

#### **Morning Drop Off:**

Parents and students may only enter the building using the "Chesser Center For Kids" entrance on the front side of FBCH. For any parents who have students in the WEE program at FBCH, you will not be able to enter Rooted Enrichment through the building. Rather, you will need to drive around to the front of the building to enter the appropriately designated doors. Doors open at 8:55 am and drop off begins at 9:00 a.m.

- **Kindergarten - 5th grade students:**
  - During the month of August, all students must be escorted and checked in by an adult using the electronic check-in system. Students will not be required to wear their tag during class. It is only used for attendance purposes.
  - Beginning in September, 3rd - 5th grade students will be allowed to walk in alone as long as they are able to check themselves in unassisted. They are not allowed to check-in younger siblings in grades K-2nd grade.

- 6th - 8th grade students:
  - Students may enter the building on their own and immediately report to their classroom after using the electronic check-in system. Loitering in the halls is prohibited.

**Late Arrival:**

All students arriving after 9:15 a.m. will need to be escorted into the building by an adult. Please contact the director to gain access into the building after 9:15 a.m.. Chapel for kindergarten thru 3rd grade is from 10:00 - 10:30 a.m each Thursday. Chapel for 4th grade thru 8th grade is from 10:40 - 11:10 a.m each Thursday. Please avoid drop off during this time when possible, as the director or a teacher may not be available to immediately let you in the building while they are participating in chapel.

**Afternoon Pick Up:**

Dismissal begins promptly at 2:30 p.m. at the Weekley Building roundabout. Please follow the car rider traffic flow outline.

All students, Kindergarten - 8th grade, will be picked up via car rider line. Each family will be given a placard that must be displayed in the vehicle before a student can leave. Students will wait with their class until their name is called. It is the parent's responsibility to inform the child's teacher if their child will be picked up by an approved emergency contact listed on their registration packet.

**Late Pick Up**

Students remaining after 2:30 at the end of the car rider line will stay with the director, and a late pick-up fee of \$5 per child per occurrence will be applied accordingly and is due with the next month's tuition.

**Early Pick Up**

If a student needs to be picked up prior to the car rider line, they must be picked up no later than 2:15 pm at the "Chesser Center for Kids" entrance. Early dismissals should be communicated with the teacher or director and cannot be accommodated between 2:15 - 2:30 pm. Students will already be in transition to regular dismissal and you will need to collect them from the car line.

**Emergency Pick Up**

In the case of an emergency, a student may be picked up early by a parent or approved emergency contact as listed on the child's registration packet. It is the parents' responsibility to ensure emergency contact information is up to date. If the pickup is done by someone other than a parent, a photo ID and verified phone number will be required for pick up. Emergency pickup must be communicated to Rooted Enrichment's Director and not the student's teacher.

## **Security**

### **Parking and Entrance During School Hours**

Doors to the building at the “Kids” entrance are open from **8:55 a.m.– 9:15 a.m.** for drop off. At all other times, admittance into the building is only allowed via our Director. Rooted Enrichment doors are locked each day from the hallway during school. Parking for parents is available outside of the “Chesser Center for Kids” entrance of the church.

### **Background Checks**

Keeping your child safe is a priority at FBCH. Your understanding and adherence are both expected and appreciated. All of our employees have been thoroughly vetted with screening, a background check, and training. All volunteers must meet FBCH requirements to complete a background check and sign our Child and Youth Abuse Policy. Additionally, FBCH requires all non-member volunteers to provide personal references as well as complete the Non-Member Service Waiver which is reviewed by our church leadership prior to serving in any ministry. This waiver is specific to Rooted and will not transfer from or to other areas of ministry, such as camp or VBS, if you have or wish to serve in another capacity.

### **Emergency Preparedness**

Rooted Staff have undergone training to properly handle emergency situations keeping the safety of all students of the utmost importance. A fire drill will be practiced during the school year.

## **Medical**

### **Allergy Management**

Inform the teacher of any allergies that the student has at the beginning of the school year, or immediately after a new allergy develops. Any necessary medication can be turned in, with a doctor’s note, to the Director of the program at the beginning of the school year. The student is not allowed to keep any medication in their personal belongings.

### **Protocol for Allergic Reactions**

1. Administer necessary treatment as written by parents.
2. Call 911.
3. Call parents.

### **Emergency/Illness**

Parents should NOT bring their child to Rooted Enrichment when any of the following exist:

- Fever over 100.4, vomiting, and/or diarrhea (must be symptom free without fever medication for 24 hours)
- Symptoms of childhood diseases (unexplained rash, scarlet fever, measles, sore throat, pink eye, etc.)
- Unexplained rash or skin infection (boils, ringworm, etc.)

**Medication**

Prescribed medication taken during program hours and/or emergency medication must be given to Rooted Enrichment's Director in the original packaging with attached prescription outlining frequency and dosing instructions. Additionally, the program medication form must be completed. Over-the-counter medication may not be brought to the program.

**Parent Volunteers:**

To best ensure a safe and productive classroom environment, we are seeking parent volunteers to serve at least once per year. At Rooted, we believe that a strong partnership between parents and the program creates a powerful and supportive community. Volunteers will play a key role in providing additional support to both our classroom teachers and students.

Parent volunteers will rotate throughout the school year, helping across all grades from Kindergarten to 8th grade. Each family is strongly encouraged to participate, as your involvement makes a lasting impact. Volunteers are subject to background checks, adherence to our Child and Youth Abuse Policy, and personal references for non-members per FBCH policy. Please note, children who are not enrolled in the program will not be allowed to accompany parent volunteers during their time in the classroom. We strongly encourage each family to sign up and contribute to the success of our enrichment community. Thank you for your support in making Rooted a wonderful place for our students to grow and learn.

**Standards of Behavior**

Students are expected to honor Christ in the ways they speak and act. They are expected to be responsible, honest, and respectful to all adults and peers. In addition, standards of behavior include:

- Refrain from personal displays of affection.
- Possession of tobacco, alcohol, or any non-prescription medications or drugs in any form on FBCH property will result in dismissal.
- Pocket knives, guns, weapons, lighters, and toys resembling weapons are prohibited.
- Social media use of any kind is prohibited.

**Classroom Expectations**

Teachers will communicate specific classroom expectations at the beginning of each academic year. Students in the 4th grade and above will review and sign a Student Expectations Contract outlining behavioral and academic standards for the classroom. Adherence to these expectations helps foster a respectful, productive, and cohesive learning environment that supports the success of all students. A copy will be provided to parents of these students.

In order to maintain the safety and success for all students, children must be able to independently follow group instruction, follow classroom routines, physically transition to the next activity/area, get in line, and wait appropriately in line with peers upon request.

As a weekday program, we are not set up to provide **one-on-one** care for a child. When one child requires *ongoing* individual time, attention and care, it leaves the other children with a less than desirable experience and beyond the teacher/child ratio we maintain for excellence. Subsequently, this can also lead to classroom management issues.

### **Conflict Resolution**

Rooted Enrichment partners with parents and teachers to enrich home based education. Open communication between parents and staff is imperative. If a concern arises between parents and teacher, Rooted Enrichment's policy will be to seek a Biblical answer for restoration. The Director and teachers are always available to discuss any specific concerns.

All incidents of harassment and bullying should be brought to the attention of the child's teacher and the Director. Rooted Enrichment will not tolerate any incidents of confirmed bullying and/or violent behavior directed towards other students and/or staff.

### **Lunch & Celebration Expectations**

Students are expected to bring their own lunch and water bottle. Rooted Enrichment is unable to heat or refrigerate items. Weather permitting, students will picnic lunch in a designated courtyard followed by recess.

The last Thursday of each month is reserved for celebrating student birthdays that occurred throughout that month. Students may bring in a special treat to share on this date if they wish. Teachers will coordinate with each family via email the week prior, and parents are required to provide information on specific brands and/or a list of ingredients by Monday the week of the celebration. The teacher will share this with all the classroom parents. This allows parents to send an alternative for their child if desired. If the teacher was not notified three days in advance, the treat will not be passed out. This gives ample time for all communication to take place so that everyone can participate in the celebration. July birthdays will be celebrated in August, and June birthdays will be celebrated in May.

### **Recess**

All recess equipment will be provided by the program. Toys, stuffed animals, media, and games from home are prohibited.

### **Facility/Property usage**

It is important that children (students and siblings) are supervised at all times while at FBCH. Please do not allow children to run around or enter classrooms unattended. It is a safety issue, and we don't have access to other rooms in the hallway. Thank you for your help with this!

### **Media, and Electronic Devices**

Phones and smart watches may be brought to school with their sole purpose to call home and check-in with parents. This is to be done only with pre-approval from the teacher. All devices being used without prior approval from a teacher or those found to be used inappropriately, will be collected and returned to the parent at pick-up. Parents and students can always communicate through the classroom teacher or the director when needed.

### **Student Dress Code**

We believe that a Christian's appearance and conduct is a demonstrative part of his or her testimony. Clothing should be modest in nature, reflecting FBCH Biblical standards. Rooted Enrichment reserves the right to deem something inappropriate that may not be covered in this handbook. You will be sent home to change your clothes if you are found to be out of compliance with the dress code.

- Shirts and dresses should cover the midriff. Shirts should not be higher than the student's waistline. No crop tops.
- Sheer or low-cut shirts are not acceptable, nor are spaghetti straps, strapless, or backless shirts and dresses.
- Shirts with inappropriate slogans, words, or pictures are not allowed.
- All undergarments must be covered up.
- Shorts, skirts, and dresses must come no higher than 4" above the knee.
- Tears, rips, or holes must be no higher than 4" above the knee. No skin is to be exposed above 4" from the knee.

### **Discipline**

We want all students to know that FBCH is a place where they are loved and cared about. Our goal is for all the children to feel safe and secure while at FBCH, therefore the policies and practices we subscribe to are designed to facilitate this.

If your child demonstrates disruptive behavior or is unable to meet Rooted's classroom expectations, we will implement the following strategy:

- **1st contact:** Your child's teacher will contact you to discuss the issue and seek input and insight for guiding your child.
- **2nd contact:** A meeting will be scheduled with you, your child's teacher(s) and the Rooted Enrichment Director.
- **3rd contact:** If the action plan is ineffective in supporting the success of your child, the Board of Advisors will be notified and your child may be dismissed from Rooted Enrichment for the duration of the school year.

In all cases of threats of violence or physical violence, suspension or expulsion is at the discretion of the program's Director.

A written account of incidents with physical involvement, recurring patterns, foul language, and inappropriate conversation will be recorded and kept in the student's private file. A copy of the written account will be emailed to the parent after discussion with the teacher and/or director.

### **Governance & Administration**

Rooted Enrichment is under the authority of FBCH. FBCH provides direction and oversight to Rooted Enrichment. A Board of Advisors communicates with FBCH program specifics. Day-to-day operations are facilitated by Rooted Enrichment's Director and Teachers.

### **Policy & Procedure Amendments**

Rooted Enrichment strives to incorporate policies & procedures that are specifically designed to meet the requirements of homeschool families, while also adhering to applicable federal, state, and local laws. Amendments to our policies & procedures are anticipated as Rooted Enrichment continues. Please know that any amendment to our policies and/or procedures will be thoroughly & faithfully communicated to, and examined by the appropriate staff, the Board of Advisors, and FBCH, before amendments are incorporated. Should an amendment be incorporated during the academic year, an email will be distributed to our homeschool families notifying them of the policy and/or procedure amendment.