



Blue Springs Enrichment

2025-2026

Parent & Student Handbook



*W*elcome!

The purpose of this Handbook is to help new and returning members know what to expect as a member of BSE. It is to inform you of our values to ensure that our standards are in line with your values so that we may complement each other. *When we get together, we want to encourage you in the faith, but I also want to be encouraged by yours.” Romans 1:12*

Second, this Handbook is to help answer any questions you may have when it comes to the operating procedures of BSE. It is also meant to prevent miscommunication so that all members are clear on policies, procedures, and expectations.

If you are considering joining BSE, we recommend you read the Handbook, the Indemnification and Hold Harmless Agreement, our FAQs and the Statement of Faith BEFORE requesting membership.

All new and returning members are required to read, agree to, and sign the Signature Page annually.

These policies exist for three reasons:

1. The facility we are currently using requires us to adhere to specific requests for the use of their building.
2. For the overall safety and well-being of all persons on campus.
3. To adhere to our purpose and principle values.

Student Code of Conduct: this is a subset of our handbook that outlines the specific rules and expectations for student behavior. It is a simplified list of all expectations that BSE has for its students.

Questions or concerns should always be taken to the Directors.

DISCLAIMER

- BSE reserves the right to substitute a teacher or cancel/substitute a class.
- The beliefs, doctrines, or policies of facilities used by BSE are not necessarily upheld by the BSE Board of Directors or its members. This includes the host church, field trip venues, meetings or event space, etc.
- BSE reserves the right to deny or revoke membership or participation to anyone at any time for any reason.

This handbook is not a contract and does not promise specific treatment in specific situations. BSE reserves the right of the Board of Directors, in its sole discretion, to unilaterally revise, suspend, revoke, terminate, or change any of its policies, in whole or in part.

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The Parents Role At BSE

BSE classes are a cooperative effort among families to supplement their children's home education by working together on subjects that are difficult to teach at home or best taught in group settings. We believe that we can accomplish more as a group by taking advantage of each other's strengths and experiences. BSE is truly a cooperative effort. We need every participating parent to keep BSE functioning smoothly. By registering your children, you agree to work during their class periods with at least one period as your break time. While our classes are designed to provide students with specialized instruction, BSE classes do not absolve the parents from the responsibility for their children's education. Parents must ensure that their students keep up with assigned work each week as well as administer tests and determine final grades. Our desire is to help provide instruction and structure, along with support, accountability, and other tools to assist homeschooling families. Ultimately, the parents are still considered their child's primary teacher, but BSE's expectation is that all parents will be taking an active role in the education of their student. We rely on the support and assistance of every member of BSE. Not only is it vital that parents be active participants in their child's education, but BSE also relies on the support of each parent to invest in the co-op by serving in areas needed.

PARENT EXPECTATIONS

- Read all materials and communications. All official BSE communication is sent by email.
- Adhere to all BSE policies and procedures. See our separate Policies Handbook.
- Demonstrate an attitude of cooperation and embrace the cooperative nature of BSE's mission.
- Supervise and monitor your children when they are not in class. We are not a school, and we do not provide childcare unless otherwise specified.
- One parent (or sponsor) must remain on campus when children are on campus.
- Provide required materials for your child's classes. Ensure that they are brought to class weekly.
- Promptly pick up your child from the nursery for breaks.
- Provide supervision for your children at all BSE activities, field trips, and events.
- Wear a name tag when on campus. BSE will provide each attending family member a name tag.
- Not miss more than three (3) BSE academic days. We rely on every member to serve weekly to keep BSE functioning smoothly. When members are absent, this pulls on other members causing them to do more than their fair share.
- Sign out when leaving campus early and sign in upon returning to campus.
- Complete the criminal background check every two years.
- Attend annual member meetings and any additional meetings called throughout the year, this includes but is not limited to Assembly.
- Serve in three (3) class periods weekly, with one free period. (See Parent Sign-Ups on our website.)
- Pay all fees on time.

Student Expectations

Parents, please read the following section with your children to make sure they understand the following expectations.

STUDENT CODE OF CONDUCT

Finally, brethren, whatsoever things are true, whatsoever things are noble, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things. Philippians 4:8-9

1. Students will be on time to class.
2. Students will come to class prepared. Bring supplies, books and homework.
3. Students will conduct themselves with academic integrity.
4. Students will dress modest and respectfully – refer to the Dress Code Policy.
5. Students will refrain from using crude language, this includes but is not limited to cursing, name calling or slang that could be offensive to others as well as inappropriate topics and gossip.
6. Students will respect their fellow students, teachers, and other members of BSE and FBCM.
7. Students will communicate with an adult when they see or have a problem.
8. Students will demonstrate respect for the campus grounds.
9. Students will be sensitive to the differences in beliefs of others. (i.e. some families allow Santa Claus to be a part of their Christmas customs while others do not.)
10. Students will respect and follow the rules and policies set forth in this Handbook.

GENERAL

- Assist parents with the set-up and break-down jobs.
- Wear a name tag when on campus.
- Listen and pay attention to all announcements.
- Walk – no running – when changing classes, during drills, or anywhere in the building.
- Refrain from inappropriate conversations/gestures, explicit or foul language, aggressive physical contact, bullying or threatening behavior.
- Do not bring any drugs or weapons to the campus or any BSE activity, event, or field trip.
- Clean up after yourself in class and after lunch and snack breaks.
- Do not litter while on campus, during field trips, or when attending BSE activities or events.

CLASS

- Remain in the classroom during class time unless you have permission to leave the class.
- Refrain from eating or drinking in the classrooms. Food is only permitted in the FLC or Burns Room.
- Give your attention to the teacher and participate in class discussions or projects.
- Bring all the required materials to class.
- Complete in-class assignments.

Class Information

BSE offers two types of class options. One is considered core curriculum, and the other is referred to as enrichment. Parents determine which class option they would like to classify their child's courses. High school classes are considered enrichment if the student is only attending weekly classes and not completing homework assignments. All elementary classes are considered enrichment; however, the parent does not need to provide additional courses at home to fulfill the educational requirements. See Florida Homeschool Statutes for homeschool educational requirements.

Core Classes: This refers to a series or selection of courses that all students are required to complete before they can move on to the next level in their education or earn a diploma. They are defined as Language Arts, Math, Science, Social Studies/History, Religious Studies, and Consumer Science.

- Parents must ensure that their students keep up with assigned work each week.
- A grade may or may not be issued by the teacher, but a high school credit can be obtained if the course is a high school course, and all credit requirements have been met.
- The parents do not need to provide the course at home only ensure that assignments are completed.
- It can be an elective course for high school, such as Yearbook or Health.

Enrichment Classes: Aim to cultivate, develop, enhance, or extend the students' skills, knowledge, and well-being, by allowing them to explore individual interests and socialize with peers.

- Homework can be issued but is not required work.
- Can be customized to fit the needs or capabilities of the students.
- A high school credit is not issued.
- Grades are not kept.
- Parents may want to provide the basic courses at home to fulfil the educational requirements.
- Interest based.
- More hands-on projects

All students are expected to participate in class with minimal disruption to the learning process. Should a student become a disruption during class and does not obey the teacher's instructions, the student will be escorted out of the class and taken to their parent. Should the disruptions persist week after week, it may become necessary to have the parent be a "helper" in that class or have the child removed from the class entirely and will then be required to remain with their parent for the remainder of the year. (Please see "[12 Reasons Not to Join BSE](#)" and our [FAQs](#) on our website.) Please refer to our Disciplinary Policy on page 21

HIGH SCHOOL: 7th – 12th Grade

Students in 7th grade can begin earning high school credit hours unless the class has indicated otherwise. To achieve high school credit, students must complete classwork and homework assignments.

1. Some high school teachers assign homework, particularly those offering credit hours, it is expected that the assignment be completed and returned upon the requested date. Our teachers are all volunteers and put a lot of extra hours into their classes here at BSE to offer your student/s the best possible education they can provide. When assignments are handed in on time, this shows respect to the teacher and equips the students with all the necessary requirements to achieve the earned high school credit.
2. **High school credit hours:** 120 to 135 hours of bona fide instruction in a designed course of study that contains student performance standards. [Florida Statutes 1003.436 Definition of "Credit."](#) Students should complete 45 minutes to 1 hour worth of work daily per class. (5 days weekly.)
3. **Dropping a class/changing classes:** Some students enrolled in a class suddenly realize they have too much on their plate and need to drop a class. This can be done within the **first 2 weeks** of BSE. After this date, all students will be required to remain in the classes they are currently enrolled in or enroll in study hall.

Here are some FAQs related to this topic:

- a. Can I be refunded the tuition fee if my child drops a class? *No. All fees are non-transferable and non-refundable.*
- b. Can I enroll in another class that has less work if we drop the more time-consuming class?
Enrollment in Open Classes: *If the desired class is still open (accepting students), a \$15 transfer fee must be paid in full before the student can participate. The class fee must also be paid in full prior to the student participating.*
Closed Classes: *If the desired class has already been closed to new enrollments, the student cannot enroll in that class.*
Alternative Option: *If no enrollment options are available, the student will need to join Study Hall instead.*

ELEMENTARY: Pre K3 – 6TH Grade

- Our Pre K3 – 6th grade classes typically do not assign homework, however, some classes offer projects or class activities that may require some extra effort at home, such as working on a project board or research for a specific assignment. This can vary from class to class and is minimal. These home assignments are not mandatory but can help the student gain a better understanding of the subject and always add some extra fun to the learning process. 5th and 6th grade students are often given homework assignments in one or two of their classes, this is to prepare them for the more advanced courses they will be taking upon entering the 7th grade.
- At the elementary grade levels, classes are organized in a block structure, meaning student schedules are predetermined and not based on individual course selections. Students typically remain in the same classroom throughout the day and do not rotate between classes, although they may be taught by more than one teacher.

NURSERY

Parental Involvement: A parent must serve at least one class period in the nursery if their child is enrolled.

Drop-Off and Pick-Up: Children can be dropped off before class but need to be picked up at snack break and lunch.

Sign-In/Out: Parents are responsible for signing their child in and out of the classroom.

Restrictions: Due to insurance policy restrictions, males are not permitted to work in the nursery.

Personal Items: All personal belongings must be labeled with the child's name.

Safety Requirements: A safety document must be completed and submitted to the Nursery Administrator on the first day of BSE.

SPECIAL NEEDS OR LEARNING DIFFERENCES

The terms “special needs” and “learning differences” covers a vast array of conditions. Children with special needs may have mild learning differences or profound mental challenges; food allergies or terminal illness; developmental delays that catch up quickly or remain entrenched; occasional panic attacks or serious psychiatric problems. Because most parent-teachers are not equipped to teach or maintain discipline in classrooms containing children with severe learning differences, please prayerfully consider if BSE is right for your special needs child before enrolling. Depending on the parent, teacher, and the Director’s assessment of a child’s ability to participate in classes with minimal disruption to the learning process, it may be necessary for the parent of any child to be assigned as a helper or teacher in some or all of their child’s classes.

We strongly recommend that prospective families tour our campus before requesting membership. This visit can help answer questions you may have about our facilities and ensure we are a good fit for your child’s needs.

Tours are scheduled beginning in March through April. Please visit our website to schedule a tour. If tours are unavailable, please contact us by emailing bluespringsenrichment@gmail.com.

Special Needs & Learning Differences – Frequently Asked Questions

1. Does BSE accommodate students with special needs or learning differences?

BSE is a parent-led co-op and does its best to provide a supportive and inclusive environment. However, we are not a therapeutic or specialized program, and we may not be equipped to meet all needs. Families are encouraged to discuss their child’s specific situation during the campus tour and intake process.

2. Are there aides or specialized staff on campus?

BSE does not have dedicated aides, therapists, or special education professionals on staff. Parents are expected to remain on campus and be available to support their child as needed.

3. Can I stay with my child during classes?

Yes, if your child requires additional support, a parent may remain in the classroom to assist. We ask that this be arranged in advance with the class teacher and leadership team.

4. How are accommodations handled in classes?

Accommodations may be made on a case-by-case basis depending on the teacher’s ability and the

nature of the class. Communication between the parent, teacher, and leadership team is essential to determine what is feasible.

5. What if my child cannot participate in all four class periods?

If your child cannot attend all four periods due to sensory or learning needs, you may choose to keep them with you during their open periods. However, this should be discussed during enrollment to ensure proper planning.

6. Should I disclose my child's learning differences during enrollment?

Yes, we encourage full transparency so we can determine if BSE is a good fit and how best to support your child. All shared information is kept confidential.

PLEASE NOTE: Most classes are upstairs and not wheelchair accessible.

GLOSSARY OF TERMS

Enrollment/Registration: *Formerly Membership Fee*

Registration: establishes a family as members of BSE by completing the Family Registration Process (Family Profile) and paying the fee of \$300 as well as signing and returning required documents and submitting to the criminal background check. This step establishes your commitment to BSE.

Enrollment: entering the BSE program fully by participating in classes and committing to volunteering in the classroom. This step solidifies a student's status as a part of BSE classes. *A family can register and not enroll but you cannot enroll without being registered. Registration is a prerequisite to enrollment. Families can register with BSE and actively participate in BSE events and activities as well as receive any member discounts related to those events/activities.

Security Fee: *Formerly Insurance fee*

This fee is paid per child and is due annually.

Household: Members of a single immediate family living at the same address. Each household is required to complete the registration process.

Parent/Guardian: Person or persons responsible for children's legal liability.

Sponsor: Person responsible for a child/ren while at BSE. These are adults that accept the released responsibility from the guardian of the child/ren while at BSE or events. *Additional documentation required

Off-Campus Parent/Guardian: A parent/guardian who does not attend BSE regularly due to work schedule or medical issues. Requires Leadership approval and has additional fees. Must have an on-campus sponsor.

Dual enrollment is a program that allows secondary students, including home education and private school students to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an associate or baccalaureate degree at a Florida public or eligible private institution.