



RAISING BRAIN
MICROSCHOOL ENRICHMENT PROGRAM

Family Guidebook

We ask that you take a few moments to read through the guidebook. Once you've reviewed it, please sign and date the acknowledgment form to confirm that you understand our policies and procedures and return it to the Director to keep on file.

Our Mission:

At Raising Brain, our mission is to cultivate a nurturing learning environment where every individual thrives socially, emotionally, and academically. Through our enrichment programs, we prioritize social-emotional well-being, promoting a sense of belonging and empowerment.

Our innovative model provides learners with the structure they need to succeed while encouraging critical thinking in both academic pursuits and peer interactions. We are dedicated to offering opportunities for meaningful socialization, equipping our learners with the skills and confidence to navigate the complexities of today's world with resilience and compassion.

Core Values:

- **Every Individual is Valued:** We believe that every person, regardless of background or ability, deserves to be respected, supported, and valued for their unique contributions.
- **Lifelong Learning:** We believe in the power of education to transform lives and communities. Learning is a continuous journey that enriches both the mind and the spirit.
- **Empowerment Through Diversity:** We believe that diversity strengthens our community and cultivates innovation and understanding. Embracing diverse perspectives, backgrounds, and experiences enriches our learning environment and prepares us to thrive in a global society.
- **Holistic Growth:** We believe in nurturing the whole individual. Our programs prioritize not only academic achievement but also social-emotional well-being, creativity, critical thinking, and personal development.
- **Community Engagement:** We believe in the importance of actively engaging with and contributing to our community.. By encouraging connections, empathy, and social responsibility, we empower our learners to make a positive impact on the world around them.

Student Commitment:

Our community flourishes through the dedication of everyone to uphold our shared values and commitments. By basing our actions on this commitment, we promote a



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culture of trust, respect, and accountability. This dedication not only enriches everyone's educational experience but also strengthens the bonds that unite us as a supportive and inclusive community.

School Hours and Details:

Our Homeschool Enrichment Program / Microschool will be open on Wednesdays, and Thursdays. Drop off starts at 8:45 am, and pick up is at 1 pm unless otherwise arranged by the parent/guardian. For the safety of our learners, please be prepared to present identification if you are not the designated transportation person for pick-up. This precaution is essential as pick-up responsibilities may vary among staff members daily, and unfamiliarity with alternate pick-up individuals could compromise learner safety.

Drop Off/ Pick Up

Please drive slowly; the speed limit is 15 MPH on Bear Pond Lane. This private lane is home to wildlife and neighbors who may be walking or playing nearby. Your caution keeps everyone safe. When you arrive, please park in the circle drop-off lane and walk your learner(s) to the schoolhouse. We kindly ask that drop-offs be kept short so there's plenty of space for other families to come through.

All learners should enter through the front gate and enter the schoolhouse, where they will be greeted by teachers/staff. Parents/guardians will sign them in at the designated sign-in area. Once signed in, learners will hang their backpacks/lunchboxes/coats/water in their assigned cubby.

Their water bottles should always return to this spot so we don't lose them. From arrival-10:00, they can engage in free play, social time, and prepare for the day. We encourage learners to put away their own belongings as much as they can. This supports growing autonomy, builds confidence, and gives each child a sense of ownership in their day.

We kindly ask that families aim to arrive on time, as it helps create a calm and focused start to our day. Arriving together allows all students to feel grounded and ready to engage in learning with their peers.

The campus will close at 1:00 pm, If you are unable to pick up at 1:00 pm please communicate with the director to make arrangements. A \$25 per hour fee will apply for after-hours care if prior arrangements have not been made.

Lunches and Snacks

***WE ARE A PEANUT FREE CAMPUS**, Please do not send items with these ingredients to school.* Food sharing is prohibited to ensure the safety of individuals with allergies. Sunbutter is a great alternative.



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To encourage and respect each family's dietary preferences, Raising Brain does not offer lunches or snacks, we do provide drinking water for refills. Learners are kindly requested to bring their meals. For convenience, we provide access to a refrigerator and microwave for food storage and heating. We recommend discussing microwave safety guidelines, such as avoiding tinfoil or metal, with your learner before sending food to school.

Healthy snacks and water are crucial in maintaining energy levels throughout the day. Learners are responsible for bringing their own snacks and water bottles. We kindly request that you pack nutritious snacks and a fully lidded water bottle for your child each day. Learners have the flexibility to choose where they eat, but they must adhere to our community culture by cleaning up after themselves.

Technology and Devices Policy

At Raising Brain, we recognize the value of technology and digital devices in supporting education. Learners are encouraged to bring these tools to class, but they should be used primarily for educational purposes rather than for entertainment. During school hours from 8:45 am to 1:00 pm, technology and digital devices must be used solely for academic activities, as directed by the teacher based on the day's tasks.

To maintain safety and ensure focus, personal communication via devices is prohibited unless the learner is contacting their parent/guardian or has written permission on file. Additionally, learners are not permitted to access YouTube, social media platforms, or other similar sites on their devices during school hours. Given the variability in family values and parental controls, we cannot guarantee the suitability of content accessed through personal devices. They may use their phones for related research purposes, supervised, but are not allowed to browse leisure sites or engage in non-educational activities. E-readers, audiobooks (with headphones), and art drawing apps are allowed during break times. Please read and sign our Technology Policy and Learner Policy.

We do not confiscate devices; however, if issues arise, we will notify the parent/guardian and seek their guidance on appropriate use for the future.

What learning will look like

At Raising Brain, we nurture a culture of exploration and curiosity among our learners. Through monthly themed unit studies, we encourage exploration of diverse aspects within each topic. Our teachers tailor this approach to accommodate varying abilities and age levels, ensuring each learner can engage meaningfully. Key components include inquiry-based learning goals, access to a wide range of learning tools, personalized sessions with teachers for goal-setting and progress discussions, and the integration of technology, such as Chromebooks, for project development. Furthermore,



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our community Alexa devices stand ready to facilitate research and inquiry activities at a moment's notice.

Play takes center stage for our younger learners. We offer abundant opportunities for learning through play. Teachers seamlessly infuse small lessons into these activities, providing valuable learning experiences that often go unnoticed by the learner, as they are seamlessly integrated into play. At Raising Brain, learning naturally follows the child's lead.

Learner Progress

Each month, families will receive a progress summary that can be added to their homeschool portfolios. An example of this summary can be found [here](#). Parents, guardians and family, will be invited to join our private Facebook group, where they will be able to see their child's work and our daily updates. This will provide them with valuable insights into their child's interests, strengths, and areas for growth, empowering them to make informed decisions about their child's educational journey.

Conflict Resolution/Policy Violations

At Raising Brain Microschool, students are encouraged to resolve conflicts independently, developing problem-solving skills, empathy, and constructive communication. Peer feedback is guided to be respectful and supportive, helping build a positive learning community.

Adults step back, intervening only when there is a risk of harm or if a situation cannot be resolved, empowering learners to take ownership of challenges. We also take a proactive approach by observing potential triggers and redirecting before conflicts escalate, recognizing that behavior is a form of communication. This creates a safe, understanding environment where all students can thrive.

Bullying & Social Support Policy:

Our microschool is a neuro-inclusive, highly supportive environment founded on the principles of inclusivity and safety. We recognize that many social challenges, such as missed cues, impulsivity, or communication differences, can be direct manifestations of neurodivergence, not bullying.

- *Bullying vs. Social Differences*
 - Bullying is defined as intentional, repeated behavior meant to cause harm, purposeful exclusion, or intimidation. Social mistakes or skill-based differences, such as social-emotional reactions, difficulty with flexibility, problem-solving, or understanding social cues, are not bullying. These are addressed through support, coaching, and skill-building.



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- *Our Approach:*
 - While bullying is not tolerated, social conflicts are approached with guidance. We help students practice
 - boundary-setting and self-advocacy scripts
 - emotional regulation tools, repair, and problem-solving strategies

This policy applies to all areas of our program, including the outdoor classroom at the creek.

If Bullying Occurs

Any bullying incident will be taken seriously, documented, and shared with families. Parents may be contacted to pick up their child if needed.

Our Commitment

We aim for every child to feel safe, respected, and included. If a child witnesses or experiences bullying, they should talk to a teacher or trusted adult right away. Together, we maintain a community where all children feel valued and heard.

Incident and Injury Reporting Policy

All incidents and injuries that occur during school hours or school activities must be reported to a teacher immediately. The supervising adult will assess the situation, provide appropriate first aid if needed, and document the details using the school's incident report form.

Parents or guardians will be notified the same day if their child is involved in any incident resulting in injury, distress, or significant conflict. For serious injuries or emergencies, parents will be contacted right away, and emergency services will be called if necessary. All injuries are managed following our Health and Safety Manual, which follows CDC school health guidelines and best-practice first aid recommendations.

All reports will be reviewed and kept on file. This helps us ensure student safety and take any steps needed to prevent future issues.

Health Forms

Please ensure that you complete the health section of the enrollment form before your learner begins, as this will inform our staff of any important health needs or conditions. If your child has **Asthma**, any food, insect, medication **allergies**, or other medical **diagnoses** that require emergency intervention, you must have your child's physician



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send the appropriate form listed below and submit it before their start date. Please note that your child will not be permitted to attend if these forms are not completed in full.

- Allergy/Anaphylaxis Action Plan
- Asthma Action Plan
- Other Emergency Action Plan - please ask your doctor for their preferred forms.

*Physicians may use a different form

Medications

We prioritize the safety and well-being of our learners. While we do not typically administer medication, except for emergencies requiring medications such as albuterol, epinephrine pens, or antihistamines, our staff members are trained and certified to handle these situations effectively. Parents/guardians are responsible for providing any necessary emergency medications along with an action plan signed by your child's physician, and our staff is equipped to respond promptly and appropriately in the event of an emergency.

Illness Policy

If a child displays any of the following symptoms, we kindly request that they be isolated, and their parents promptly notified and asked to pick them up at their earliest convenience:

- Fever (100.4°F +), including a fever with a new rash.
- Vomiting more than twice in the preceding 24 hours.
- Diarrhea that causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period..
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause, such as seasonal allergies.

If your child is not feeling well in the morning, please observe them before sending them to school and risking the health of others. Children must be free of symptoms for 24 hours before returning. If your child develops any of these symptoms while on campus, we will call you immediately to come pick up your child. Please contact the director to let us know that they will not be attending.

Missed Day Policy

Our tuition structure is based on reserved spots and the full cost of enrollment, which allows us to maintain small class sizes, plan curriculum, and provide individualized



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support for every student. For this reason, tuition is not prorated or refunded for days a student is absent, whether due to illness, personal reasons, or family travel.

We encourage families to communicate absences in advance whenever possible so teachers can adjust planning and provide any relevant materials or updates. Families will continue to receive monthly progress summaries and support for home learning during absences.

This policy ensures that we can maintain a consistent, high-quality, and fully supported learning environment for all students.

Tuition Payment Policy

Tuition is due on the 1st of each month and covers the full month of enrollment, including planned instruction, individualized support, and access to all materials and activities. Payments should be made via our [tuition payment form](#) or [Venmo](#).

Late Payment Policy

Tuition received after the due date will be considered late. A late fee of \$25 will be applied to accounts not paid by the due date. Continued late payment may result in a hold on enrollment or withdrawal from the program until the account is current.

Please note that tuition is non-refundable and cannot be prorated for missed days, holidays, or closures. This policy ensures that we can maintain small class sizes, provide individualized support, and sustain the high-quality learning environment that every student deserves.

Fire Evacuation Procedure:

If there is a fire or alarm, the teacher will grab the emergency contact binder, and students will line up quickly and calmly at the door. The teacher will lead or follow last to ensure everyone exits safely. Personal items should be left behind.

The group will walk to the designated outdoor meeting spot (by the garden) at least 100 feet away. The teacher will take attendance using the emergency contact sheet. A first aid kit and cell phone will be brought along. No one may re-enter the building until cleared by emergency personnel.

[See Emergency Response Plan](#)

Parent Communication:

Parents will be notified of all drills and any real emergencies immediately. We use



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Facebook and email for daily updates, reminders, and general communication. For emergencies or urgent matters, we will contact you by phone call or text. Please keep your contact information current so we can reach you when needed.

Termination from Program

Raising Brain Microschool reserves the right to discontinue a student's enrollment if it is determined that the program is not an appropriate fit for the child or if the family fails to meet the expectations outlined in this guidebook. Reasons for termination may include, but are not limited to: repeated safety concerns, inability to follow school policies, ongoing disruptive behavior that cannot be safely supported, or failure to maintain open and respectful communication with staff.

In the event of termination, the school will provide written notice to the family and may schedule a meeting to review the circumstances. Tuition already paid is non-refundable, and families are encouraged to discuss any questions or concerns with the school administration before or after termination.

Required Supplies:

- Book bag - Your child must be able to carry and open their backpack independently. A good rule of thumb is the pack shouldn't be over 10% to 20% of your child's body weight.
- An extra set of clothes (including socks and underwear)
- Boots (on rainy/snowy days)
- Watershoes (for creek wading) - you may choose to leave these at school.
- Coat/Hat/Gloves for cold days
- Towel (summer)
- Sunscreen (summer)
- Bug Repellent (summer)

Parent Guardian Signature _____ Date: _____